

## B. Rules of Order

### 1000.00

#### THE ANNUAL CONFERENCE SESSIONS RULES OF ORDER

### 1005.00

**Parliamentary Rules.** The annual conference shall operate under the following in order of precedence:

1. The current *Book of Discipline of the United Methodist Church (Book of Discipline)*
2. The current Rules of Order of the Iowa Annual Conference (contained herein)
3. The Rules of Order of the most recent General Conference
4. The most recent version of Robert's Rules of Order

### 1010.00

#### Pre-Conference Preparation.

#### 1010.05

Pre-Conference Manual. The projected report of the Conference Connectional Ministries Council, other preliminary reports, the conference program, and other pertinent information to the orderly conduct of the conference sessions shall appear in a Pre-Conference Manual. The Pre-Conference Manual shall be distributed to members of the annual conference not later than twenty days before the first day of the conference session and shall be published under the direction of the Annual Conference Session Planning Committee.

#### 1010.10

Conference Orientation. Following distribution of the Pre-Conference Manual in the spring, annual conference orientation may be organized for the purpose of providing an overview of the annual conference sessions.

### 1015.00

#### Schedule and Administration of Sessions.

#### 1015.05

Regular and special sessions of the Iowa Annual Conference of The United Methodist Church shall be held at such times and places as shall be determined in the manner prescribed in *The Book of Discipline* ¶603.

#### 1015.10

Opening and Daily Sessions. The organization and program of these sessions shall be the responsibility of the Annual Conference Session Planning Committee.

#### 1015.15

Clergy Session. (¶605.7) The Annual Conference Session Planning Committee shall recommend to the annual conference the place for the session.

#### 1015.20

Lay Session. A meeting of the lay members of the conference may be held during the annual conference session as arranged by the Board of Laity. The Board of Laity shall communicate its request for such a meeting to the Annual Conference Session Planning Committee.

#### 1015.25

Roll Call and Attendance.

Attendance (¶602.7 & 8). All members, lay and clergy, shall attend the daily session of the conference. Excused absences shall be submitted through electronic or paper forms, to the conference secretary.

Roll call shall be taken at the annual conference session as follows:

1. Each lay and clergy member of the annual conference shall register by the means provided by the Annual Conference Sessions Planning Committee.
2. Seating shall be arranged by the Annual Conference Session Planning Committee.

#### 1015.30

Report of the Conference Treasurer, Statistician, and the Council on Finance and Administration.

At the first business session of the regular session, there shall be a report of the conference statistician, the conference treasurer, and the proposed conference budget. The proposed budget shall be received without debate as the working budget for the coming calendar year.

#### 1015.35

Nominations Report.

The Conference Nominations Coordinating Committee shall present a comprehensive published report of nominations to be given to the annual conference at least 12 hours before election and cause the election report to be printed in the Iowa Annual Conference Journal.

1. Members who wish to make nominations from the floor following the first report of the Conference Nominations Coordinating Committee shall file within twenty-four (24) hours a completed form.
2. The person being nominated must have given consent.
3. The Conference Nominations Coordinating Committee shall check to see if the nomination would violate any conference Rules of Order or Plan of Organization and shall have a copy of this form returned to the nominator prior to the voting, so marked to indicate that the nominee is eligible, or the reason for ineligibility for election.
4. When the second Conference Nominations Coordinating Committee Report is given, members will be given the opportunity to make nominations from the floor of persons who have been determined by the committee as eligible to serve.
5. As each nomination from the floor is made, a vote will be taken for that particular position. When all nominations from the floor are finished, a vote on the entire Conference Nominations Coordinating Committee report will be taken.

1 **1020.00**2 **The Legislative Process.**3 **1020.05**

4 Legislation in the *Pre-Conference Manual* will be divided into sections and numbered accordingly. A Legislative Leader will be appointed  
5 for each section. These tasks shall be the responsibility of the Episcopal Office.

6 **1020.10**

7 Each Legislative Leader will place the items in that section before the Annual Conference Session as an Action Calendar, excluding items  
8 that cannot be placed on the Action Calendar by these Rules or by *The Book of Discipline*.

9 1. This motion is not debatable.

10 2. After receiving a second to the motion, the presiding officer shall ask the body if there are any items they wish to remove from the  
11 Action Calendar and state their reason for requesting removal (for amendment, discussion or information).

12 3. If the motion to remove an item receives a second, it requires an affirmative vote of 10% of the members present and voting to  
13 remove items from the Action Calendar.

14 4. After the Action Calendar is perfected it may be adopted by a simple majority vote, unless the majority required by these Rules or by  
15 *The Book of Discipline* is greater.

16 5. All of the Action Calendars will be considered before any items removed from the Action Calendar, or not eligible for the Action  
17 Calendar, return to the Session for discussion and vote.

18 **1020.15**

19 Legislation not on the Action Calendar shall be addressed in order as time is allocated on the agenda and according to these rules.

20 **1020.20**

21 The Legislative Leaders will introduce resource persons as needed to address questions regarding the legislative items.

22 **1020.25**

23 Legislation not printed in the *Pre-Conference Manual* must be presented to the chair of Business and Agenda, who, if the item is in order,  
24 will assign it a number and authorize its publication. A minimum of three hours will pass between the distribution of a new item and its  
25 consideration on the floor.

26 **1020.30**

27 Any legislation coming before the conference which would require a change in the proposed budget shall be handled in the following  
28 manner:

29 1. The conference shall consider the item on its merits. If the conference approves the item and wishes to request additional funding,  
30 it can recommend the item for funding to the Council on Finance and Administration. All items shall be held for final action until all  
31 the all budget adjustment requests have been referred to and been reviewed with recommendation by the Council on Finance and  
32 Administration. The Council on Finance and Administration shall consider all requests in relationship to the total budget and bring a  
33 composite report, including the revised budget, proposed for conference action.

34 2. Any proposal or amendment brought to the conference floor which affects the apportionment formula shall be referred to the Council  
35 on Finance and Administration for its response before final action is taken by the conference.

36 **1020.35**

37 Summary reports of conference agencies and institutions shall be accepted for inclusion in the *Iowa Annual Conference Journal* without  
38 being read to the Annual Conference Session.

39 **1025.00**

40 Distribution of Materials. Before any materials may be distributed on the conference floor, approval must be granted by the chair of  
41 Business and Agenda. All such materials shall carry the name of the person or agency preparing the material. Any conference member  
42 who has been denied permission to distribute materials to the conference floor according to this section shall have the right to make  
43 appeal to the annual conference with not more than one person speaking for the distribution and not more than one speaking against,  
44 after which a vote shall be taken.

## 45

46 **1030.00**47 **Authority of the Presiding Officer.**48 **1030.05**

49 The assigned bishop shall be the presiding officer and chairperson of the conference.

50 **1030.10**

51 The presiding officer shall decide points of order raised by the members, as the presiding officer deems necessary to conform to the  
52 Rules of Order. Any rule of the presiding officer is subject to an appeal to the conference by any member without debate. When any  
53 member raises a point of order, the member shall cite the rule the member adjudges to have been violated.

54 **1030.15**

55 If the assigned bishop is unable to preside, the provisions of ¶603.6 of *The Book of Discipline* shall be followed. If no Bishop is available,  
56 the Assistant to the Bishop shall convene the session and immediately follow ¶603.6 of *The Book of Discipline*.

57 **1030.20**

58 Conference Secretary. (¶603.7) Nominated by the bishop in consultation with the district superintendents and elected by the annual  
59 conference.

60 **1030.25**

61 Conference Parliamentarian.

62 The Bishop shall name for the quadrennium a conference parliamentarian who shall advise the appropriate conference agencies and  
63 leaders regarding these rules. The conference parliamentarian, in consultation with the bishop, may name a pool of parliamentarians and  
64 shall train and coordinate the pool, whose task shall be to assist the conference parliamentarian during the annual conference sessions.

65

1 **1035.00**2 **Quorum and Voting**3 **1035.05**

4 Quorum. The members present at any duly called sessions of the annual conference shall constitute a quorum.

5 **1035.10**

6 Voting Area. At the opening of the session, the voting area of the conference shall be fixed. A member of the conference shall be within  
7 the prescribed area in order to participate in discussion or to vote, except when official responsibilities require the member's absence.

8 **1035.15**

9 Voting Procedure.

10 1. Voting shall be done by show of hands or electronic devices unless otherwise ordered by the conference.

11 2. If voting by show of hands, a vote by secret ballot or a count vote may be ordered on call of any member, if supported by one-third  
12 of the members.

13

14 **1040.00**15 **Floor Rights and Privileges of Members**16 **1040.05**

17 Speaking. When a member speaks to the conference the member shall give the member's: name, charge and whether the member is  
18 clergy or lay.

19 **1040.10**

20 Privilege of Speaking.

21 Lay and clergy members of agencies, elected by the conference or appointed by order of the conference, or in pursuance of provisions  
22 in *The Book of Discipline* (§602.9-10), who are not members of the conference may be granted the privilege of speaking, on matters  
23 relating to the reports of their respective agencies.

24 **1040.15**

25 Persons not officially connected with the Iowa Annual Conference may not address the conference at a business session without first  
26 obtaining the approval of the Chair on Business and Agenda, who shall fix a definite time to be allotted to such persons.

27 **1040.20**

28 Limitation on Speaking.

29 1. No person shall speak for more than three minutes at a time without the permission of the membership. This three-minute limit may  
30 be reduced by a two-thirds vote without debate, at any time, and for any period of duration.

31 2. A person shall only be permitted to speak for a second time on the same question only after every member desiring to speak has  
32 spoken. No member shall speak more than twice on the same question.

33 **1040.25**

34 Insofar as possible, lay members and clergy members shall be given equal opportunity to speak on a question.

35 **1040.30**

36 Speaker Order and Speakers For and Against.

37 1. When the action item or motion of an agency is under consideration, the agency chair or designee shall be entitled to speak before  
38 there is further debate from the floor.

39 2. The presiding officer will ascertain, when recognizing a member of the conference, on which side the member proposes to speak  
40 and not assign the floor to any member proposing to speak on the same side of the pending question as the speaker immediately  
41 preceding if any member desires to speak on the other side.

42 3. Except for non-debatable motions, no report, action item, or motion shall be adopted without opportunity having been given for at  
43 least two speeches for and two against the said proposal, provided that right is claimed before the agency chairperson, chairperson's  
44 designee, or maker of the motion, if there be such, is presented to close the debate.

45 4. When all have spoken who desire to do so, or if the previous question has been ordered, the maker of the motion shall be entitled to  
46 speak, then the chairperson and/or duly authorized member or members presenting the agency's report shall be entitled to speak,  
47 after which the vote is taken.

48 **1040.35**

49 Suspension of Rules. Any of these Rules of Order, except those rules related to amending the Rules of Order, may be suspended for the  
50 immediate business under consideration by a two-thirds majority vote.

51 **1040.40**

52 Amendments. The Rules of Order may be amended at any session of the annual conference by a vote of two-thirds of members present  
53 and voting, provided that one day's notice has been given and the proposed change or amendment has been submitted in writing, and a  
54 report has been given thereon by the Committee on Rules of Order. Unless otherwise stated, the Plan of Organization may be amended  
55 at any session of the annual conference by a majority vote of members present and voting, provided that one day's notice has been given  
56 and the proposed change or amendment has been submitted in writing, and a report has been given thereon by the Committee on Rules  
57 of Order. Changes to conference officers shall require a vote of two-thirds of the members present and voting.

58 **1040.45**

59 Unlawful Motion After Speech. It shall not be in order for a member, immediately after discussing a pending question and before  
60 relinquishing the floor, to make a motion which, if adopted, would limit or stop debate.

61 **1040.50**

62 Motions Written.

63 All motions shall be written and presented to the conference secretary on the appropriate form, and any which exceed 80 words shall be  
64 published for the members of the conference prior to consideration.

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1 **1045.00**2 **Procedures for Submission and Processing of Resolutions.**3 **1045.05**

## 4 Definitions:

- 5 1. Resolutions: motions which express the mind of the Annual Conference Session on an issue or matter of concern or alter an aspect
- 6 of conference procedure. They cannot require meetings, the expenditure of conference funds or the use of conference staff time.
- 7 2. Urgent/Emerging Issues: issues that did not exist prior to the deadline for submitting resolutions.
- 8 3. Existing Resolutions: includes all resolutions contained in the current edition of the *Iowa Annual Conference Book of Resolutions*. All
- 9 resolutions, once passed, shall remain in effect until repealed.
- 10 4. "Resolutions Years" are the odd numbered years of Annual Conference Session, in which new resolutions may be considered.
- 11 5. Review Years: even numbered years of Annual Conference Session, at which the Resolutions Committee shall present existing
- 12 resolutions that are suggested for repeal.

13 **1045.10**

14 Individuals, congregations, districts, or conference agencies may submit resolutions or recommendations for repeal of existing resolutions  
15 to the Conference Resolutions Committee by December 1 prior to the Resolution or Review year or a later a date as designated by the  
16 Committee on Resolutions in consultation with the Episcopal office. Resolutions submitted after that deadline shall be returned to the  
17 author(s) of the resolution.

18 **1045.15**

19 The Resolutions Committee shall review all submissions to assure their compliance with the guidelines outlined in these rules. Submitted  
20 resolutions that do not meet the criteria outlined in these rules will be returned to the author(s), to be resubmitted within thirty (30) days.

21 **1045.20**

22 Resolutions that are submitted after the deadline set forth above and that are determined by the Resolutions Committee to concern  
23 Urgent Issues, shall be submitted by the Resolutions Committee to the *Pre-Conference Manual* editor prior to the beginning of Annual  
24 Conference Session.

25 **1045.25**

26 All resolutions submitted shall:

- 27 1. Contain no more than 250 words, excluding title and footnotes.
- 28 2. Address only one subject matter.
- 29 3. Include paragraph or section references to the *Book of Discipline*, the *General Conference Book of Resolutions* or the *Iowa Annual*  
30 *Conference Book of Resolutions*.
- 31 4. Include book, chapter, verse and translation in all references to Scripture.
- 32 5. State, when appropriate, that it is an amendment to an existing resolution, including the resolution number, and restate the language  
33 of the existing resolution with language to be removed and language to be added double underlined.
- 34 6. State as appropriate, the purpose of the motion (to appeal or amend) in the title and refer to the resolution to be repealed or amended  
35 by Number and Title.
- 36 7. Resolutions shall be submitted in electronic or typed format.

37 **1045.30**

38 In Review Years, the Resolutions Committee shall review the current *Book of Resolutions* and any recommendations for repeal received  
39 by the deadline and:

40 1. Recommend repeal of any existing resolution that:

- 41 a. Contradicts or is in opposition to the current *Book of Discipline*.
- 42 b. Has become moot for any reason.

43 2. Refer any recommendations for retention or repeal of existing resolutions to the appropriate conference agency for review.

44 3. At the conclusion of the review process, the Resolutions Committee shall report to the editor of the *Pre-Conference Manual* any  
45 resolutions that are recommended for repeal by the Resolutions Committee.

46 4. If both the Resolutions Committee and the agency to which a resolution was referred recommend repeal of the resolution, the request  
47 and the reason shall be contained in the *Pre-Conference Manual*.

48 5. If the Resolutions Committee and the agency do not concur, the Resolutions Committee shall again consider the matter. If the  
49 Resolutions Committee continues to recommend repeal of the resolution, the request and the reason shall be contained in the *Pre-*  
50 *Conference Manual*.

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52 **1050.00**53 **General Conference Procedures**54 **1050.05**

55 Annual Conference adoption of Petitions to General Conference. All General  
56 Conference petitions must be submitted in accordance with the current *Book of Discipline* (§507).

- 57 1. Persons or groups seeking Annual Conference adoption for petitions must submit the petition to the Conference Secretary by  
58 February 1 of the year preceding the General Conference. Petitions must originate with or be sponsored by the individuals or groups  
59 who are members of or related to The United Methodist Church in Iowa.
- 60 2. After February 1, the Committee on Rules of Order will review the petitions for accuracy, duplication, and compliance with Disciplinary  
61 guidelines. The committee may refer the petitions to annual conference agencies for review but will not express an opinion on the  
62 subject nor change the substantive content of the petition.
- 63 3. The petitions will be printed in their entirety in the *Pre-Conference Manual*. These petitions are amendable and debatable.
- 64 4. Petitions adopted by the Annual Conference are sent by the Conference Secretary to the General Conference Petitions Secretary.
- 65 5. Petitions not adopted by the Annual Conference may be submitted by individuals or groups directly to the General Conference  
66 Petitions Secretary in accordance with §507.

67

**1 1050.10**

2 Procedure for Elections of Delegates to General Conference and Jurisdictional Conference

3 The qualifications for clergy delegates and lay delegates are defined in *The Book of Discipline*, Section VI, Article II, Article III, Article IV and Article V of The Constitution ¶33-36.

**5 1050.15**

6 Nominating Process

7 In the year preceding General Conference, a person may become a nominee through either of the following:

- 8 1. Submission of nominations materials, as defined in 1050.20, to the Conference Secretary by April 15;
- 9 2. Nomination from the floor. Nominees shall complete a floor nomination form and return it to the Conference Secretary to accept nomination.

**11 1050.20**

12 Nomination Materials

- 13 1. The Conference Secretary shall prepare a nomination form and make it available to all conference members. The form shall ask for:
  - 14 a. Necessary personal data.
  - 15 b. A 250-word (maximum length) biographical sketch and statement of the nominee's position on critical issues facing the church.
  - 16 c. A recent photo of the nominee.
  - 17 d. The signature of the nominee.
  - 18 e. Confirmation of eligibility.

**19 1050.25**

20 Balloting Procedures

- 21 1. The Conference Secretary or designee shall coordinate the balloting process.
- 22 2. Each nominee shall be assigned a number and all voting shall be by the assigned numbers.
- 23 3. All voting must take place within the bar of the Conference.
- 24 4. A report of each ballot shall be delivered to the platform and shall contain the names and assigned numbers of those nominees who received at least twenty-five valid votes and the number of votes each received.
- 25 5. The Bishop shall announce the results of each ballot and shall call for another ballot until all delegates and reserves have been elected.
- 26 6. A majority of all valid ballots shall be necessary for an election.
- 27 7. A valid ballot shall have votes equal to the number of General and Jurisdictional delegates yet to be elected, all ballots with fewer votes shall be invalid.
- 28 8. If more than the number to be elected at any one time receives a majority, those receiving the highest number of votes shall be declared elected.
- 29 9. In case of a tie on this occasion, those nominees with tying votes shall be declared not elected and shall become the only names to be voted on in a following and separate ballot.
- 30 10. Balloting will continue until all General and Jurisdictional delegates have been elected by a majority vote. Then, a final ballot will be cast to elect the remaining Jurisdictional Conference reserve delegates. Those receiving the highest number of votes shall be declared elected as reserve delegates, in order of the total votes received.

**38 1050.30**

39 Delegation Meetings

- 40 1. Following election of the General Conference Delegation, including the alternates, the delegation will meet to select leadership for the delegation, select Legislative Committee assignments, set times and format for future meetings and share information.
- 41 2. Following election of the Jurisdictional Conference Delegation, including all alternates, the entire delegation will meet to elect two representatives to the North Central Jurisdictional Committee on the Episcopacy, set times and format for future meetings and share information.
- 42 3. The first and second lay and clergy alternates elected to the General Conference shall be reimbursed by the annual conference at the same rate as those elected to General Conference. The first and second lay and clergy alternates elected to Jurisdictional Conference shall be reimbursed by the annual conference at the same rate as those elected to the Jurisdictional Conference.

**49 1055.00**

50 **Nomination of Person(s) for the Office of Bishop.**

**51 1055.05**

52 The annual conference, at the session immediately prior to the next regular session of the Jurisdictional Conference, may nominate a person or persons for the office of bishop (¶405.1).

**55 1060.00**

56 **Equalization of Conference Membership Between Laity and Clergy.**

**57 1060.05**

58 Lay members of the Iowa Annual Conference shall be members of a United Methodist church within the Iowa Annual Conference. (¶32)

**59 1060.10**

60 Those filling the following positions, if lay persons, shall be equalization members of the Iowa Annual Conference: (¶32)

- 61 1. Conference Leadership
- 62 2. Assistant to the Bishop
- 63 3. Conference Secretary
- 64 4. Conference Parliamentarian
- 65 5. Conference Chancellor
- 66 6. Conference Treasurer/Director of Administrative Services
- 67 7. Director of Human Resources

- 1 8. Director of Communications Services and Resources
- 2 9. Director of Congregational Excellence
- 3 10. Director of New Faith Communities
- 4 11. Director of Clergy and Leadership Excellence
- 5 12. Associates of Congregational Excellence (or equivalent staff)
- 6 13. Director of Camp and Retreat Ministry
- 7 14. Conference Coordinator of Youth Ministry
- 8 15. President of the Conference Board of Trustees
- 9 16. The Editor and Editorial Staff of the *Iowa Annual Conference Journal*
- 10 17. Elected leadership of Conference Council on Youth Ministry
- 11 18. District youth and young adult members
- 12 19. The president, vice presidents, secretary and treasurer of the Conference United Methodist Men
- 13 20. Elected leadership of United Methodist Women as defined by the national organization of United Methodist Women
- 14 21. Chairs of conference agencies as defined in *Plan of Organization 2005.05*.
- 15 22. Board of Laity elected leadership
- 16 23. Thanksgiving Ingathering chair
- 17 24. The Deans of each School of Lay Ministry and one representative of the School of Lay Ministry Commission
- 18 25. Conference Secretary of Global Ministries
- 19 26. Members of the Council on Finance and Administration
- 20 27. Members of the Committee on Rules of Order
- 21 28. Members of the Resolutions Committee
- 22 29. Members of the Conference Session Planning Committee
- 23 30. Members of the Conference Nominations Coordinating Committee
- 24 31. Members of the Conference Connectional Ministries Council's Program Review Committee
- 25 32. Members of the Commission on Religion and Race
- 26 33. Members of the Commission on the Status and Role of Women.
- 27 34. Executive Secretary of the Conference Nominating Coordinating Committee
- 28 35. Chair of the Conference Human Resources Committee
- 29 36. Delegates to General and Jurisdictional Conferences who shall serve for the quadrennium following the conference for which they
- 30 are elected
- 31 37. Members of General and Jurisdictional agencies
- 32 38. Two student representatives from each of the four United Methodist church-related colleges in Iowa, to be selected by the president
- 33 of the college in consultation with the district superintendent
- 34 39. Two student representatives or Wesley Foundation Board Members, from each Wesley Foundation in Iowa, to be selected by the
- 35 board of directors.
- 36 40. Active and retired diaconal ministers who have local church membership in Iowa
- 37 41. Church and Community Workers and deaconesses who are members of a United Methodist Church in Iowa.
- 38 42. The Chairperson of the Conference Connectional Ministries Council.
- 39 43. District Leadership
- 40 44. District Lay Leader
- 41 45. District United Methodist Men President
- 42 46. District United Methodist Women President
- 43 47. District Connectional Ministries Council Chairperson
- 44 **1060.15**
- 45 The Iowa Annual Conference Secretary shall determine by September 1 of each year, the number of additional lay members needed for
- 46 the next annual conference to be equal to the number of clergy members of the Iowa Annual Conference and shall certify this number to
- 47 the bishop.
- 48 **1060.20**
- 49 The Iowa Annual Conference Secretary shall determine the ratio of members to clergy members of the annual conference as defined in
- 50 ¶602.1) appointed to each charge of the Iowa Annual Conference.
- 51 **1060.25**
- 52 The additional lay members needed to bring equalization shall be assigned by the Iowa Annual Conference Secretary as follows:
- 53 1. One-half of the additional lay members needed to bring equalization shall be assigned to the districts in equal numbers, and each
- 54 district conference shall elect upon nomination by the District Nominating Committee, said additional lay members to the Iowa Annual
- 55 Conference; provided, however, that if one-half of the additional lay members is not exactly divisible by the number of districts, then
- 56 the remainder shall be added to the number of lay members assigned to the local charges as hereinafter provided.
- 57 2. One-half of the additional members needed to bring equalization plus any remainder not assigned to the districts shall be assigned
- 58 by the Iowa Annual Conference Secretary to the charges having the highest ratio of members to clergy members of the annual
- 59 conference in descending order. Those churches whose ratio is twice the number of members needed to bring equalization under
- 60 this subsection, shall be assigned two lay equalization members. If the ratio is three times the number, three lay members shall be
- 61 assigned. In case of tie, eligibility shall be determined by lot.
- 62 **1060.30**
- 63 All computations shall be based on the statistical tables of the *Iowa Annual Conference Journal* of the immediately preceding annual
- 64 conference.
- 65 **1060.35**
- 66 All conference equalization members selected under 1060.10 shall be entitled to reimbursement of per diem and mileage at a rate
- 67 specified by the Council on Finance and Administration.

1 **1060.40**

2 The district nominations committees and other persons responsible for determining the equalization members of annual conference in  
3 the process defined above are encouraged to make certain, insofar as possible, that there are young adults represented in the selection.

4

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## C. PLAN OF ORGANIZATION

6 **2000.00**7 **PLAN OF ORGANIZATION - ORGANIZATIONAL STRUCTURE**

8

9 **2005.00**10 **Terminology - Organization Definitions**11 **2005.05**

12 Agency: a regularly established board, commission, council, or committee which has been constituted by the annual conference.

13 **2005.10**

14 Council: an organization created by the annual conference to perform defined responsibilities of review and oversight on behalf of the  
15 annual conference in relation to other agencies and to perform other assigned functions. Councils are amenable and accountable to the  
16 annual conference and report to it.

17 **2005.15**

18 Board: a multi-function organization accountable to the Conference Connectional Ministries Council and/or the annual conference, as  
19 provided in *The Book of Discipline*. A board may have subgroups for which it is responsible and accountable.

20 **2005.20**

21 Committee: a body, either temporary or permanent, created to carry out certain functions of mission, study, oversight, or review. It is  
22 amenable to its parent body. Committees may be created by the annual conference and/or a board, commission or council.

23 **2005.25**

24 Commission: an organization established by the annual conference for the fulfillment of a specific function.

25 **2005.30**

26 Standing Committee: a subgroup of an agency with a specific purpose, accountable to the agency of which it is a part.

27 A standing committee may be initiated when one or more of the following criteria are met:

28 1. Mandated by *The Book of Discipline*.

29 2. Program is to be implemented over a period longer than five years.

30 3. Appointed by the resident bishop, as mandated by *The Book of Discipline*, or requested by the annual conference.

31 4. Program budget is larger than \$50,000 and cannot be adequately administered on a quarterly basis by the parent agency.

32 5. Program staffing requires a long term (five years or more) advisory committee.

33 Chairpersons of standing committees are eligible to be members of the standing committee's respective agency.

34 **2005.35**

35 Task Force: an organization with one objective, which will be accomplished in no more than five years, and whose membership numbers  
36 no more than fifteen.

37

38 **2010.00**39 **Membership Definitions**40 **2010.05**

41 Ex-Officio: full voting members, by virtue of office, of an agency of the annual conference with all rights, unless indicated otherwise.

42 **2010.10**

43 Consultants and Resource Persons: Non-conference staff may be called upon from time to time because of expertise needed by a group.  
44 They do not have the privilege of voice or voting.

45 **2010.15**

46 Cabinet and Staff Consultants: District superintendents, staff of the district and conference and Episcopal Office may serve as consultants  
47 to agencies of the annual conference. They have the privilege of voice, but do not have the privilege of voting.

48 **2010.20**

49 Ecumenical Partner: a member of another denomination, serving as an ecumenical liaison. They have the privilege where *The Book of*  
50 *Discipline* allows, of making motions and voting.

51 **2010.25**

52 Youth: a person 12 through 17 years of age, at time of election.

53 **2010.30**

54 Young Adult: a person 18 through 30 years of age, at time of election.

55

56 **2015.00**57 **CONFERENCE DEFINITIONS**58 **2015.05**

59 Conference Officers.

60 1. Assigned Bishop/Presiding Officer (§603.6)

61 2. Assistant to the Bishop (§608)

62 3. District Superintendents (§403.2, §417)

63 4. Conference Secretary (§603.7)

64 5. Treasurer/Director of Administrative Services (§619)

65 6. President of the Board of Trustees (§2512.2)

66 **2015.10**

67 Cabinet. (§424)

1 **2100.00**2 **NOMINATIONS, ELECTIONS AND APPOINTMENTS**3 **2105.00**4 **The Local Church Committee on Lay Leadership.**

5 This committee shall prepare a list of names of local church persons as suggested nominees for district and conference positions. These  
6 names shall be presented to the district superintendent as a part of the regular charge conference report to the district superintendent.

7 The term of office for elected personnel in local churches by the charge conference or annual church conference shall be from January  
8 1 through December 31. The lay member of the Annual Conference may be elected annually or quadrennially by the charge conference  
9 next preceding the regular meeting of the General Conference, as each charge conference so decides.

10 **2110.00**11 **District Nominations Committee**12 **2110.05**

13 Responsibilities:

14 1. Nominate for district responsibilities as determined by the district conference, *The Book of Discipline*, and the annual conference  
15 Rules of Order.

16 2. Provide nominees for election by district conference to membership on conference agencies.

17 3. Submit to the Conference Nominations Coordinating Committee a list of persons to be nominated for other conference agencies  
18 according to the matrix provided by the Conference Nominations Coordinating Committee.

19 4. Channel all information for conference elections, including those made by districts, and *Iowa Annual Conference Journal* records  
20 through the Conference Nominations Coordinating Committee.

21 5. Adhere to the conference-determined guidelines

22 6. Nominate for vacancies between district conference sessions by submitting one or more nominees for each vacancy for election by  
23 the District Connectional Ministries Council, including those vacancies created by persons moving from the district.

24 7. Cooperate fully with the Conference Nominations Coordinating Committee in keeping accurate and systematic records of all  
25 transactions.

26 **2110.10**

27 Membership.

28 1. The District Nominations Committee is nominated and elected by the district conference and shall be composed of six to twelve  
29 members and the district representatives to the Commission on the Status and Role of Women, the Commission on Religion and  
30 Race, and the Commission on Ministry with Persons with Disabilities or their designees, plus one youth and/or one young adult.

31 2. It is strongly recommended that the membership consist of at least two laywomen, two laymen, and two clergy, with sensitivity to  
32 gender, ethnicity, persons with disabilities, age (including youth), geography, clergy who have been members of the annual  
33 conference for less than ten years, and lay persons who have demonstrated local church leadership.

34 3. These persons shall serve a four-year term of office and cannot serve more than eight consecutive years, except for the first election,  
35 at which time the terms of office may be shortened to set up the rotating pattern.

36 4. Members must belong to a United Methodist church located within the district.

37 5. After such service, four years shall elapse before a person shall be eligible for membership on the District Nominations Committee.

38 6. The district superintendent and the district lay leader may be consultative members of the District Nominations Committee.

39 **2110.15**

40 Officers. It is strongly recommended that one clergy, one layman, and one laywoman elected by the district conference serve as the  
41 officers.

42 **2110.20**

43 Two youth and two young adults shall be elected by each district as equalization members of the annual conference

44

45 **2115.00**46 **Conference Nominations and Elections Rules.**47 **2115.05**

48 For the purposes of nominations and elections the following definition shall apply in reference to the term "annual conference agencies."

49 The agencies of the Iowa Annual Conference are the regularly established boards, commissions, councils, standing committees and  
50 committees. Not included are: the Conference Connectional Ministries Council and its subcommittees, Conference Council on Youth  
51 Ministry, Young Adult Council, Older Adult Council, Annual Conference Administrative Coordinating Council, Committees on Investigation,  
52 Administrative Review Committee, Joint Committee on Incapacity, the Committee on the Episcopacy, task forces, ecumenical groups,  
53 ex-officio members by virtue of membership on a general agency, or committees related to the conduct of the annual sessions of the  
54 conference.

55 **2115.10**

56 Only active members in The United Methodist Church shall be eligible for nomination unless *The Book of Discipline* or the Iowa Annual  
57 Conference Rules of Order specifically provide for ecumenical representation.

58 **2115.15**

59 If a person nominated is a family member of a district committee member, the latter must refrain from any involvement in decision making  
60 about the position for which nominations are being sought and recommended. No member of a district committee may nominate a member  
61 of his or her family for membership on any annual conference agency or position for which the district committee has nominating  
62 responsibility.

63 **2115.20**

64 An employed staff member of the annual conference shall not be eligible for any agency membership unless *The Book of Discipline*  
65 stipulates otherwise.



**1 2115.25**

2 A district superintendent shall not be the chairperson of any agency; neither shall a clergy person continue as a chairperson if the  
3 clergyperson is appointed district superintendent.

**4 2115.30**

5 The term of office for members of agencies of the conference are for four years. If the election occurs at annual conference, the term of  
6 office shall begin on July 1, unless otherwise provided by Articles of Incorporation or proper authority.

**7 2115.35**

8 There shall be an eight-year tenure limitation for members of conference agencies unless a different number of years is specified  
9 elsewhere, including elective and ex-officio district representation. In accord with ¶635.1.a of the *Book of Discipline*, members of the  
10 Annual Conference Board of Ordained Ministry may serve a maximum of three consecutive four-year terms.

**11 2115.40**

12 If a new agency is established, membership on a predecessor agency shall be counted as tenure limitations.

**13 2115.45**

14 No person (except the bishop, members of the cabinet, the conference secretary, and the assistant to the bishop) shall serve as a voting  
15 member of the Conference Connectional Ministries Council for more than eight consecutive years.

**16 2115.50**

17 A person whose tenure has expired may not be re-elected to that agency until that person has been off the agency for four years.

**18 2115.55**

19 A person filling a vacancy on a conference agency shall not be subject to the term of office of the preceding member.

**20 2115.60**

21 No person shall serve more than sixteen consecutive years on two or more conference agencies. After reaching the sixteen-year limit, a  
22 person will not be eligible for membership on any conference agency, until two years have elapsed, unless this Plan of Organizational  
23 Structure state otherwise. Ex-officio service shall not be subject to this limitation.

**24 2115.65**

25 The Conference Nominations Coordinating Committee shall encourage the district committees on nomination to be reasonably certain  
26 that the persons they nominate are:

27 1. Competent to represent the church in this particular field.

28 2. Willing to make an effort to attend meetings.

29 3. Willing to do a reasonable amount of homework on committee assignments.

30 4. Active members of a local United Methodist Church.

31 5. Able to demonstrate a commitment to the United Methodist connection, the biblical and historical foundations of the United Methodist  
32 Church and the good stewardship of annual conference resources.

**33 2115.70**

34 It is strongly recommended that the members of an agency be 1/3 clergy, 1/3 lay women, and 1/3 lay men, and that there be persons  
35 named from each of the following groups:

36 1. young adults;

37 2. ethnic diversity;

38 3. persons over 64 years of age;

39 4. persons with disabilities and advocates for persons with disabilities.

40 Unless precluded by *The Book of Discipline*, an interested youth may be named to an agency.

**41 2115.75**

42 No person may be an elected member of more than one annual conference agency, including those nominated for district representation.  
43 However ethnic persons serving on the Commission on Religion and Race; persons with disabilities serving on the Commission on  
44 Ministry with Persons with Disabilities, and youth serving on the Youth Council may serve on one other additional agency.

45 A member of the Council on Finance and Administration shall not be permitted elective membership on any other agency or any other  
46 agency receiving financial support from the conference.

**47 2115.80**

48 Each program board shall include one person nominated by each district committee on nominations.

49 A current agency may nominate four to six (4 – 6) members for the agency. These nominations will be based on passion for, experience  
50 with, and specific skills needed for the ministry of that agency and may be either new or existing members. Conference rules regarding  
51 tenure will apply to these nominations. An agency shall not exceed fourteen (14) elected members.

**52 2115.85**

53 Incoming chairs may invite the outgoing chair (or other former member of the group) to serve the agency in an ex-officio (voice but no  
54 vote) capacity for one year following the outgoing chair's departure from the agency.

**55 2115.90**

56 Members of General and Jurisdictional agencies are ex-officio members of the corresponding conference agencies. Affected conference  
57 agencies will be increased in membership accordingly in such cases. Expense allowances for conference agency meetings of such  
58 members living in Iowa shall be the responsibility of the annual conference agencies.

**59 2115.95**

60 Officers of agencies shall be elected from within the membership of the agency unless otherwise exempt in the Rules of Order or Plan of  
61 Organization. Officers shall be elected for a quadrennium and shall assume their duties on July 1, unless the Articles of Incorporation,  
62 *The Book of Discipline*, or these Rules of Order state otherwise. Chairpersons of a Board will have membership on the Conference  
63 Connectional Ministries Council.

64 The previous officers shall maintain the functions of the agency and plan for and carry out the meeting in which the elections are held.  
65 These officers have a vote only if they are continuing as members.

**66 2115.100**

67 The chairperson may appoint members to serve as a nominating committee.

1 **2115.105**

2 If the person elected chairperson is a district representative, that person becomes an at-large member. The district formerly represented  
3 by the newly elected chairperson shall choose another representative.

4

5 **2200.00**

6 **ADMINISTRATION.** The officers, boards, commissions, councils, and standing committees of the Iowa Annual Conference of The United  
7 Methodist Church shall be those herein listed and such others as are, provided by *The Book of Discipline* or by action of the Conference.

8 **2205.00**

9 **Conference Communications Services and Resources.** Conference Communications Services and Resources shall be located within  
10 the Episcopal Office. Its purpose is to provide consultation, service, product and process development and production, technical  
11 assistance, and advice to all ministries of the Iowa Annual Conference, including local church, appointive, program, and administrative  
12 ministries. Specifically, Conference Communications Services and Resources will be responsible for strategic planning across all aspects  
13 of communications; public relations, including media relations, issues management, and advertising; crisis management, including  
14 maintaining an updated conference crisis management plan, training key persons, and guiding the conference response to crises; on-  
15 going communications, including editing and publishing printed and electronic communications tools for the conference; and technical  
16 support to local churches, agencies, and clergy and lay persons in the area of communications.

17 **2205.05**

18 The Communications Advisory Team (§646)

19 **2205.10**

20 Function: The team will meet at least quarterly to advise the Director of Communications Services and Resources, and to assist with  
21 strategic planning.

22 **2205.20**

23 Membership: There will be nine members selected for their content expertise in a variety of communication areas. Members will be  
24 appointed by the bishop to 3-year terms with one-third rotating off each year. The chairperson will be appointed by the bishop.

25 **2205.25**

26 There will be a Director of Communications Services and Resources (§609) who shall be amenable to the resident Bishop and will relate  
27 directly to the Communications Advisory Team.

28

29 **2210.00**30 **Council on Finance and Administration (§612)**31 **2210.05**

32 Membership: There will be at least fifteen and no more than twenty-one members of which it is recommended there be at least one more  
33 layperson than clergy. A desired additional member would be a youth or young adult, if available and interested. It is recommended that  
34 there be at a minimum three female members and one person from an ethnic group, with the goal of having membership from each  
35 district. It is recommended that at least one clergy and one laity be from churches under 200 members. (§612.2.a.).

36 **2210.10**

37 There shall be a Conference Treasurer/Director of Administrative Services. (See §613.11 and 619 for nomination and election.)

38 **2210.15**

39 Ex-officio members of the council, in addition to the members listed in §612.2.c are: (§612.2.c.)

- 40 1. the Assistant to the Bishop
- 41 2. the Director of Communication Services and Resources
- 42 3. the chair of the Conference Connectional Ministries Council (or the chair's designee)
- 43 4. the Board of Trustees President

44 **2210.20**

45 There shall be a Conference Statistician who shall be nominated by the Council on Finance and Administration and elected by the annual  
46 conference. The statistician shall be related to the Council on Finance and Administration for evaluation, accountability, support and  
47 budget. (§603.7)

48 **2210.25**

49 The council may be divided into the following committees:

- 50 1. Administrative, shall oversee audits; review personnel and organization, insurance and bonding; and recommend policy with regard  
51 to conference computer services.
- 52 2. Apportionments shall research and recommend formulas, relief, adjustments, and method of apportioning to the local churches.
- 53 3. Budget, shall research, plan and devise the amounts, size, component parts, format, and funding levels of the conference budget.
- 54 4. Other Committees and Task Forces defining their duties and authority as it deems necessary for fulfilling its purpose and  
55 responsibilities.

56 **2210.30**

57 All Iowa Conference administrative agencies and offices will be accountable to the Council on Finance and Administration for budgeting  
58 and all fiscal matters related to the discharge of their functions.

59 **2210.35**

60 The council shall be responsible for reviewing, evaluating and coordinating all budget proposals from the agencies and offices. The  
61 council shall schedule a time each year, sometime after the Program Review Committee has met, to allow the Conference Connectional  
62 Ministries Council the opportunity to represent the needs of the agencies before the council. The Council on Finance and Administration  
63 shall recommend to the annual conference for its action and determination budgets of anticipated income and proposed expenditures.  
64 (§614.)

1 **2215.00**2 **Board of Trustees.** ¶2512 and ¶640.3 **2215.05**4 The board shall appoint from its membership one consultant to each District Board of Church Location and Building and shall assume  
5 the expenses of sending the representatives to the respective boards.6 **2215.10**

7 The Board of Trustees has jurisdiction of the Iowa United Methodist Conference Center.

8

9 **2220.00**10 **Board of Pensions** ¶639.11 **2220.05**12 Membership: shall consist of not more than 24 persons. Each member shall be elected for a term of eight years. The membership shall  
13 be in four classes with a new class being elected every two years. The conference treasurer shall be an ex officio member without vote  
14 of the executive committee (¶639.3). A representative of the Council on Finance and Administration shall be a consultant.15 **2220.10**16 Organization: The board shall be organized as a corporation under *Chapter 504 Code of Iowa* and subject to the *Articles of Incorporation*  
17 of the Iowa Annual Conference of The United Methodist Church, the bylaws of said corporation, specific directives by the Iowa Annual  
18 Conference and any applicable requirements contained in *The Book of Discipline*.

19

20 **2225.00**21 **Commission on Archives and History** (¶641).22 **2225.05**

23 Membership shall be the chairperson, eight at-large persons selected for their expertise and interest, and one young adult.

24

25 **2230.00**26 **Commission on Equitable Compensation.** (¶625)27 **2230.05**28 The Commission on Equitable Compensation shall consist of ten persons plus one district superintendent named by the cabinet (¶625.1).  
29 A member of the Council on Finance and Administration may serve as consultant.

30

31 **2235.00**32 **Annual Conference Session Planning Committee**33 **2235.05**34 Function: Shall assist the Bishop in articulating and determining the long-range, overall direction and theme for the annual conference  
35 sessions, and assist the annual conference in fulfilling its purpose as defined by *The Book of Discipline* (¶601) and the annual conference  
36 mission statement. Shall recommend to the annual conference the location of the conference session at least two years in advance when  
37 feasible.38 **2235.10**

39 Membership:

- 40 1. One at-large member nominated by each District Nominations Committees, plus one youth, and one young adult elected by the  
41 annual conference.
- 42 2. Ex-officio members shall be the bishop, Assistant to the Bishop, Director of Communications Services and Resources, a  
43 representative of the cabinet, the conference lay leader, the conference secretary, a representative from the Commission on Religion  
44 and Race, the conference worship chair, and the chair of Business and Agenda.
- 45 3. Consultative members may be selected for their expertise or support function by the Annual Conference Session Planning  
46 Committee.
- 47 4. The chair of the Annual Conference Session Planning Committee shall be the bishop or the bishop's designee.

48 **2235.15**

49 Organization:

- 50 1. Meetings shall be scheduled in a manner which facilitates the planning and work of the annual conference session.
- 51 2. May select additional persons from outside its membership to perform various functions for the conference session.
- 52 3. The Chair of Business and Agenda shall be appointed by the Bishop.

53

54 **2240.00**55 **Annual Conference Human Resources Committee.**56 **2240.05**57 Function: The Conference Human Resources Committee (CHRC) shall function as an advisory committee to the Director of Human  
58 Resources in the development, review and implementation of policies affecting conference staff at all levels and in assisting with strategic  
59 planning for the HR Department. The CHRC will work in collaboration with the stakeholders of the Iowa Annual Conference to support  
60 the mission of the Iowa Annual Conference, as well as create and nurture a spirit of unity among all employees. The Conference Human  
61 Resources Committee shall:

- 62 1. Advise and assist the Director of Human Resources in the development of policy pertaining to a conference employment, recruitment  
63 and hiring, compensation, performance management, and training and development.
- 64 2. Provide an employment policy handbook for all conference employees, and review, recommend and approve updates to the policy  
65 handbook on a regular basis.

**1 2240.10**

2 Membership: The membership shall include:

3 1. One member from each district and up to four (4) at-large members.

4 2. The Cabinet, the Council on Finance and Administration, the Conference Board of Camp and Retreat Ministries, and the Conference  
5 Connectional Ministries Council shall each appoint a representative to be an ex-officio member of the committee.

6 3. The Assistant to the Bishop, Conference Treasurer and Director of Human Resources will serve as consultants to this committee.  
7 The Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race and the Commission on Status  
8 and Role of Women shall each appoint one representative to be resource persons for this committee.

9 4. The committee may contract with consultants specializing in personnel matters.

10 5. No employee or family member of an employee of the Iowa Annual Conference may serve on the committee. If a family member of  
11 a committee member is being considered for employment, the committee member must excuse himself/herself from any and all  
12 process used in securing someone for the position to be filled. If a family member of a committee member is hired, the latter must  
13 immediately resign from the committee.

14

**15 2245.00**

16 **Committee on the Episcopacy (§637).**

17

**18 2250.00**

19 **Episcopal Residence Committee (§638)**

20

**21 2255.00**

22 **Committee on Pastoral Care and Counseling.**

**23 2255.05**

24 The committee shall have primary responsibility for the programs and functions of the Director of Pastoral Care and Counseling of the  
25 Iowa Annual Conference. The committee shall be composed of six members elected for four-year terms in two classes, and one youth  
26 and one young adult. A representative of the Episcopal Office shall be an ex-officio member.

**27 2255.10**

28 The Director of Pastoral Care and Counseling will be responsible to the Committee on Pastoral Care and Counseling.

**29 2255.15**

30 The office will be located outside the conference center for purposes of confidentiality. Office equipment and furnishings shall be the  
31 responsibility of the Conference Board of Trustees.

**32 2255.20**

33 Responsibilities and duties of the Director of Pastoral Care and Counseling shall be:

34 1. To assess the needs of the ministry professionals and their immediate families of the Iowa Annual Conference.

35 2. To establish a significant trust level with the ministry professionals and their immediate families.

36 3. To serve as a resource person in designing and implementing programs to creatively meet those assessed needs.

37 4. To provide counseling for ministry professionals and their immediate families or make referral to other appropriate professionals.

38 5. To establish relationships for adequate consultation with psychiatrists and other physicians, psychologists, social workers and other  
39 appropriate persons.

40 6. To be available to travel to various parts of the state of Iowa to set up and staff consultation centers where ministry professionals can  
41 drive a reasonable distance to receive consultation on counseling they are doing as well as serving as a resource person for retreats  
42 and workshops.

**43 2255.25**

44 Relationships are as follows:

45 1. The director will relate to the Committee on Pastoral Care and Counseling and to ministry professionals and their immediate families.

46 2. The director will establish relationships with the bishop and the cabinet so as to be available for referrals and consultation. However,  
47 in the interest of confidentiality, the director shall not give any reports on specific counseling relationships to the bishop and/or cabinet  
48 unless it is seen as appropriate by both the director and the counselee(s).

49 3. The director will establish relationships with existing conference groups such as the Conference Connectional Ministries Council and  
50 the Board of Ordained Ministry with the objective of cooperation and the avoidance of duplicated efforts. Continuing education done  
51 by the director is expected to be in terms of serving as a resource person for workshops and retreats along with the consultation with  
52 ministry professionals on their counseling, as time is available.

53 4. The director will establish relationships with existing mental health organizations and personnel so that appropriate use can be made  
54 of such resources.

55

**56 2260.00**

57 **Conference Nominations Coordinating Committee.**

**58 2260.05**

59 Functions

60 1. Coordinate nominations for annual conference agencies and positions in accordance with *The Book of Discipline* and/or the Iowa  
61 Annual Conference Rules of Order.

62 2. Nominate persons for positions mandated by the Iowa Annual Conference Rules of Order for which there are no other provisions.

63 3. Develop a matrix for district nominations committees to ensure sensitivity to gender, ethnicity, persons with disabilities, and age.

64 4. Consult with districts concerning nominations and receive from district nominations committees a list of nominees for conference  
65 agencies and elected members.

66 5. Provide the names of members of the conference agencies and the tenure of each member for printing in the *Iowa Annual Conference*  
67 *Journal*.

- 1 6. Coordinate interim elections following the closing session of the annual conference (for the remainder of the conference year only)  
 2 as follows:
- 3 a. Nominations to provide district representation or at-large membership on an agency shall be made by the District Nominations  
 4 Committee in consultation with the Conference Nominations Coordinating Committee.
  - 5 b. The Conference Nominations Coordinating Committee shall submit to the Conference Connectional Ministries Council a  
 6 nomination for the vacancy. The interim election shall be the responsibility of the Conference Connectional Ministries Council.
  - 7 c. When interim vacancies are filled by conference agencies in accord with *The Book of Discipline*, the names of all persons  
 8 involved shall be cleared through the Conference Nominations Coordinating Committee to determine eligibility and to adjust  
 9 records.
- 10 7. Request annually from each agency a report on the activity record of members. The agency secretary shall contact in writing each  
 11 member who has missed two consecutive meetings calling attention to the absences and request a response within 15 days indicating  
 12 a desire to remain as a member of that agency. If there is not a request for continuing membership, the office shall be declared  
 13 vacant. The vacancy shall be filled in accordance with the Rules of Order.
- 14 8. Coordinate nominations from the annual conference floor.

#### 15 **2260.10**

##### 16 Membership:

- 17 1. Shall consist of one person from each district, nominated by the district nominations committee and elected at the district conferences,  
 18 and one representative each from the Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race,  
 19 and the Commission on the Status and Role of Women, the Board of Laity, one youth and one young adult. The chair shall be elected  
 20 from within the committee.
- 21 2. There shall be an Executive Secretary of the Conference Nominations Coordinating Committee who shall have the responsibility of  
 22 keeping a database for the leadership pool, providing an annual update for nominations matrices, keeping service records for clergy  
 23 and laity, receiving nominations reports from district nominating committees, preparing the ballot for annual conference elections,  
 24 preparing selected Journal pages (Organizational Structure and Laity directories) for print, and receiving updates and changes to be  
 25 communicated to appropriate bodies. The executive secretary shall not be a voting member of the Conference Nominations  
 26 Coordinating Committee.
- 27 3. No current member of the Conference Nominations Coordinating Committee may be nominated for any annual conference agency  
 28 or position for which the committee has coordinating responsibility until one year has elapsed since the person left the membership  
 29 of the committee.
- 30 4. No members of the same family shall serve concurrently as members of the Conference Nominations Coordinating Committee. No  
 31 persons employed as staff members of the Annual Conference nor any persons serving on a conference agency shall be elected  
 32 members of the Conference Nominations Coordinating Committee. No immediate family member of a conference employee shall  
 33 serve as an elected member of this committee.

#### 35 **2265.00**

##### 36 **Resolutions Committee**

#### 37 **2265.05**

38 The Resolutions Committee shall:

- 39 1. Reject any resolutions that:
  - 40 a. Are the same as or similar to an already existing General Conference or Iowa Annual Conference Resolution, unless cast as an  
 41 amendment to the existing resolution. (Any request for a change to a General Conference Resolution or to the *Book of Discipline*,  
 42 should be cast as a petition to General Conference.)
  - 43 b. Do not contain footnotes to support factual claims made in the resolution.
  - 44 c. Are inconsistent with or contradictory to a current resolution, except in cases where the submission amends an existing  
 45 resolution.
  - 46 d. Are in conflict with the current *Book of Discipline*.
- 47 2. Notify the drafter of any resolution that is rejected of such rejection, including the reason for the rejection.
- 48 3. Submit all other resolutions to the editor of the *Pre-Conference Manual*.
- 49 4. Promote and interpret the resolution process at all levels of the Annual Conference.

#### 50 **2265.10**

51 Members shall consist of nine members including at least one clergy and one laity from churches under 200 members, one must be a  
 52 youth and one young adult.

#### 54 **2270.00**

##### 55 **Committee on Rules of Order**

#### 56 **2270.05**

##### 57 Functions

- 58 1. Be the primary steward of the Iowa Annual Conference Plan of Organization and Rules of Order and of the Standing Items.
- 59 2. Receive and review proposed changes and/or additions to the Plan of Organization and Rules of Order.
- 60 3. Report to the annual conference recommended changes to the Plan of Organization and Rules of Order to keep them in compliance  
 61 with *The Book of Discipline*.
- 62 4. Prepare guidelines for annual conference approval regarding election of General and Jurisdictional delegates.
- 63 5. Prepare guidelines for annual conference approval regarding submitting General Conference petitions to the annual conference for  
 64 consideration.
- 65 6. Following the annual conference session, edit and reconcile the Rules of Order to be in compliance with the *Book of Discipline* and  
 66 annual conference action and to reduce duplication.

1 **2270.10**

## 2 Standing Items.

- 3 1. The Standing Items are actions of, or reports to, past annual conference sessions which have a continuing effect as policy for the
- 4 Iowa Annual Conference, its agencies and/or its churches.
- 5 2. Legislative items adopted by the annual conference, and specified by the annual conference as standing items, shall be included in
- 6 the list of Standing Items in that year's Journal.
- 7 3. The Rules of Order Committee shall review all current Standing Items in the year following each General Conference and recommend
- 8 to the following year's Annual Conference those Standing Items to be retained. Any Standing Item not approved by the Annual
- 9 Conference for retention shall be removed from the list of Standing Items.

10 **2270.15**

## 11 Membership

- 12 1. The membership shall consist of seven to eleven members, in accordance with the conference inclusivity guidelines
- 13 2. Consultative members shall be: the conference secretary and the conference parliamentarian.

14

15 **2275.00**16 **Joint Committee on Clergy Medical Leave.** (§652)

17

18 **2280.00**19 **Committee on Investigation.** (§2703)

20

21 **2285.00**22 **Administrative Review Committee.** (§636)

23

24 **2290.00**25 **Committee on Ministerial Ethics**26 **2290.05**

27 Functions: To review annually for revisions and updates any policies related to ministerial ethics; to recruit, train and support personnel  
28 who carry out various functions allowed for in any such policies; to evaluate such personnel; to provide ongoing training throughout the  
29 annual conference on ministerial ethics issues, and to provide annual training for new professionals in ministry.

30 **2290.10**

31 Membership: The Assistant to the Bishop, the Director of Pastoral Care and Counseling, one elder, one deacon, one associate member,  
32 one local pastor who has completed the course of study, at-large members appointed by the bishop to ensure inclusiveness, one youth  
33 of at least 16 years of age, one young adult and one representative each from: the Cabinet, the Board of Laity, the Board of Ordained  
34 Ministry and the Commission on the Status and Role of Women. The Assistant to the Bishop for Administration shall chair the committee.

35

36 **2295.00**37 **Committee on Intentional Interim/Transition Ministry**38 **2295.05**

39 Functions: The Intentional Interim Ministry Committee provides for program advocacy, recruitment, training, and support for persons who  
40 have taken the United Methodist Intentional Interim training and/or support for persons serving in intentional interim appointments.

41 **2295.10**

42 Membership: Eight persons nominated by the bishop and a representative of the Episcopal office shall be a member of the committee.

43

44 **2300.00**45 **CONFERENCE BENEVOLENCE PROGRAM**46 **2310.00**

47 There shall be a **Conference Connectional Ministries Council** that is amenable to the Annual Conference.

48 **2310.05**

49 **Function.** The Council is responsible, in relationship to, and cooperation with, other entities within the Annual Conference for carrying  
50 out the responsibilities identified in §608 of the 2016 *Book of Discipline*.

51 **2310.10**

## 52 Membership:

- 53 1. Officers of the council shall be the chairperson, vice chairperson/financial secretary and secretary. They shall be elected by the
- 54 council upon nomination of the Conference Connectional Ministries Council Executive Committee at the beginning of each
- 55 quadrennium. Council officers' tenure shall be limited to no more than eight years. The nominees do not need to be members of the
- 56 council at the time of their election. If already members of the council at the time of their election, they will be replaced as the
- 57 representative of their respective district or agency.
- 58 2. Members of the executive committee shall be the officers, Bishop, Assistant to the Bishop, one district superintendent chosen by the
- 59 cabinet, conference lay leader, chairs of the Program Review Committee and the Committee on Planning and Research, and the
- 60 elected representative of the Connectional Table of the United Methodist Church. It is desirable for one-half of the members of the
- 61 executive committee to be lay persons. The Conference Treasurer and Director of Administrative Services and the President of the
- 62 Council on Finance and Administration shall be consultants. The executive committee shall plan and guide the work of the council.
- 63 3. The general membership of the Conference Connectional Ministries Council shall include the chairpersons of each District
- 64 Connectional Ministries Council, chairpersons of the conference program boards, chairpersons of the age level councils,
- 65 chairpersons of the commissions, chairpersons of the Committee on Planning and Research and the Program Review Committee,
- 66 Conference Connectional Ministries Council committees, two district superintendents, two Field Outreach Ministers, the Leadership
- 67 Development Ministers, presidents of the United Methodist Women and the United Methodist Men, conference secretary, the

1 Conference Secretary of Global Ministries, the President of the Council on Finance and Administration and an additional  
 2 representative from the Council on Finance and Administration.

3 4. The chairperson of the Conference Nominations Coordinating Committee shall be a consultant.

4 **2310.15**

5 **Program Review Committee.**

6 1. Responsibilities: The committee shall be responsible for reviewing, evaluating, and coordinating all program plans developed and  
 7 implemented under the direction of the Conference Connectional Ministries Council.

8 2. Membership shall include one person selected from each district. Membership on the committees shall be limited to no more than  
 9 eight years.

10 3. Ex-officio members shall be:

11 a. One representative from each of the following commissions:

12 b. COSROW (shall be a woman).

13 c. Ministry With Persons With Disabilities (shall be a person with a disability).

14 d. CORR (shall be an ethnic person).

15 e. The Assistant to the Bishop.

16 f. Cabinet representative.

17 **2310.20**

18 **Committee on Planning and Research.**

19 1. Tasks:

20 a. Assist research activities,

21 b. Conduct research for the church and its agencies,

22 c. Assist the Conference Connectional Ministries Council and agencies of the conference in their planning processes,

23 d. Recommend research initiatives to the Conference Connectional Ministries Council.

24 2. Membership shall be the chairperson and six members selected for their expertise. Membership on the committee shall be limited  
 25 to no more than eight years.

26 **2320.00**

27 **Program Boards.** There shall be six program boards in the annual conference whose members shall be elected for four-year terms.  
 28 These shall relate to the work areas in the local church and district and to the program boards of the general church, as specified by the  
 29 Conference Connectional Ministries Council. The boards shall submit the elements of program which are to be promoted in, supported  
 30 by, or implemented by the district councils and local churches of the conference to the council for consideration and calendaring, prior to  
 31 presentation to the local churches. The boards are organized in accordance with the provisions of ¶610 of *The Book of Discipline* and the  
 32 names used here are not to be construed as necessarily the annual conference counterparts of similarly named general church boards.  
 33 The disciplinary provisions and functions which apply to these boards shall be limited to those indicated in this plan of organization. Other  
 34 necessary functions will be fulfilled through the organizational structures developed by the boards. It is strongly recommended that the  
 35 board sub-groups represented on the Conference Connectional Ministries Council shall select chairpersons on the 1/3, 1/3, 1/3 ratio  
 36 insofar as possible.

37 **2320.05**

38 **Standing Committee Membership:** No person shall serve more than eight consecutive years on a standing committee. In case of special  
 39 leadership needs of emerging missional ministries, the Conference Connectional Ministries Council can extend the term of limits of  
 40 membership on a program standing committee annually for up to four years. The chair of the corresponding committee shall serve in that  
 41 position for no more than eight years. The number of years a member of an agency may serve on a standing committee shall not exceed  
 42 the number of years remaining in one's tenure on the agency. If a new standing committee is established by the Conference Connectional  
 43 Ministries Council, membership on a previous standing committee shall be counted as tenure limitations.

44 **2320.10**

45 Program Agencies in rules 2321.00 through 2326.15 shall follow by the rules in 2320.00 and 2320.05

46

47 **2321.00**

48 **Board of Camp, Conference and Retreat Ministries**

49 **2321.05**

50 Functions:

51 1. Establish a vision, a direction for the ministry, and monitor the progress to assure that the organization is carrying it out.

52 2. Be the link between the sites and annual conference (agencies and congregations), assuring that the agencies' and churches' needs  
 53 and issues are understood by the Camp, Conference, and Retreat Ministries leaders, and that the Camp, Conference and Retreat  
 54 Ministries' needs and issues are understood by the churches and annual conference agencies.

55 3. Establish standards of quality for carrying out all aspects of the ministry with systems of accountability for assuring that the standards  
 56 are maintained.

57 4. Set annual goals which are attainable and measurable and establish a regular system of accountability and feedback to assure that  
 58 the goals are met and new goals established.

59 5. Oversee the management of the sites, programs and personnel to assure fiscal responsibility, stewardship of property, quality of  
 60 programming, fairness in staff relations, and practices which reduce the exposure of risk in the annual conference.

61 **2321.10**

62 The officers may be selected from outside the board membership.

63 **2321.15**

64 The Board will have 4 lay, 4 clergy, 4 persons with special expertise, one youth, and 3 officers. There shall be a goal of having membership  
 65 which will represent each of the districts.

66 **2321.20**

67 The Board shall have a Personnel standing committee.

1 **2322.00**

2 **Board of Church and Society**, with functions as outlined in *The Book of Discipline*, (§629).

3 **2322.05**

4 Officers of the board and members of the executive committee shall be the chairperson, vice-chairperson, financial secretary and  
5 secretary. The officers may be selected from outside the membership of the board.

6 **2322.10**

7 Membership shall include the officers, at least one person from each district, the Peace with Justice Coordinator, and one youth. The  
8 Mission Coordinator for Social Action for the Iowa Conference United Methodist Women shall be an ex-officio member.

9 **2322.20**

10 The board shall discern for each quadrennium, three or four foci for their work to create quadrennial working committees. These foci shall  
11 be issues consistent with the work of the General Board of Church and Society and be pertinent to the lives of Iowans. Persons who have  
12 special interest and knowledge may be recruited by Board members for membership in quadrennial working committees. Working  
13 committees shall be focused in the districts and will educate and engage local churches; develop leaders; mobilize persons to make a  
14 difference; and engage in advocacy and resolutions.

15

16 **2323.00**

17 **Board of Discipleship** with functions as outlined in *The Book of Discipline* (§630).

18 **2323.05**

19 Officers of the board and members of the executive committee shall be the chairperson, vice chairperson/financial secretary and  
20 secretary. The officers may be selected from outside the membership of the board.

21 **2323.10**

22 Membership shall include one person from each district, one youth, and five at-large members each of whom shall advocate on behalf of  
23 one of the following five areas of ministry:

- 24 1. Education
- 25 2. Evangelism
- 26 3. Spiritual Formation
- 27 4. Stewardship
- 28 5. Worship

29

30 **2324.00**

31 **Board of Global Ministries** with functions as outlined in *The Book of Discipline*, (§633).

32 **2324.05**

33 Officers of the board and the members of the executive committee shall be: chairperson, vice chairperson, secretary and financial  
34 secretary. The officers may be selected from outside the membership of the board.

35 **2324.10**

36 Membership shall include one person from each district, the Conference Secretary of Global Ministries who will chair the Mission  
37 Education standing committee, the Conference Volunteers in Mission Coordinator who will chair the Volunteers in Mission Standing  
38 Committee, the Conference Disaster Preparedness and Response Coordinator, who will chair the Disaster Preparedness and Response  
39 Standing Committee, the chairpersons of the four remaining standing committees, and one youth.

40 **2324.15**

41 The executive committee of the Conference Board of Global Ministries, in consultation with the Assistant to the Bishop, shall appoint a  
42 Conference Disaster Preparedness and Response Coordinator.

43 **2324.20**

44 The Mission Coordinator for Education and Interpretation of the Iowa Conference United Methodist Women shall be an ex-officio member.

45 **2324.25**

46 The board shall have the following standing committees:

- 47 1. Parish Development Ministries
- 48 2. Community and Institutional Ministries
- 49 3. Mission Education
- 50 4. Hispanic/Latino Ministries
- 51 5. Volunteers in Mission
- 52 6. Disaster Preparedness and Response
- 53 7. Justice For Our Neighbors

54

55 **2325.00**

56 **Board of Higher Education and Campus Ministry** with functions as outlined in the *Book of Discipline* (§634).

57 **2325.05**

58 The officers may be selected from outside the membership of the board.

59 **2325.10**

60 Membership shall include one person from each district, one College Chaplain and one Wesley Foundation Director, six at-large members  
61 including the officers, and at least one youth and one young adult.

62 **2325.15**

63 Consultants may be the presidents of the Iowa United Methodist-related colleges or their designees, and a representative from each of  
64 the Wesley Foundations, which may be the director or a designee. Where community college ministries are viable, an advocate may be  
65 added to the board as a consultant.



1 **2326.00**

2 **Board of Laity**, with functions as outlined in the *Book of Discipline* (§631).

3 **2326.05**

4 Officers of the board and members of the executive committee shall be the chairperson (Conference Lay Leader), Associate Conference  
5 Lay Leader, secretary, financial secretary, and Conference Director of Lay Speaking Ministries. The Associate Conference Lay Leader,  
6 secretary, and financial secretary may be selected from outside the membership of the board. The Conference Lay Leader shall be  
7 elected quadrennially on nomination of the Board of Laity. A person who has served on the Board of Laity for the maximum eight years'  
8 tenure allowed agency members may have an additional four years of tenure if elected Conference Lay Leader.

9 **2326.10**

10 Membership shall include each district lay leader, one youth, one young adult and the officers.

11 **2326.15**

12 Ex-officio members shall be the Conference Scouting Coordinator, the presidents of Conference United Methodist Women and United  
13 Methodist Men, the chairperson of the Conference Council on Youth Ministries, a United Methodist young adult, representative of Heifer  
14 Project International, representative of the School for Lay Ministry, representative of Thanksgiving Ingathering, other members required  
15 by *The Book of Discipline* §631.3, and the Bishop or Bishop's designees.

16

17 **2330.00**

18 **Board of Ordained Ministry**, with functions as outlined in *The Book of Discipline*, §635.

19 **2330.05**

20 Officers of the board shall be the chairperson, vice-chairperson or chair-elect (in charge of Examination Teams), examination coordinator,  
21 registrar, secretary, and financial secretary. Members of the executive committee shall also include the chairs of the Order of Elders, the  
22 Order of Deacons, and The Fellowship of Local Pastors and Associate Members, the chairs of Board committees, one district  
23 superintendent, and the Assistants to the Bishop.

24 **2330.10**

25 Membership shall consist of seventy persons nominated by the bishop and elected by the annual conference for a term of four years. At  
26 least one-fifth of the board shall be lay persons, which may include diaconal ministers. Board membership shall include at least one  
27 ordained clergy person in retired relationship, at least one ordained clergy person in extension ministry, and two representatives who are  
28 to represent the cabinet. At least two associate members or local pastors who have completed the Course of Study shall be members of  
29 the board with voice and vote.

30

31 **2340.00**

32 **Conference Council on Youth Ministry** (§649)

33 **2340.05**

34 The officers and executive committee shall be the chairperson, chairperson-elect and secretary who shall be selected from the youth  
35 general membership.

36 **2340.10**

37 Membership shall include one adult youth coordinator from each district, sixteen youth under 18 years of age, the chair, chair-elect and  
38 secretary, the district youth coordinators and the sixteen youth members will be nominated by the Conference Nominations Coordinating  
39 Committee.

40 **2340.15**

41 The Conference Connectional Ministries Council, in consultation with this council, shall nominate quadrennially a Conference Coordinator  
42 of Youth Ministry to be elected by the annual conference.

43

44 **2350.00**

45 **Conference Council on Older Adult Ministries** (§651)

46 **2350.05**

47 Membership:

- 48 1. shall be in accordance with §651.2, and
- 49 2. shall include one representative from each district.

50

51 **2360.00**

52 **Young Adult Council** (§650).

53 **2360.05**

54 Membership:

- 55 1. shall be in accordance with §650.2, and
- 56 2. shall include one representative from each district.

57 **2370.00**

58 **Christian Unity and Interreligious Concerns Commission** (§642).

59 **2370.05**

60 Membership shall be the chairperson, one person selected from each district, and one youth.

61 **2370.10**

62 Ex-officio members shall be the Ecumenical Partner and the United Methodist Women representative to Church Women United.

1 **2380.00**

2 **Advocacy Commissions.** The purpose of the following listed commissions which will relate directly to the Conference Connectional  
3 Ministries Council, will be to advocate, monitor, and serve as catalysts to ensure that the concerns of their constituents are adequately  
4 represented in conference programming. They are not to be programming groups in and of themselves, but rather they shall encourage  
5 other agencies to program with their concerns in mind. Their functions may include collecting and assessing information, interpreting  
6 needs, providing resources and consultative services.

7  
8 **2381.00**9 **Religion and Race (§643).**10 **2381.05**

11 Membership shall include one person selected from each district, one youth, one young adult, and six ethnic fellowship group  
12 representatives each of whom will advocate on behalf of one of the following conference ethnic fellowships:

- 13 1. African-American
- 14 2. Asian
- 15 3. Filipino
- 16 4. Hispanic
- 17 5. Korean
- 18 6. Native American

19 **2381.10**

20 One ecumenical partner from each of the following churches:

- 21 1. African Methodist Episcopal Church (AME)
- 22 2. African Methodist Episcopal Zion Church (AMEZ)
- 23 3. Christian Methodist Episcopal Church (CME)

24  
25 **2382.00**26 **Status and Role of Women (§644)**27 **2382.05**

28 Membership shall include one person selected from each district, one youth, and six at-large members.

29 **2382.10**

30 A representative appointed by and from the Conference United Methodist Women shall be an ex- officio member.

31 **2382.15**

32 Co-chairpersons shall be elected from the at-large members.

33  
34 **2383.00**

35 **Ministry with Persons with Disabilities (§653).** Membership shall be the chairperson, one youth, and one person selected from each  
36 district. At least one-half of the members of this commission shall be persons having disabilities.

37  
38 **2390.00**39 **Task Forces**40 **2390.05**

41 A proposal for an annual conference task force shall include budget provisions for the work of the task force.

42 **2390.10**

43 When the annual conference approves a motion for a new task force, the motion shall be referred to the Executive Committee of the  
44 Conference Connectional Ministries Council for its recommendation as to possible assignment to an existing agency. The Conference  
45 Connectional Ministries Council Executive Committee shall report back to the same annual conference session for its vote on the  
46 recommendation.

47 **2390.15**

48 **Sunset Rule.** When a new task force is authorized by the annual conference, there shall be included the date when the work of the group  
49 is to be completed and the group disbanded.

50  
51 **2400.00**52 **CONFERENCE LAY ORGANIZATIONS.**53 **2410.00**54 **United Methodist Women (§647)**55 **2420.00**56 **United Methodist Men (§648)**

1 **2500.00**2 **HEALTH AND WELFARE ORGANIZATIONS RELATED TO THE IOWA ANNUAL CONFERENCE**3 **2500.05**

4 Health and Welfare organizations and institutions located within the bounds of the Iowa Annual Conference that establish and maintain  
5 relationship statements with the annual conference shall be recognized as related organizations.

6 **2510.00**7 **Relationship Statements with Health and Welfare Organizations:**

8 1. Must comply with all of the terms in ¶2517.1, ¶2517.2 and ¶2517.4 of the *Book of Discipline*.

9 2. Must include terms by which the organization promises to evaluate itself for excellence in ministry by either:

10 a. Pursuing and achieving accreditation in an industry-recognized national accreditation body appropriate to a faith-based  
11 organization, or

12 b. Utilizing programmatic standards, self-study and peer review appropriate to church-related institutions and programs that  
13 promote excellence in Christian ministry and mission and enhance the quality of services offered by the institution.

14 c. Must be reviewed by the conference chancellor prior to adoption by the Annual Conference Session.

15 d. Health and Welfare organizations are strongly encouraged to pursue membership in the United Methodist Association.

16 3. Organizations which have complied with the requirements herein and have a current relationship statement with the Iowa Annual  
17 Conference:

18 a. Shall be listed in the General Directory of the Iowa Annual Conference Journal and on the official web site of the Iowa Annual  
19 Conference, with a link to each organization's web page;

20 b. May request display space at Annual Conference Session and other conference gatherings; and

21 c. May request promotion of the ministry through the communication channels of the conference.

22 4. The Conference Connectional Ministries Council is responsible for establishment and maintenance of the relationship statements  
23 between the annual conference and qualifying institutions and organizations.

24 a. A task force shall review all submitted relationship statements and prepare recommendations of adoption/non-adoption to the  
25 Conference Connectional Ministries Council.

26 b. The task force shall be comprised of representatives of the Conference Connectional Ministries Council, the Conference Board  
27 of Trustees and the Standing Commission on Community and Institutional Ministries of the Conference Board of Global  
28 Ministries.

29 c. The Conference Connectional Ministries Council shall act upon the recommendations of the task group and report their action  
30 to the Conference Board of Trustees.

31 d. All relationship statements must be reviewed and renewed every four years.

32

33 **2600.00**34 **DISTRICT MINISTRIES**35 **2610.00**

36 **District Conference.** There may be a district conference in each district. (¶658-¶659).

37

38 **2630.00**39 **Stewardship Team**40 **2630.05**

41 Each district shall have a Stewardship Team comprised of members determined by the district superintendent. The Stewardship Team  
42 will help churches of the district to meet their financial responsibilities to the conference by taking actions such as:

43 1. Contacting local churches to encourage faithful giving.

44 2. Providing resources to enhance local church stewardship

45 3. Tracking local church apportionment giving on a quarterly basis.

46

47 **2640.00**48 **Local Ministry Action Teams**49 **2640.05**

50 Churches in each district shall be strongly encouraged to organize into Local Ministry Action Teams.

51 **2640.10**

52 The primary purpose of these ministry action teams will be to work cooperatively to reach out to persons who are not currently being  
53 reached by the ministry outside the walls of our churches.

**1 2650.00****2 District Connectional Ministries Councils****3 2650.05**

4 There shall be in each district a Connectional Ministries Council elected by the district conference tasked with the following:

- 5 1. To develop a district ministry vision and strategy that is in alignment with the stated mission of the annual conference.
- 6 2. To develop within the district and between districts ministries and leadership that are in alignment with the vision and strategy of the  
7 district(s), working in collaboration with the conference staff.
- 8 3. To create opportunities for feedback on and evaluation of the district's programming and ministry development work.
- 9 4. To connect local congregations to one another and to the annual conference by establishing channels of communication and  
10 opportunities for dialogue.
- 11 5. To develop Local Ministry Action Teams.
- 12 6. To recruit, train and support the District Stewardship Teams. To oversee the administration of grant-related responsibilities assigned  
13 to or residing within the district.
- 14 7. To receive reports from grant recipients and other ministry groups within the district as shall be determined by the Council, for the  
15 purposes of communicating information about ministries in the district and assuring faithful stewardship of available grant funding.
- 16 8. To administer funds received from the annual conference and funds raised by the district. District monies may not be used for  
17 conference programs unless the District Connectional Ministries Council authorizes such use. No individual officer or member of the  
18 District Connectional Ministries Council has authority to use district monies without action of the Council.

**19 2650.10**

20 Membership. Each district may determine the number of persons needed for fulfilling the strategic and administrative work that will be  
21 done by the District Connectional Ministries Council. It is strongly recommended that membership be chosen to include a balance of  
22 clergy and laity, men and women, as well as representation of ethnic persons, youth/young adults, and older adults. The district  
23 superintendent is a member. The district presidents of United Methodist Men and United Methodist Women may be part of the Council;  
24 districts are encouraged to include Volunteers in Mission and Disaster Response coordinators on the Council. The District Conference  
25 shall determine and elect the membership. The following officers shall be elected:

- 26 1. A chairperson elected by the district conference.
- 27 2. The district lay leader elected by the district conference.
- 28 3. A secretary elected by the district conference.

**29 2650.15**

30 In order to foster a collaborative relationship between the ministry of local churches, districts, and the annual conference, the chairperson  
31 of the District Council shall represent the district at the Conference Connectional Ministries Council or designate another member of the  
32 district council to serve.

**33 2650.20**

34 In order to fulfill the above functions, the District Connectional Ministries Council may organize its work as best serves the missional  
35 activities of the districts. This includes, but is not limited to, assigning responsibilities to and setting timelines for task groups, sub-district  
36 groups and special purpose committees. It is strongly encouraged that the District Council annually reviews the representation in each  
37 subgroup; then, working with the District Nominations Committee, develop and recruit leadership that will ensure the ongoing vitality of  
38 the district's life.

**39 2650.25**

40 By June 1<sup>st</sup> of each year, the District Connectional Ministries Councils shall report their functioning structures, including all working  
41 subgroups, to the Conference Connectional Ministries Council through the Chairperson of the Conference Connectional Ministry Council  
42 and the Assistant to the Bishop.

**43 2650.30**

44 Because of their specialized functions, the District Committee on Ordained Ministry and the District Board of Church Location and Building  
45 shall be continued as separate agencies.

**46 2650.35**

47 The District Connectional Ministries Council shall meet at least three times a year and such other times as shall be necessary.