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RULES OF ORDER OF THE IOWA CONFERENCE OF THE UNITED METHODIST CHURCH

(Editor's note: Where the ¶ symbol occurs, the reference is to a paragraph number in *The Book of Discipline of The United Methodist Church, 2016.*)

100.00 THE ANNUAL CONFERENCE SESSIONS RULES OF ORDER

100.05 Parliamentary Rules. The annual conference shall operate under the following in order of precedence: follow Robert's Rules of Order, except when Robert's differs from the rules of the last preceding General Conference, in which case the rules of General Conference shall be followed. And, when the rules of the Iowa Annual Conference differ from those of Robert's and/or General Conference, the rules of the Iowa Annual Conference shall be followed.

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*

110.00 Pre-Conference Preparation.

110.05 Pre-Conference Manual. The projected report of the Conference Connectional Ministries Council, other preliminary reports, the conference program, and ~~such~~ other pertinent information ~~as may be pertinent to~~ the orderly conduct of the conference sessions shall appear in a Pre-Conference Manual. ~~which~~ 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.

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

115.00 Schedule and Administration of Sessions.

115.05 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 ~~of The United Methodist Church.~~

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

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

115.20 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. ~~in order that a time and a place may be provided.~~

115.25 Roll Call and Attendance.

Attendance (¶602.7 & 8). All members, lay and clergy, shall attend the daily session of the conference, unless excused by submitting a request in writing to the conference secretary ~~or by turning in to the conference secretary's office~~ an excused absence form signed by the district superintendent.

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.

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

At the first business session of the regular session, ~~as one of the early items of business,~~ 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.

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115.35 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 ~~available from a diakonos.~~
2. The person being nominated must have given his/her consent.
3. The Conference Nominations Coordinating Committee shall check to see if the nomination would violate any conference Rules of Order 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 reason he/she is ineligible 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.

115.40 Offerings. The number, timing, and designation of offerings received during the annual conference session will be determined by the Bishop and the Administrative Cabinet ~~and announced to the session of the conference.~~

120.00 The Legislative Process.

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

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

1. This motion is not debatable.
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 ~~Consent Action Calendar~~ Action Calendar and state their reason for requesting removal (for amendment, discussion or information).
3. If ~~this the~~ the motion to remove an item receives a second, it requires an affirmative vote of 10% of the members present and voting to remove items from ~~Consent the Action Calendar~~ the Action Calendar.
4. After the ~~Consent Calendar Action Calendar~~ Action Calendar is perfected it may be adopted by a simple majority vote, unless the majority required by ~~our these~~ these Rules or by *The Book of Discipline* is greater.
5. All of the ~~Consent Calendars Action Calendars~~ Action Calendars will be considered before items removed from ~~the Action Calendar~~ the Action Calendar, or not eligible for ~~Consent the Action Calendar~~ the Action Calendar, return to the Session for discussion and vote.

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

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

~~Legislation not on the Consent Calendars will be presented and addressed according to Rule of Order "VII. Parliamentary Rules of Order," A through Q.~~

120.25 Legislation not printed in the *Pre-Conference Manual* must be presented to the Assistant to the Bishop for Connectional Ministries, who, if the item is in order, 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 consideration on the floor. ~~Program proposals which have not been published in the Pre-Conference Manual, may be brought directly to the conference floor as follows:~~

~~Printed only by order of the annual conference.~~

~~Referred to the Program Review Committee.~~

~~Distributed to the conference members at least 24 hours before the stated adjournment time.~~

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~~When a new program which has not been presented to the Program Review Committee or the Conference Connectional Ministries Council, and which requires the employment of salaried leadership, is presented to the annual conference session, it may be considered by the conference only after receiving a two-thirds majority vote to consider.~~

~~When a program proposal is presented to the annual conference which requires the employment of salaried leadership and which has been rejected by the Program Review Committee or the Conference Connectional Ministries Council, the chairperson of the Program Review Committee or the Assistant to the Bishop for Connectional Ministries shall inform the conference of the reasons for the rejection.~~

~~120.30~~ Any legislation coming before the conference which would require a change in the proposed budget shall be handled in the following manner:

- ~~1.~~ The conference shall consider the item on its merits. If the conference approves the item and wishes to request additional funding, it can recommend the item for funding through the Council on Finance and Administration. All items shall be held for final action until all budget adjustment requests have been heard by the Council on Finance and Administration. The Council on Finance and Administration shall consider all additional requests in relationship to the total budget and bring a composite report, including the revised budget, proposed for conference action.
 - ~~2.~~ Those items on which action has been deferred because of request for budget change, shall be considered for final action in accordance with the recommended funding of the Council on Finance and Administration.
- ~~Funding of New Program. Any motion or report that calls for the adoption of a new conference program requiring an increased conference budget and/or increased appropriation of monies or any new or increased apportionment, or any proposed fund raising program by any institution, shall be printed in the Pre-Conference Manual under the section having to do with the board, commission, committee, or institution making the request: if it is for a sum in excess of \$10,000. If such a resolution or report is not printed in the Pre-Conference Manual, it may be considered by the conference only after receiving a two-thirds majority vote for consideration. In the event the conference votes to hear the resolution or report, twenty-four hours must elapse before the vote for adoption is taken. If adopted, all such funding requests must be referred to the Council on Finance and Administration.~~

~~120.35~~ Summary reports of conference agencies and institutions shall be accepted for inclusion in the *Iowa Annual Conference Journal* without being read to the Annual Conference Session.

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

130.00 Authority of the Chairperson Presiding Officer.

~~130.05~~ The assigned bishop ~~presiding officer—usually the bishop—~~ shall be the presiding officer and legal chairperson of the conference.

~~130.10~~ The presiding officer He/she shall decide points of order raised by the members, ~~and shall rule on points of order not raised by the members,~~ as he/she deems necessary to conform to the Rules of Order. Any rule of the presiding officer is subject to an appeal to the conference by any member without debate. When any member raises a point of order ~~he/she~~ the member shall cite the rule he/she adjudges to have been violated.

~~130.15~~ ~~At such time as~~ 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, the Assistant to the Bishop for Administration shall convene the session and immediately follow ¶603.6 of the *Book of Discipline*.

~~If no other bishop is available, the Assistant to the Bishop for Administration shall convene the session and the annual conference shall elect a president pro tempore.~~

130.20 Conference Secretary. (¶603.7) Nominated by the bishop in consultation with the district superintendents and elected by the annual conference. ~~The election shall be for the quadrennium.~~ The conference secretary shall

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be related to the Episcopal office, which shall be responsible for evaluation, accountability, support and budget.

130.25 Conference Parliamentarian.

The Bishop shall name for the quadrennium a conference parliamentarian who shall ~~study carefully the Plan of Organization and Rules of Order of the Iowa Annual Conference, the General Conference rules and Robert's Rules of Order and~~ advise the appropriate conference agencies and leaders regarding these rules.

The conference parliamentarian, in consultation with the bishop, shall may name a pool of parliamentarians and shall train and coordinate the pool, whose task shall be to assist the conference parliamentarian during the annual conference sessions.

135.00 Quorum and Voting

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

135.10 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 the prescribed area in order to participate in discussion or to vote except when official responsibilities require ~~his/her~~ the member's absence.

135.15 Voting Procedure.

1. Voting shall be done by show of hands or electronic devices unless otherwise ordered by the conference.
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 of the members present and voting.

~~Reports:~~

~~No agency report shall be presented to the conference unless adopted by the designated quorum at a properly constituted and publicized session of the agency making the report.~~

140.00 Floor Rights and Privileges of Members

140.05 Speaking. When a member speaks to the conference the member shall give her/his: name, charge and whether they are clergy or lay.

140.10 Privilege of Speaking.

Lay and clergy members of agencies, elected by the conference or appointed by order of the conference, or in pursuance of provisions in *The Book of Discipline* (§1602.9-10), who are not members of the conference may be granted the privilege of speaking, on matters relating to the reports of ~~the~~ their respective agencies ~~of which they are members.~~

140.15 Persons not officially connected with the Iowa Annual Conference may not address the conference at a business session without first obtaining the approval of the Chair on Business and Agenda, ~~which~~ who shall fix a definite time to be allotted to such persons and, ~~if approval is given, only under circumstances of extreme urgency shall this time exceed five minutes.~~

140.20 Limitation on Speaking.

1. ~~No person shall speak more than twice on the same question, nor for more than three minutes at a time without the consent of the conference, nor more than once until every member desiring to speak has spoken.~~ No person shall speak for more than three minutes at a time without the permission of the membership. This three minute limit may be reduced by a two-thirds vote without debate, at any time, and for any period of duration.
2. A person shall only be permitted to speak for a second time on the same question only after every members desiring to speak has spoken. No member shall speak more than twice on the same question.

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

140.30 Speaker Order and Speakers For and Against.

1. When the ~~report of a committee~~ action item or motion of an agency is under consideration, ~~it~~ the agency chair or designee shall be entitled to speak before there is further debate from the floor. ~~When a member from the floor moves to amend a report or a proposal before the conference, the person presenting the report or proposal that is being amended or his/her designee, shall be entitled to speak before there is further debate from the floor.~~

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2. The presiding officer will ascertain, when recognizing a member of the conference, on which side the member proposes to speak and not assign the floor to any member proposing to speak on the same side of the pending question as the speaker immediately preceding, if any member desires to speak on the other side.
3. Except for non-debatable motions, no report, action item, or motion shall be adopted ~~or question relating to the same decided~~ without opportunity having been given for at least two speeches for and two against the said proposal, provided that right is claimed before the agency chairperson or duly authorized member representing the committee's report, chairperson's designee, or maker of the motion if there be such, is presented to close the debate.
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 speak, then the chairperson and/or duly authorized member or members presenting the ~~committee's~~ agency's report shall be entitled to speak, after which the vote is taken.

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

140.40 Amendments. ~~The Plan of Organization and~~ Rules of Order may be amended at any session of the annual conference by a vote of two-thirds of members present and voting, providing that one day's notice has been given and the proposed change or amendment has been submitted in writing, and a report has been given thereon by the Committee on Rules of Order. The Plan of Organization may be amended at any session of the annual conference by a majority vote of members present and voting, providing that one day's notice has been given and the proposed change or amendment has been submitted in writing, and a report has been given thereon by the Committee on Rules of Order.

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

140.50 Motions Written.

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

145.00 Procedures for Submission and Processing of Resolutions.

145.05 Definitions:

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

145.10 Individuals, congregations, or districts shall submit resolutions or recommendations for repeal of existing resolutions to the Conference Resolutions Committee by ~~December 1st of even numbered years~~ a date as designated by the Committee on Resolutions in consultation with the Episcopal office. Resolutions submitted after that deadline shall be returned to the author(s) of the resolution.

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

145.20 Conference Agencies may submit their own resolutions to the Conference Resolutions Committee by December 1 or a later date as designated by the Episcopal office of even numbered years.

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

145.30 All resolutions submitted shall:

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1. Contain no more than 250 words, excluding title and footnotes.
2. Address only one subject matter.
3. Include paragraph or section references to the *Book of Discipline*, the *General Conference Book of Resolutions* or the *Iowa Annual Conference Book of Resolutions*.
4. Include book, chapter, verse and translation in all references to Scripture.
5. State, when appropriate, that it is an amendment to an existing resolution, including the resolution number, and restate the language of the existing resolution with language to be removed and language to be added double underlined.
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 by Number and Title.
7. Resolutions shall be submitted in electronic or typed format. Be typed and double spaced. Proposed resolutions may be submitted electronically in Microsoft Word format.

145.35 In Review Years, the Resolutions Committee shall review the current *Book of Resolutions* and:

1. Receive recommendations for repeal from individuals, congregations, or districts prior to December 1 of the odd numbered year. The Resolutions Committee shall consider such recommendations during its review process.
2. Recommend repeal of any existing resolution that:
 - a. Contradicts or is in opposition to the current *Book of Discipline*.
 - b. Has become moot for any reason.
 - c. Refer any recommendations for retention or repeal of existing resolutions to the appropriate conference agency for review.

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

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

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

150.00 General Conference Procedures

150.05 Petitions to General Conference (§1507). The Annual Conference session two years before the next General Conference shall adopt procedures governing the submission of petitions to General Conference in which the author of the petition seeks the endorsement of the Iowa Annual Conference. The Conference Secretary shall be the receiver of said petitions.

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

~~Qualifications:~~

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 ¶133-36 (~~pages 33-35 in the 2012 edition~~).

150.15 Nominating Process

To become a nominee a person must submit the nomination materials, as defined below, to the superintendent of the district to which the nominee relates by February 1 of the year preceding the General Conference. The District Superintendent will confirm the eligibility of the nominee and forward the nomination materials to the Conference Secretary.

~~Members of the Conference are encouraged to continue a tradition of concern for inclusiveness in its elected delegation. Members of the Conference are reminded that surveys and questionnaires are unable to reflect fully the qualifications of nominees and those nominees are not obligated to respond to such instruments. Nominees should consider carefully their own ability to give the necessary time and effort to prepare carefully for and to participate fully in the conferences.~~

150.20 Nomination Materials

1. The Conference Secretary shall prepare a nomination form and distribute it to all district offices. The form shall ask for:
 - a. necessary personal data

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- b. a 250-word (maximum length) biographical sketch and statement of the nominee's position on critical issues facing the church
- c. a recent photo of the nominee
- d. the signature of the nominee.

150.25 Nomination material received by the February 1 deadline shall be distributed by the Conference Secretary prior to Annual Conference that year by such print and electronic methods as s/he deems most effective.

150.30 Nominees are to limit promotional material to the 250-word sketch distributed by the Conference Secretary. ~~As good stewards and in the interest of fairness to all nominees, mass mailings and other distribution of materials by nominees or their supporters is strongly discouraged.~~

150.35 Balloting Procedures

1. The Conference Secretary or his/her designee shall coordinate the balloting process.
2. Each nominee shall be assigned a number and all voting shall be by the assigned numbers.
3. All voting must take place within the bar of the Conference.
4. A ~~printed~~ 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.
5. The Bishop shall announce the results of each ballot and shall call for another ballot, until all delegates and reserves have been elected.
6. A majority of all valid ballots shall be necessary for an election.
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. The process called "bullet balloting," in which one votes for fewer than the number of positions yet to be filled, shall invalidate a ballot.~~
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.
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.
10. If by the twelfth ballot all of the General and Jurisdictional Conference delegates have not been elected, then on the twelfth ballot those receiving the highest votes shall be declared elected in order of the total votes received, including reserve delegates.

150.40 Delegation Meetings

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.
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.
3. ~~General and Jurisdictional Conference Elections. The Annual Conference session one year before a session in which delegates are elected to General and Jurisdictional Conference shall adopt procedures governing said elections. The Conference Secretary shall be responsible for coordinating the election process.~~
4. 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.

155.00 Nomination of Person(s) for the Office of Bishop.

155.05 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). ~~The clergy members elected to the General Conference delegation and any clergy members nominated from the floor will constitute the ballot on which all lay members and all clergy members may vote to select the conference's nominee. If the annual conference chooses to have more than one nominee, then subsequent ballots shall be taken to select them.~~

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160.00 Equalization of Conference Membership Between Laity and Clergy.

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

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

1. Conference Leadership
2. Assistants to the Bishop
3. Conference Secretary
4. Conference Chancellor
5. Conference Treasurer
6. Director of Communications Services and Resources
7. Field Outreach Ministers
8. Leadership Development Ministers
9. Conference Coordinator of Youth Ministry
10. President of the Conference Board of Trustees
11. The Editor and Editorial Staff of the *Iowa Annual Conference Journal*
12. Elected leadership of Conference Council on Youth Ministry
13. District youth and young adult members
14. The president, vice presidents, secretary and treasurer of the Conference United Methodist Men
15. Elected leadership of United Methodist Women as defined by the Women's Division
16. Chairs of conference agencies as defined in *Plan of Organization* 1005.05.
17. Board of Laity elected leadership
18. Thanksgiving Ingathering chair
19. The Deans of each School of Lay Ministry and one representative of the School of Lay Ministry Commission
20. Conference Secretary of Global Ministries
21. Members of the Council on Finance and Administration
22. Members of the Committee on Rules of Order
23. Members of the Resolutions Committee
24. Members of the Conference Session Planning Committee
25. Members of the Conference Nominations Coordinating Committee
26. Members of the Conference Connectional Ministries Council's Program Review Committee
27. Members of the Commission on Religion and Race
28. Members of the Commission on the Status and Role of Women.
29. Executive Secretary of the Conference Nominating Coordinating Committee
- ~~30. Chair of Conference Committee on Episcopacy~~
31. Chair of the Conference Human Resources Committee
32. Delegates to General and Jurisdictional Conferences who shall serve for the quadrennium following the conference for which they are elected
33. Members of General and Jurisdictional agencies
- ~~34. Chair of the Iowa United Methodist Student Movement~~
35. Two student representatives from each of the four United Methodist church-related colleges in Iowa, to be selected by the president of the college in consultation with the district superintendent
36. Two student representatives from each Wesley Foundation in Iowa, to be selected by the board of directors.
37. Active and retired diaconal ministers who have local church membership in Iowa
38. Church and Community Workers and deaconesses who are members of a United Methodist Church in Iowa.
39. The Chairperson of the Conference Connectional Ministries Council.
40. District Leadership
41. District Lay Leader
42. District United Methodist Men President

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43. District United Methodist Women President

44. District Connectional Ministries Council Chairperson

- 160.15** The Iowa Annual Conference Secretary shall determine by September 1 of each year, the number of additional lay members needed for the next annual conference to be equal to the number of clergy members of the Iowa Annual Conference and shall certify this number to the bishop.
- 160.20** The Iowa Annual Conference Secretary shall determine the ratio of members to clergy members of the annual conference as defined in ¶1602.1) appointed to each charge of the Iowa Annual Conference.
- 160.25** The additional lay members needed to bring equalization shall be assigned by the Iowa Annual Conference Secretary as follows:
1. One-half of the additional lay members needed to bring equalization shall be assigned to the districts in equal numbers, and each district conference shall elect upon nomination by the District Nominating Committee, said additional lay members to the Iowa Annual Conference; provided, however, that if one-half of the additional lay members is not exactly divisible by the number of districts, then the remainder shall be added to the number of lay members assigned to the local charges as hereinafter provided.
 2. One-half of the additional members needed to bring equalization plus any remainder not assigned to the districts shall be assigned by the Iowa Annual Conference Secretary to the charges having the highest ratio of members to clergy members of the annual conference in descending order. Those churches whose ratio is twice the number of members needed to bring equalization under this subsection, shall be assigned two lay equalization members. If the ratio is three times the number, three lay members shall be assigned. In case of tie, eligibility shall be determined by lot.
- 160.25** All computations shall be based on the statistical tables of the *Iowa Annual Conference Journal* of the immediately preceding annual conference.
- 160.30** All equalization members selected under the above provisions shall be entitled to the same mileage payments as other members of the annual conference.
- 160.35** The district nominations committees and other persons responsible for determining the equalization members of annual conference in the process defined above are encouraged to make certain, insofar as possible, that there are young adults represented in the selection.

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1000.00 PLAN OF ORGANIZATION - ORGANIZATIONAL STRUCTURE

1005.00 Terminology - Organization Definitions

- 1005.05** Agency: a regularly established board, commission, council, ~~standing committee~~ or committee which has been constituted by the annual conference. ~~(See IV.C.1. for definition as related to nominations.)~~
- 1005.10** Council: an organization created by the annual conference to perform defined responsibilities of review and oversight on behalf of the annual conference in relation to other agencies and to perform other assigned functions. Councils are amenable and accountable to the annual conference and report to it.
- 1005.15** Board: a multi-function organization accountable to the Conference Connectional Ministries Council and/or the annual conference, as provided in *The Book of Discipline*. A board may have subgroups for which it is responsible and accountable.
- 1005.20** Committee: a body, either temporary or permanent, created to carry out certain functions of mission, study, oversight, or review. It is amenable to its parent body. Committees may be created by the annual conference and/or a board, commission or council ~~its agencies~~.
- 1005.25** Commission: an organization established by the annual conference for the fulfillment of a specific function.
- 1005.30** Standing Committee: a subgroup of an agency with a specific purpose, accountable to the agency of which it is a part.
- A standing committee may be initiated when one or more of the following criteria are met:
1. Mandated by The Book of Discipline.
 2. Program is to be implemented over a period longer than five years.
 3. Appointed by the resident bishop, as mandated by The Book of Discipline, or requested by the annual conference.
 4. Program budget is larger than \$50,000 and cannot be adequately administered on a quarterly basis by the parent agency.
 5. Program staffing requires a long term (five years or more) advisory committee.
- Chairpersons of standing committees are eligible to be members of the standing committee's respective agency.
- 1005.35** Task Force: an organization with one objective, which will be accomplished in no more than five years, and whose membership numbers no more than fifteen.
- ~~Task Group: an organization with one objective, which will be accomplished in no more than two years, and whose membership numbers no more than seven.~~
- ~~Network: The formation of program networks will focus on services which require large numbers of people to make personal or resourcing contacts. There are no limits on the number of persons associated with networking. Networks are established when cross-conference programs are approved for implementation. A network shall be accountable to one or more conference agencies.~~
- 1010.00** Membership Definitions
- 1010.05** Ex-Officio: full voting members, by virtue of office, of an agency of the annual conference with all rights, unless indicated otherwise.
- ~~Consultants: those persons who by virtue of their position, knowledge, and/or expertise are assigned to an agency. They have the privilege of speaking but not making motions or voting. They are expected to be present at the meetings of the groups for which they are consultants.~~
- 1010.10** Consultants and Resource Persons: ~~Non-conference staff may be called upon from time to time because of expertise needed by a group at a particular time. They do not have the privilege of making motions~~ voice or voting.
- 1010.15** Cabinet and Staff Consultants: District superintendents and, staff of the district and conference staff of the Conference Connectional Ministries Council, Administrative Services, and Episcopal Office may serve as consultants to agencies of the annual conference. They have the privilege of voice, but do not have the privilege of voting. ~~The Bishop, Dean of the Cabinet, the Assistant to the Bishop for Connectional Ministries, and the Conference Director of Administrative Services shall assign cabinet~~

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~~and staff consultants to agencies of the Annual Conference on an annual basis. Cabinet and staff consultants will be listed in the Organizational Structure printed in the Journal of the Iowa Annual Conference for that year.~~

- 1010.20** Ecumenical Partner: a member of another denomination, serving as an ecumenical liaison. They have the privilege of speaking and, where *The Book of Discipline* allows, of making motions and voting.
- 1010.25** Youth: a person 12 through 17 years of age, at time of election.
- 1010.30** Young Adult: a person 18 through 30 years of age, at time of election.

~~The Ministry Cabinet shall be the primary leadership team of the Iowa Annual Conference.~~

Function:

- ~~1. Vision casting and implementation.~~
- ~~2. Strategic planning.~~
- ~~3. Resource sharing.~~
- ~~4. Communication with the annual conference leadership and members.~~

Membership:

- ~~1. The bishop, as chair.~~
- ~~2. Assistants to the bishop.~~
- ~~3. District superintendents.~~
- ~~4. Field outreach ministers.~~
- ~~5. Leadership development ministers.~~
- ~~6. Conference treasurer/director of administrative services.~~
- ~~7. Conference director of communications services and resources.~~
- ~~8. Director of the office of pastoral care and counseling.~~
- ~~9. Conference lay leader.~~

1100.00 NOMINATIONS, ELECTIONS AND APPOINTMENTS

1105.00 The Local Church Committee on Lay Leadership.

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

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

1110.00 District Nominations Committee

1110.05 Responsibilities:

1. Nominate for district responsibilities as determined by the district conference, *The Book of Discipline*, and the annual conference Rules of Order.
2. Provide nominees for election by district conference to membership on conference agencies.
3. Submit to the Conference Nominations Coordinating Committee a list of persons to be nominated for other conference agencies according to the matrix provided by the Conference Nominations Coordinating Committee.
4. Channel all information for conference elections, including those made by districts, and *Iowa Annual Conference Journal* records through the Conference Nominations Coordinating Committee.
5. Adhere to the conference-determined guidelines (See IV.C.)
6. Nominate for vacancies between district conference sessions by submitting one or more nominees for each vacancy for election by the District Connectional Ministries Council, including those vacancies created by persons moving from the district.

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

1110.10 Membership.

1. The District Nominations Committee is nominated and elected by the district conference ~~by majority vote~~ and shall be composed of six to twelve members and the district representatives to the Commission on the Status and Role of Women, the Commission on Religion and Race, and the Commission on Ministry with Persons with Disabilities or their designees, plus one youth and/or one young adult.
2. It is strongly recommended that the membership consist of at least two laywomen, two laymen, and two clergy, with sensitivity to gender, ethnicity, persons with disabilities, age (including youth), geography, clergy who have been members of the annual conference for less than ten years, and lay persons who have demonstrated local church leadership.
3. These persons shall serve a four year term of office and cannot serve more than eight consecutive years ~~or a major part of two terms~~, except for the first election, at which time the terms of office may be shortened to set up the rotating pattern.
4. Members must belong to a United Methodist church located within the district. ~~It is strongly recommended that the election shall take place so that one clergy, one layman, and one laywoman shall rotate off each year.~~
5. After such service, four years shall elapse before a person shall be eligible for membership on the District Nominations Committee.
6. The district superintendent, the district lay leader and the Field Outreach Minister shall be consultative members of the District Nominations Committee ~~without vote~~.

1110.15 Officers. It is strongly recommended that one clergy, one layman, and one laywoman elected by the district conference serve as the officers.

~~Term of Office shall begin July 1 and be for a four year term with a maximum of two terms.~~

1110.20 Two youth and two young adults, ~~as defined in II.A.2.f. g. of the Rules of Order~~, shall be elected by each district as equalization members of the annual conference

1115.00 **Conference Nominations and Elections Rules.**

1115.05 For the purposes of nominations and elections the following definition shall apply in reference to the term ~~“annual conference agencies.” The agencies of the Iowa Annual Conference are the regularly established boards, commissions, councils, standing committees, and committees.~~ Not included are: the Conference Connectional Ministries Council and its subcommittees, Conference Council on Youth Ministry, Young Adult Council, Older Adult Council, Annual Conference Administrative Coordinating Council, Committees on Investigation, Administrative Review Committee, Joint Committee on Incapacity, the Committee on the Episcopacy, task forces or task groups, ecumenical groups, ex-officio members by virtue of membership on a general agency, or committees related to the conduct of the annual sessions of the conference.

1115.10 Only active members in The United Methodist Church shall be eligible for nomination unless *The Book of Discipline* or the Iowa Annual Conference Rules of Order specifically provide for ecumenical representation.

1115.15 If a person nominated is a family member of a district committee member, the latter must refrain from any involvement in decision making about the position for which nominations are being sought and recommended. No member of a district committee may nominate a member of his or her family for membership on any annual conference agency or position for which the district committee has nominating responsibility.

1115.20 An employed staff member of the annual conference shall not be eligible for any agency membership unless *The Book of Discipline* stipulates otherwise.

1115.25 A district superintendent shall not be the chairperson of any agency; neither shall a clergy person continue as a chairperson if he/she is appointed district superintendent.

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- 1115.30** 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 office shall begin on July 1, unless otherwise provided by Articles of Incorporation or proper authority.
- 1115.35** There shall be an eight year tenure limitation for members of conference agencies unless a different number of years is specified elsewhere, including elective and ex-officio district representation. In accord with ¶1635.1.a of the ~~2012~~ *Book of Discipline* members of the Annual Conference Board of Ordained Ministry may serve a maximum of three consecutive four-year terms.
- 1115.40** If a new agency is established, membership on a predecessor agency shall be counted as tenure limitations.
- 1115.45** ~~Regardless of previous positions held on the Conference Connectional Ministries Council,~~ No person (except the bishop, members of the appointive cabinet, the conference secretary, and the assistant to the bishop for administration) shall serve as a voting member of the Conference Connectional Ministries Council for more than eight consecutive years.
- 1115.50** A person whose tenure has expired may not be re-elected to that agency until he/she has been off of the agency for four years.
- 1115.55** A person filling a vacancy on a conference agency shall not be subject to the term of office of the preceding member. ~~This applies also to a district representative on a conference agency.~~
- 1115.60** No person shall serve more than sixteen consecutive years on two or more conference agencies. After reaching the sixteen year limit, a person will not be eligible for membership on any conference agency, until two years have elapsed, unless this Plan of Organizational Structure state otherwise. Ex officio service shall not be subject to this limitation.
- 1115.65** The Conference Nominations Coordinating Committee shall encourage the district committees on nomination to be reasonably certain that the persons they nominate are:
1. Competent to represent the church in this particular field.
 2. Willing to make an effort to attend meetings.
 3. Willing to do a reasonable amount of homework on committee assignments ~~for the agency.~~
 4. Active members of a local United Methodist Church.
 5. Able to demonstrate a commitment to the United Methodist connection, the biblical and historical foundations of the United Methodist Church and the good stewardship of annual conference resources.
- 1115.70** ~~The Conference Nominations Coordinating Committee, in consultation with the district superintendents, shall design a system to ensure, insofar as possible, a balanced membership on conference boards.~~ 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 named from each of the following groups:
1. youth, unless precluded by *The Book of Discipline*
 2. young adults;
 3. ~~ethnics~~ ethnic diversity;
 4. persons over 64 years of age;
 5. persons with disabilities and advocates for persons with disabilities.
- 1115.75** No person may be an elective member of more than one annual conference agency, including those nominated for district representation. However ethnic persons servng on ~~may serve on one agency in addition to the Commission on Religion and Race~~; persons with disabilities servng on ~~may serve on one agency in addition to the Commission on Ministry with Persons with Disabilities, and~~ youth servng on ~~may serve on one agency in addition to the Youth Council~~ may serve on one other additional agency.
- A member of the Council on Finance and Administration shall not be permitted elective membership on any other ~~conference~~ agency or any other agency receiving financial support from the conference.
- 1115.80** Each program board shall include one person nominated by each district committee on nominations. A current agency board, commission or council, may nominate four to six (4 – 6) members for the agency board, commission or council. These nominations will be based on passion for, experience with, and specific skills needed for the ministry of that agency board, commission or council, and may be either new or existing members. Conference rules regarding tenure will apply to these

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nominations. ~~An agency board, commission or council~~ shall not exceed fourteen (14) elected members.

~~The Nominations Committee will present to Annual Conference all nominees to be elected to each of the boards, commissions or councils, including both those nominated by the former board and those nominated by the nominations processes of the districts.~~

~~All elected members will be identified by the districts in which they reside.~~

1115.85

Incoming ~~agencies boards, commissions, and councils~~ may invite the outgoing chair (or other former member of the group) to serve the incoming group in a consultative (voice but no vote) capacity for one year following ~~the outgoing chair's her/his~~ departure from the ~~agency board, commission or council~~.

~~All conference agencies, with the exception of those precluded by *The Book of Discipline*, may include a youth member.~~

~~The chairperson of each board shall be nominated and elected by the board. Nominees do not have to be members of the board at the time of their nomination.~~

1115.90

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

1115.95

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

~~If the agency has been newly organized it shall be convened by the Cabinet or the Conference staff representative to the agency.~~

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

1115.100

The chairperson ~~in consultation with the staff person related to the agency~~ may appoint members ~~of the agency~~ to serve as a nominating committee.

1115.105

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

1200.00

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

1200.05

Officers.

1. Assigned Bishop/Presiding Officer (§603.6)
2. Assistant to the Bishop for Administration, appointed by the bishop.
3. Assistant to the Bishop for Connectional Ministries, appointed by the bishop. (§608)
4. District Superintendents (§403.2, §417)
5. Conference Lay Leader (§603.9.a)
6. Conference Secretary (§603.7)
7. Treasurer/ Director of Administrative Services (§619)
8. Chancellor (§603.8)
9. President of the Board of Trustees (§2512.2)

1205.00

Conference Communications Services and Resources. Conference Communications Services and Resources shall be located within the Episcopal Office. Its purpose is to provide consultation, service,

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product and process development and production, technical assistance, and advice to all ministries of the Iowa Annual Conference, including local church, appointive, program, and administrative ministries. Specifically, Conference Communications Services and Resources will be responsible for strategic planning across all aspects of communications; public relations, including media relations, issues management, and advertising; crisis management, including maintaining an updated conference crisis management plan, training key persons, and guiding the conference response to crises; on-going communications, including editing and publishing printed and electronic communications tools for the conference; and technical support to local churches, boards and agencies, and clergy and lay persons in the area of communications.

1205.05 The Communications Advisory Team (¶646)

1205.10 Function: The team will meet at least quarterly to advise the Director of Communications Services and Resources, and to assist with strategic planning. ~~The Team will serve as the Commission on Communications as required by ¶646, 2012 Book of Discipline.~~

1205.20 Membership: There will be nine members selected for their content expertise in a variety of communication areas. Members will be appointed by the bishop to 3-year terms with one-third rotating off each year. The chairperson will be appointed by the bishop.

1205.25 ~~Staff: There will be a Director of Communications Services and Resources (¶609) who shall be employed through a process designed and managed by the Conference Human Resources Committee and who shall be amenable to the resident Bishop and of the Iowa Area. The Director of Communications Services and Resources will relate directly to the Communications Advisory Team, and will be an ex-officio member of the Annual Conference Session Planning Committee.~~

1210.00 **Council on Finance and Administration (¶612)**

1210.05 Membership: Six clergy, seven laity, one youth and one young adult. At least one clergy and one laity must be from churches under 200 members. It is strongly recommended that at least three of the laity be women and one person be from an ethnic group, with the goal of having membership from each district. (¶612.2.a).

1210.10 There shall be a Conference Treasurer/Director of Administrative Services, ~~elected by the annual conference on nomination of the Council on Finance and Administration, responsible for all fiscal matters, and directly amenable to the Council on Finance and Administration. (See ¶613.11 and 619 for nomination and election.)~~

1210.15 Ex-officio members of the council, in addition to the members listed in ¶612.2.c are: (¶612.2.c.)

~~the conference treasurer/director of administrative services, without vote;~~

~~the presiding bishop, without vote;~~

~~a district superintendent chosen by the cabinet, without vote;~~

1. the Assistant to the Bishop for Connectional Ministries, without vote;

2. the Assistant to the Bishop for Administration, without vote;

3. the Director of Communication Services and Resources, without vote.

~~the chairperson of the Connectional Ministries Council or the chairperson's designee, without vote.~~

1210.20 There shall be a Conference Statistician who shall be nominated by the Council on Finance and Administration and elected by the annual conference. The statistician shall be related to the Council on Finance and Administration for evaluation, accountability, support and budget. (¶603.7)

1210.25 The council may be divided into the following committees:

1. Administrative, shall oversee audits; review personnel and organization, insurance and bonding; and recommend policy with regard to conference computer services.

2. Apportionments, shall research and recommend formulas, relief, adjustments, and method of apportioning to the local churches.

3. Budget, shall research, plan and devise the amounts, size, component parts, format, and funding levels of the conference budget.

4. Other Committees and Task Forces defining their duties and authority as it deems necessary for fulfilling its purpose and responsibilities.

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- 1210.30** All Iowa Conference administrative agencies and offices will be accountable to the Council on Finance and Administration for budgeting and all fiscal matters related to the discharge of their functions.
- 1210.35** The council shall be responsible for reviewing, evaluating and coordinating all budget proposals from the agencies and offices. The council shall schedule a time each year, sometime after the Program Review Committee has met, to allow the Conference Connectional Ministries Council the opportunity to represent the needs of the agencies before the council. The Council on Finance and Administration shall recommend to the annual conference for its action and determination budgets of anticipated income and proposed expenditures. (§614.)
- 1215.00** **Board of Trustees.** §§2512 and §640.
- 1215.05** The board shall appoint from its membership one consultant to each District Board of Church Location and Building and shall assume the expenses of sending the representatives to the respective boards.
- 1215.10** The Board of Trustees has jurisdiction of the Iowa United Methodist Conference Center. The Administrative Cabinet shall coordinate functions within the Conference Center.
- 1220.00** **Board of Pensions** §639.
- 1220.05** Membership: shall consist of not more than 24 persons. Each member shall be elected for a term of eight years. The membership shall be in four classes with a new class being elected every two years. The conference treasurer shall be an ex officio member without vote of the executive committee (§639.3). A representative of the Council on Finance and Administration shall be a consultant.
- 1220.10** Organization: The board shall be organized as a corporation under *Chapter 504A of the 1991 Code of Iowa* and subject to the *Articles of Incorporation* of the Iowa Annual Conference of The United Methodist Church, the bylaws of said corporation, specific directives by the Iowa Annual Conference and any applicable requirements contained in *The Book of Discipline of The United Methodist Church*.
- 1225.00** **Commission on Archives and History** (§641).
- 1225.05** Membership shall be the chairperson, eight at-large persons selected for their expertise and interest, and one college aged (age 18-25) young adult. ~~The vice chairperson/financial secretary and secretary shall be selected from the general membership.~~
- 1230.00** **Commission on Equitable Compensation.** (§625)
- 1230.05** The Commission on Equitable Compensation shall consist of ten persons plus one district superintendent named by the cabinet (§625.1). ~~It is recommended that membership include two laymen, two lay women, one youth, one young adult and five clergy.~~ A member of the Council on Finance and Administration may serve as consultant.
- 1235.00** **Annual Conference Session Planning Committee**
- 1235.05** Function: Shall assist the Bishop in articulating and determining the long-range, overall direction and theme for the annual conference sessions, and assist the annual conference in fulfilling its purpose as defined by *The Book of Discipline* (§601) and the annual conference mission statement. Shall recommend to the annual conference the location of the conference session at least two years in advance.
- 1235.10** Membership:
1. ~~Eight~~ One at-large member nominated by the ~~each~~ District Nominations Committees, plus one youth, and one young adult elected by the annual conference.
 2. Ex-officio members shall be the bishop, Assistant to the Bishop for Administration, Assistant to the Bishop for Connectional Ministries, Director of Communications Services and Resources, a representative of the appointive cabinet, the conference lay leader, the conference secretary, a representative from the Commission on Religion and Race, the conference worship chair, and the chair of the ~~sub-committee on~~ Business and Agenda.
 3. Consultative members may be selected for their expertise or support function by the Annual Conference Session Planning Committee.

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4. The chair of the Annual Conference Session Planning Committee shall be the bishop or the bishop's designee.

1235.15

Organization:

1. Shall meet at least two times a year. Meetings shall be scheduled in a manner which facilitates the planning and work of the annual conference session.
2. May select additional persons from outside its membership to perform various functions for the conference session. The work of these persons is subject to the approval of the committee.
3. The Chair of Business and Agenda shall be appointed by the Bishop.

1240.00

Annual Conference Human Resources Committee.

1240.05

Function: The Conference Human Resources Committee (CHRC) shall function as an advisory committee to the Director of Human Resources in the development, review and implementation of policies affecting conference staff at all levels and in assisting with strategic planning for the HR Department. The CHRC will work in collaboration with the stakeholders of the Iowa Annual Conference to support the mission of the Iowa Annual Conference, as well as create and nurture a spirit of unity among all employees. The Conference Human Resources Committee shall: Advise and assist the Director of Human Resources in the development of policy pertaining to a conference employment, recruitment and hiring, compensation, performance management, and training and development.

Provide an employment policy handbook for all conference employees, and review, recommend and approve updates to the policy handbook on a regular basis.

1240.10

Membership: The membership shall include:

1. One member from each district and up to four (4) at-large members. ~~whose nominations shall be coordinated by the Conference Nominations Coordinating Committee through the district nominations committees and elected by the annual conference. In the selection of these persons, consideration shall be given to expertise in personnel related issues and policies.~~
2. The Appointive Cabinet, the Council on Finance and Administration, the Conference Board of Camp and Retreat Ministries, and the Conference Connectional Ministries Council shall each appoint a representative to be an ex-officio member of the committee.
3. The Assistant to the Bishop for Administration, Assistant to the Bishop for Connectional Ministries, Conference Treasurer and Director of Human Resources will serve as consultants to this committee. Consultants to this committee will have a voice, but no vote, in matters requiring committee action. The Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race and the Commission on Status and Role of Women shall each appoint one representative to be resource persons for this committee.
4. The committee may ~~from time to time~~ contract with consultants specializing in personnel matters.
5. No employee or family member of an employee of the Iowa Annual Conference may serve on the committee. If a family member of a committee member is being considered for employment, the committee member must excuse himself/herself from any and all process used in securing someone for the position to be filled. If a family member of a committee member is hired, the latter must immediately resign from the committee.

~~Organization:~~

- ~~(1). — Officers of the Annual Conference Human Resources Committee shall be the chair, the vice-chair and secretary, all to be elected from the membership of the committee.~~
- ~~(2). — The Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race and the Commission on Status and Role of Women shall each appoint one representative to be resource persons for this committee. These resource persons may be called upon as necessary to lend the committee their expertise but these resource persons will have no vote.~~

1245.00

Committee on the Episcopacy (¶637).

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~~The committee will have 15 members, including the Conference Lay Leader, Iowa's representatives on the Jurisdictional Episcopacy Committee, one youth and one young adult nominated by the Nominations Coordinating Committee, and three members named by the bishop. The additional members will be nominated by districts according to the matrix provided by the Annual Conference Nominations Coordinating Committee and elected by the annual conference, immediately following General Conference, for a term of four years, as specified by *The Book of Discipline*.~~

1250.00 Episcopal Residence Committee (§1638)

1255.00 Committee on Pastoral Care and Counseling.

1255.05 The committee shall have primary responsibility for the programs and functions of the Director of Pastoral Care and Counseling of the Iowa Annual Conference. The committee shall be composed of six members elected for four-year terms in two classes, and one youth and one young adult. A representative of the Episcopal Office shall be an ex-officio member.

1255.10 The Director of Pastoral Care and Counseling will be responsible to the Committee on Pastoral Care and Counseling.

1255.15 The office will be located outside the conference center for purposes of confidentiality. Office equipment and furnishings shall be the responsibility of the Conference Board of Trustees.

1255.20 Responsibilities and duties of the Director of Pastoral Care and Counseling shall be:

1. To assess the needs of the ministry professionals and their immediate families of the Iowa Annual Conference.
2. To establish a significant trust level with the ministry professionals and their immediate families.
3. To serve as a resource person in designing and implementing programs to creatively meet those assessed needs.
4. To provide counseling for ministry professionals and their immediate families or make referral to other appropriate professionals.
5. To establish relationships for adequate consultation with psychiatrists and other physicians, psychologists, social workers and other appropriate persons.
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 drive a reasonable distance to receive consultation on counseling they are doing as well as serving as a resource person for retreats and workshops.

1255.25 Relationships are as follows:

1. The director will relate to the Committee on Pastoral Care and Counseling and to ministry professionals and their immediate families.
2. The director will establish relationships with the bishop and the appointive cabinet so as to be available for referrals and consultation. However, in the interest of confidentiality, the director shall not give any reports on specific counseling relationships to the bishop and/or appointive cabinet unless it is seen as appropriate by both the director and the counselee(s).
3. The director will establish relationships with existing conference groups such as the Conference Connectional Ministries Council and the Board of Ordained Ministry with the objective of cooperation and the avoidance of duplicated efforts. Continuing education done by the director is expected to be in terms of serving as a resource person for workshops and retreats along with the consultation with ministry professionals on their counseling, as time is available.
4. The director will establish relationships with existing mental health organizations and personnel so that appropriate use can be made of such resources.

~~**Conference Leadership Development Coordinating Committee.**~~

~~Have responsibility for coordinating the development of leadership for annual conference boards, agencies, commissions, committees and positions in accordance with *The Book of Discipline* and/or the Iowa Annual Conference Rules of Order.~~

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- _____ Be aware of and give support to the leadership development being done in the annual conference by groups such as districts, boards, councils, commissions, committees, and conference lay organizations.
- _____ Evaluate the leadership development opportunities available both within and outside the church to discover the gaps and overlaps and propose ways to have a full and complete program of leadership development.
- _____ Ensure that agencies initiate and develop continuing leadership programs which shall include:
 1. Enabling a gift discovery process.
 2. Clear descriptions of leadership positions.
 3. Training.
 4. Support.
 5. Evaluation.
 6. Exiting
 7. Working with and managing volunteers.
 8. Group dynamics and effective leadership of a group.
 9. Alternate ways of doing business in order to hold fewer face-to-face meetings with the attendant travel costs.
 10. Learn how to plan the optimum number of programs which can be accomplished effectively.
 11. Learn how to write good program proposals.
 12. Program planning and management.
 13. Developing lay and ethnic leadership.
- _____ Distribute listings of current leadership development opportunities both within and outside the church.
- _____ Maintain a record of leadership development opportunities completed by individuals. Make this record available to district agency and local church nominations committees. A system of recording Continuing Education Units (CEUs) might be developed.
- _____ Help groups do leadership development at their regular meetings or retreat settings.
- _____ Coordinate, with the District Councils on Ministries, the development of a design for leadership development and the implementation of this design within the districts to assist local churches in making disciples.
- _____ Assist district Leadership Development and Nominations Committees in securing information concerning the interest, experience, and competency of individuals who are willing to serve on specific conference agencies prior to nomination to a conference agency. This information shall serve only as a guide in the selection of nominees and in no way shall it bind the district committees on nominations in making their selection of nominees.
- _____ Initiate efforts to coordinate the work of the committee with the leadership development efforts of the Board of Ordained Ministry, Order of Elders, Order of Deacons, the School for Ministry Commission and the Board of Laity and other agencies working with leadership development.
- _____ Membership shall consist of one person from each district, nominated by the district nominations committee and elected at the district conferences, and one representative each from the Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race and the Commission on Status and Role of Women, and one youth. The chair shall be elected from within the committee.

1260.00

Conference Nominations Coordinating Committee.

1260.05

Functions

1. Coordinate nominations for annual conference agencies and positions in accordance with The Book of Discipline and/or the Iowa Annual Conference Rules of Order.
2. Nominate persons for positions mandated by the Iowa Annual Conference Rules of Order for which there are no other provisions.
3. Develop a matrix for district nominations committees to ensure sensitivity to gender, ethnicity, persons with disabilities, and age.

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

1260.10

Membership:

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

~~Coordinate nominations for annual conference boards, agencies, commissions, committees and positions in accordance with The Book of Discipline and/or the Iowa Annual Conference Rules of Order.~~

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

~~Serve as a clearing house and coordinating committee for all nominations that involve election by the annual conference and present to the annual conference session a ballot containing the names of all persons nominated for positions which require annual conference election.~~

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Serve as a resource to the district nominations committees who will nominate persons for membership on agencies not otherwise provided for in The Book of Discipline or the Annual Conference Rules of Order. In resourcing the district nominations committees, the Conference Nominations Coordinating Committee will develop a matrix for district committees so as to ensure that membership for agencies for which the district committees have nominating responsibility, be sensitive to gender, ethnicity, persons with disabilities, age, district equity, clergy who have been members of the annual conference for less than ten years, and lay persons who have demonstrated leadership on a district or local church level.

Expedite the process of nominations on district and conference levels, providing an efficient method of gathering data, keeping records, disseminating information to districts and to other persons or groups involved in nominations, and facilitating the process of reporting back to the annual conference the nominations from various sources.

Receive from district nominations committees a list of nominees for conference agencies and elected members.

Establish, on an annual basis, a process for addressing contingencies which arise from variations in district nominations committees' ability to meet their nominating responsibilities.

Consult with district nominations committees concerning the rules (See III.A.5. and IV.B. through IV.C.10.) which are to be used in the selection of nominees for membership on standing annual conference agencies.

Shall provide the names of members of the conference agencies and the tenure of each member for printing in the Iowa Annual Conference Journal.

When revisions or additions to agencies need to be made following the closing session of the annual conference, interim elections (for the remainder of the conference year only) shall take place as follows:

Elections necessary to provide district representation on an agency shall be made by the District Connectional Ministries Council in consultation with the Conference Nominations Coordinating Committee.

When vacancies occur in the general or at large membership of an agency, the appropriate body or the Conference Nominations Coordinating Committee shall seek nominations from the pertinent district committee on nominations and submit to the Conference Connectional Ministries Council a nomination for each vacancy. If necessary, the election may take place by mailed ballot to the Conference Connectional Ministries Council members. After 15 days from such mailing, a majority vote by return ballots shall constitute an interim election.

When interim vacancies are filled by conference agencies in accord with The Book of Discipline, the names of all persons involved shall be cleared through the Conference Nominations Coordinating Committee to determine eligibility and to adjust records.

The Conference Nominations Coordinating Committee shall request annually from the secretary of each of the agencies a report on the attendance record of members. The secretary of each agency shall contact in writing each member of the agency who has missed two consecutive meetings calling attention to the absences and request a response within 15 days indicating a desire to remain as a member of that agency. If there is not a request for continuing membership, the office shall be declared vacant. The vacancy shall be filled in accordance with the Rules of Order.

Membership:

Shall consist of one person from each district, nominated by the district nominations committee and elected at the district conferences, and one representative each from the Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race, and the Commission on the Status and Role of Women, one youth and one young adult. The chair shall be elected from within the committee.

There shall be an Executive Secretary of the Conference Nominations Coordinating Committee who shall have the responsibility of keeping a database for the leadership pool, providing an annual update for nominations matrices, keeping service records for clergy and laity, receiving nominations reports from district nominating committees, preparing the ballot for annual conference elections, preparing

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selected Journal pages (Organizational Structure and Laity directories) for print, and receiving updates and changes to be communicated to appropriate bodies. The executive secretary shall not be a voting member of the Conference Nominations and Coordinating Committee.

No current member of the Conference Nominations Coordinating Committee may be nominated for any annual conference agency or position for which the committee has coordinating responsibility until one year has elapsed since the person left the membership of the committee.

No members of the same family shall serve concurrently as members of the Conference Nominations Coordinating Committee. No person or immediate family member of a person employed as a staff member of the annual conference or in any capacity by an agency of the annual conference, nor any person holding membership on any conference agency, shall be eligible for membership on the Conference Nominations Coordinating Committee. If a member of the committee is appointed to the superintendency or the position of Assistant to the Bishop for Administration, Assistant to the Bishop for Connectional Ministries, or the Conference Treasurer/Director of Administrative Services, he/she shall cease being a member of the committee.

1265.00

Resolutions Committee

1265.05

The Resolutions Committee shall:

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

1265.10

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

1270.00

Committee on Rules of Order

1270.05

Functions

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

1270.10

Standing Items.

1. The Standing Items are actions of, or reports to, past annual conference sessions which have a continuing effect as policy for the Iowa Annual Conference, its agencies and/or its churches.
2. Legislative items adopted by the annual conference, and specified by the annual conference as standing items, shall be included in the list of Standing Items in that year's Journal.

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3. The Rules of Order Committee shall review all current Standing Items in the year following each General Conference and recommend to the following year's Annual Conference those Standing Items to be retained. Any Standing Item not approved by the Annual Conference for retention shall be removed from the list of Standing Items.

1270.15 Membership

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

Functions:

~~Be the primary steward of the Iowa Annual Conference Plan of Organization and Rules of Order and of the Standing Items.~~

~~Receive and review proposed changes and/or additions to the Plan of Organization and Rules of Order.~~

~~Report to the annual conference recommended changes to the Plan of Organization and Rules of Order to keep them in compliance with *The Book of Discipline*.~~

~~Prepare guidelines for annual conference approval regarding election of General and Jurisdictional delegates.~~

~~Prepare guidelines for annual conference approval regarding submitting General Conference petitions to the annual conference for consideration.~~

~~Following the annual conference session, edit and reconcile the Rules of Order to be in compliance with *The Book of Discipline* and annual conference action and to reduce duplication.~~

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~~The Rules of Order Committee shall review all current Standing Items in the year following each General Conference and recommend to the following year's Annual Conference those Standing Items to be retained. Any Standing Item not approved by the Annual Conference for retention shall be removed from the list of Standing Items.~~

Membership:

~~The membership shall consist of nine members including one youth, one young adult, and one ethnic minority, if possible.~~

~~Consultative members shall be: the conference secretary and the conference parliamentarian.~~

1275.00 **Joint Committee on Clergy Medical Leave. (§652)**

1280.00 **Committee on Investigation. (§2703)**

1285.00 **Administrative Review Committee. (§636)**

1290.00 **Committee on Ministerial Ethics**

1290.05 Functions: To review annually for revisions and updates any policies related to ministerial ethics; to recruit, train and support personnel who carry out various functions allowed for in any such policies; to evaluate such personnel; to provide ongoing training throughout the annual conference on ministerial ethics issues, and to provide annual training for new professionals in ministry.

1290.10 Membership: The Assistant to the Bishop for Administration, the Director of Pastoral Care and Counseling, one elder, one deacon, one associate member, one local pastor who has completed the course of study, at-large members appointed by the bishop to ensure inclusiveness, one youth of at least 16 years of age, one young adult and one representative each from: the Appointive Cabinet, the Board of Laity, the Board of Ordained Ministry and the Commission on the Status and Role of Women. The Assistant to the Bishop for Administration shall chair the committee.

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1295.00 Committee on Intentional Interim/Transition Ministry

1295.05 Functions: The Intentional Interim Ministry Committee provides for program advocacy, recruitment, training, and support for persons who have taken the United Methodist Intentional Interim training and/or support for persons serving in intentional interim appointments.

1295.10 Membership: Eight persons nominated by the bishop and a representative of the Episcopal office shall be a member of the committee. ~~Persons shall be selected with expertise and passion in mind.~~

1300.00 CONFERENCE BENEVOLENCE PROGRAM

1310.00 There shall be a **Conference Connectional Ministries Council** that is amenable to the Annual Conference.

1310.05 **Function.** The Council is responsible, in relationship to, and cooperation with, other entities within the Annual Conference for carrying out the responsibilities identified in ¶1608 of the ~~2012~~ *Book of Discipline*. ~~Further functions of the council are to:~~

- ~~1. Receive program recommendations from the local churches, the charge conferences, the district agencies, the annual conference agencies, and the Jurisdictional and General Councils on Ministries.~~
- ~~2. Plan and develop these recommendations into a coordinated program to be recommended to the annual conference for consideration, amendment, and adoption as the annual conference program.~~
- ~~3. Provide implementation for and administration of coordinated program as adopted by the conference.~~
- ~~4. Evaluate programs of the conference.~~

1310.10 Membership:

1. Officers of the council shall be the chairperson, vice chairperson/financial secretary and secretary. They shall be elected by the council upon nomination of the Conference Connectional Ministries Council ~~Nominating Executive~~ Executive Committee at the beginning of each quadrennium. Council officers' tenure shall be limited to no more than eight years. The nominees do not need to be members of the 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 representative of their respective district or agency.
2. Members of the executive committee shall be the officers, Bishop, Assistant to the Bishop for Administration, Assistant to the Bishop for Connectional Ministries, one district superintendent chosen by the cabinet, conference lay leader, chairs of the Program Review Committee and the Committee on Planning and Research ~~each of the council's committees~~, and the elected representative of the Connectional Table of the United Methodist Church. It is desirable for one-half of the members of the executive committee to be lay persons. The Conference Treasurer and Director of Administrative Services and the President of the Council on Finance and Administration shall be consultants. The executive committee shall plan and guide the work of the council. ~~review the progress of and possible revisions in the program adopted by the Conference Connectional Ministries Council and receive reports from, and counsel with, the Leadership Development Ministers.~~ The committee shall act as the finance committee unless responsibility is assigned to some other committee.
3. The general membership of the Conference Connectional Ministries Council shall include the chairpersons of each District Connectional Ministries Council, chairpersons of the conference program boards, chairpersons of the age level councils, chairpersons of the commissions, ~~chairpersons of the Conference Connectional Ministries Council committees~~, each district superintendent, the Leadership Development Ministers, presidents of the United Methodist Women and the United Methodist Men, conference secretary, the Conference Secretary of Global Ministries, the President of the Council on Finance and Administration and an additional representative from the Council on Finance and Administration. ~~one additional representative~~

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from each of the following: youth council, United Methodist Women and United Methodist Men, and two young adults selected by the Conference Connectional Ministries Council nominating committee.

4. Consultants shall be the Assistant to the Bishop for Connectional Ministries, the Assistant to the Bishop for Administration, the Conference Treasurer and Director of Administrative Services President of Council on Finance and Administration, chairperson of the Conference Nominations Coordinating Committee and the Conference Leadership Development Coordinating Committee and the Ecumenical Partners.

Programming groups: The ministry support tasks of the program agencies of the annual conference are quite broad in nature. Task forces, task groups, networks and, when needed, standing committees may be established by the agencies on a short term basis. The membership of most agencies will consist of an executive committee and general member representatives from each district. These rules do not list which sub groups an agency will form.

Program Standing Committees: Accountable to a Conference Connectional Ministries Council agency. May be initiated if one or more of the following criteria are met:

Mandated by *The Book of Discipline* and/or the annual conference Rules of Order.

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

Membership appointed by the bishop, as mandated by *The Book of Discipline*, or requested by the annual conference.

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

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

Program Task Forces: A program related task force of no more than 15 members may be formed, when an annual conference program item(s) requires full implementation which is not otherwise provided by the parent Conference Connectional Ministries Council agency. It is recommended that program related task forces be initiated only when a program item(s) has been clearly prioritized as one to be fully implemented. A priority program item would include all of the following characteristics:

1. Related agency clearly has asked and listened to the customer requesting resource support.
2. Program has been scheduled for implementation.
3. Related agency has no other means of implementing the program.
4. Program has adequate funding.
5. Personnel have been recruited.

Program Task Groups: The formation of a program related task group will follow the same concepts as a task force, except that it will have no more than seven members and may include only two of the five characteristics for a priority item.

Related agency clearly has asked and listened to the customer requesting resource support.

Program has been scheduled for implementation.

Related agency has no other means of implementing the program.

Program has adequate funding.

Personnel have been recruited.

Networks: The formation of program networks will focus on services which require large numbers of persons to make personal or resourcing contacts. There are no limits on the number of persons associated with networking. Networks are established when cross conference programs are approved for implementation.

Committees: It is strongly recommended that the voting membership of the committees hereinafter named consist of one third laywomen, one third laymen and one third clergy. It is further recommended that, with the exception of the executive committee, the chairpersons be selected on the same ratio, with one laywoman, one layman and one clergy as nominees for chairperson and from these persons the council nominating committee shall nominate chairpersons to be elected by the council. In making appointments to these committees, careful attention shall be given to the possible need to include a representative number of women, young adults, college or university students,

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~~youth, persons over sixty four years of age, persons with disabilities, and ethnics. Membership on the committees shall be limited to no more than eight years.~~

1310.15 Program Review Committee.

1. Responsibilities: The committee shall be responsible for reviewing, evaluating, and coordinating all program plans (~~activities, calendar and budgets~~) developed and implemented under the direction of the Conference Connectional Ministries Council. ~~The committee should strive to maximize the effectiveness of the conference program and to support district programming.~~
2. Membership shall include one person selected from each district. Membership on the committees shall be limited to no more than eight years.
 - a. ~~One person selected from each district.~~
3. Ex-officio members shall be:
 - a. One representative from each of the following commissions:
 - b. COSROW (shall be a woman).
 - c. Ministry With Persons With Disabilities (shall be a person with a disability).
 - d. CORR (shall be an ethnic person).
 - e. ~~One representative from the Young Adult Council.~~
 - f. The Assistant to the Bishop for Administration.
 - g. The Assistant to the Bishop for Connectional Ministries.
 - h. Cabinet representative.

1310.20 Committee on Planning and Research.

1. Tasks:
 - a. Assist research activities,
 - b. Conduct research for the church and its agencies, ~~Develop, organize and maintain an information base,~~
 - c. Assist the Conference Connectional Ministries Council and agencies of the conference in their planning processes,
 - d. Recommend research initiatives to the Conference Connectional Ministries Council, ~~and Fund research projects.~~
2. Membership shall be the chairperson and six members selected for their expertise. Membership on the committee shall be limited to no more than eight years. ~~The vice chairperson/financial secretary and secretary shall be selected from the membership.~~

~~**Nominating Committee:** Membership shall be the chairperson selected from the membership of the Conference Connectional Ministries Council and four general members selected by the executive committee of the council, with the approval of the council. They shall prepare nominations for membership on the committees of the council and nominate the chairpersons for the committees from the nominees prepared by the various committees.~~

~~**Ethnic Local Church Concerns Committee:** Membership shall be the chairperson and six general members representing the ethnic membership of Iowa United Methodist churches. The vice chairperson/financial secretary and secretary shall be selected from the general membership.~~

~~**Hispanic/Latino Ministries Committee:** There shall be a committee composed of the membership and officers of the Hispanic/Latino Ministries Standing Committee of the Conference Board of Global Ministries. The chairperson of the committee will be a member of the Conference Connectional Ministries Council.~~

~~**Native American Committee:** (¶1654). Membership shall be the chairperson and six at large members. The vice chairperson/financial secretary and secretary shall be selected from the general membership.~~

~~**Other:** The council may appoint such other committees, task groups, and consultants as may be deemed essential to the effective discharging of its responsibilities.~~

1310.25 Conference Connectional Ministries Council Staff

1. The Bishop shall appoint an Assistant to the Bishop for Connectional Ministries, who shall be the executive responsible for carrying out the decisions of the Conference Connectional Ministries

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Council, and for providing leadership in the manner described in ¶608 of the *2012 Book of Discipline*.

2. ~~The Assistant to the Bishop, in consultation with the Bishop, may appoint~~ There may be up to four part-time or full-time Leadership Development Ministers. Their responsibilities shall be determined based on the conference's vision, mission and strategic priorities. ~~Their primary responsibilities will be:~~

- ~~1. Provide expertise in assigned areas.~~
- ~~2. Resource district superintendents and field outreach ministers.~~
- ~~3. Provide leadership training on a conference wide and regional scale.~~
4. ~~Develop Christian stewards.~~

~~The Leadership Development Ministers will address the following, utilizing the conference's strategic plan to set priorities for their work:~~

- ~~1. Mission~~
- ~~2. Social Justice~~
- ~~3. Camping~~
- ~~4. Spiritual Formation~~
- ~~5. New Ministry development which includes helping the Iowa Annual Conference develop new congregations, faith communities and community ministries.~~
- ~~6. Evangelism~~
- ~~7. Youth~~
- ~~8. Young Adult~~
- ~~9. Christian Education~~
10. ~~Older Adult Ministry~~

3. The Leadership Development Ministers will be guided and supervised by the Assistant to the Bishop for Connectional Ministries.

~~For someone to be considered as a Leadership Development Minister that person must:~~

~~Meet the standards established by and be elected by the Conference Connectional Ministries Council,
Be amenable through the Assistant to the Bishop for Connectional Ministries to the Conference Human Resources Committee and work cooperatively in accepting assignments under the leadership of the Assistant to the Bishop for Connectional Ministries.~~

~~**Meetings:** The regular meeting dates of the Conference Connectional Ministries Council should be set and publicized in advance, to assist member agencies in planning. It shall hold at least three meetings a year; one of these shall be not later than March 15, to prepare the correlated annual conference program; another shall be held after the annual conference session not later than the end of September; another shall be held by January 31. Additional meetings may be called by the executive committee or by the bishop. A copy of the correlated annual conference program (insofar as financial matters are involved), together with the proposed budget of the Conference Connectional Ministries Council, shall be sent to the Council on Finance and Administration as promptly as possible, in order that the council may do its work in preparation for the annual conference session. Other copies shall be sent to the district superintendents for consideration by the District Councils on Ministries.~~

1320.00

Program Boards. There shall be six program boards in the annual conference whose members shall be elected for four year terms. 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 Conference Connectional Ministries Council. The boards shall submit the elements of program which are to be promoted in, supported by, or implemented by the district councils and local churches of the conference to the council for consideration and calendaring, prior to presentation to the local churches.

The boards are organized in accordance with the provisions of ¶610 of *The Book of Discipline* and the names used here are not to be construed as necessarily the annual conference counterparts of similarly named general church boards. The disciplinary provisions and functions which apply to these boards shall be limited to those indicated in this plan of organization. Other necessary functions will be fulfilled through the organizational structures developed by the boards. It is strongly

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recommended that the board sub-groups represented on the Conference Connectional Ministries Council shall select chairpersons on the 1/3, 1/3, 1/3 ratio insofar as possible.

1320.05 Standing Committee Membership: No person shall serve more than eight consecutive years on a standing committee. In case of special leadership needs of emerging missional ministries, the Conference Connectional Ministries Council can extend the term of limits of membership on a program standing committee annually for up to four years. The chair of the corresponding committee shall serve in that 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 the number of years remaining in one's tenure on the agency. If a new standing committee is established by the Conference Connectional Ministries Council, membership on a previous standing committee shall be counted as tenure limitations.

1320.10 Program Agencies in rules 1321.00 through 1326.15 shall follow by the rules in 1310.00

1321.00 Board of Camp, Conference and Retreat Ministries

1321.05 Functions:

1. Establish a vision, a direction for the ministry, and monitor the progress to assure that the organization is carrying it out.
2. Be the link between the sites and annual conference (agencies and congregations), assuring that the agencies' and churches' needs and issues are understood by the Camp, Conference, and Retreat Ministries leaders, and that the Camp, Conference and Retreat Ministries' needs and issues are understood by the churches and annual conference agencies.
3. Establish standards of quality for carrying out all aspects of the ministry with systems of accountability for assuring that the standards are maintained.
4. Set annual goals which are attainable and measurable, and establish a regular system of accountability and feedback to assure that the goals are met and new goals established.
5. Oversee the management of the sites, programs and personnel to assure fiscal responsibility, stewardship of property, quality of programming, fairness in staff relations, and practices which reduce the exposure of risk in the annual conference.

1321.10 ~~Officers of the board and members of the executive committee shall be the chairperson, vice chairperson and secretary.~~ The officers may be selected from outside the board membership.

1321.15 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 which will represent each of the districts.

1321.20 The Board shall have a Personnel standing committee.

1322.00 Board of Church and Society, with functions as outlined in *The Book of Discipline*, (§629).

1322.05 Officers of the board and members of the executive committee shall be the chairperson, vice-chairperson, financial secretary and secretary. The officers may be selected from outside the membership of the board.

1322.10 Membership shall include the officers, at least one person from each district, the Peace with Justice Coordinator, and one youth. The Mission Coordinator for Social Action for the Iowa Conference United Methodist Women shall be an ex-officio member.

1322.15 The Leadership Development Minister for Social Justice and Mission shall participate as a Conference Connectional Ministries Council staff liaison.

1322.20 The board shall discern for each quadrennium, three or four foci for their work to create quadrennial working committees. These foci shall 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 special interest and knowledge may be recruited by Board members for membership in quadrennial working committees. Working committees shall be focused in the districts and will educate and engage local churches; develop leaders; mobilize persons to make a difference; and engage in advocacy and resolutions.

1323.00 Board of Discipleship with functions as outlined in *The Book of Discipline* (§630).

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- 1323.05** Officers of the board and members of the executive committee shall be the chairperson, vice chairperson/financial secretary and secretary. The officers may be selected from outside the membership of the board.
- 1323.10** Membership shall include one person from each district, one youth, and five at-large members each of whom shall advocate on behalf of one of the following five areas of ministry:
1. Education
 2. Evangelism
 3. Spiritual Formation
 4. Stewardship
 5. Worship
- 1324.00** **Board of Global Ministries** with functions as outlined in *The Book of Discipline*, (§633).
- 1324.05** Officers of the board and the members of the executive committee shall be: chairperson, vice chairperson, secretary and financial secretary. The officers may be selected from outside the membership of the board.
- 1324.10** Membership shall include one person from each district, the Conference Secretary of Global Ministries who will chair the Mission Education standing committee, the Conference Volunteers in Mission Coordinator who will chair the Volunteers in Mission Standing Committee, the Conference Iowa-Nigeria Partnership Coordinator who will chair the Iowa-Nigeria Partnership Standing Committee, the Conference Disaster Preparedness and Response Coordinator, who will chair the Disaster Preparedness and Response Standing Committee, the chairpersons of the four remaining standing committees, and one youth.
- 1324.15** The executive committee of the Conference Board of Global Ministries shall appoint a Conference Disaster Preparedness and Response Coordinator.
- 1324.20** The Mission Coordinator for Education and Interpretation of the Iowa Conference United Methodist Women shall be an ex-officio member.
- 1324.25** The board shall have the following standing committees:
1. Parish Development Ministries
 2. Community and Institutional Ministries
 3. Mission Education
 4. Hispanic/Latino Ministries
 5. Volunteers in Mission
 6. Iowa-Nigeria Partnership
 7. Disaster Preparedness and Response
 8. Justice For Our Neighbors
- 1325.00** **Board of Higher Education and Campus Ministry** with functions as outlined in *The Book of Discipline* (§634).
- 1325.05** ~~Officers of the board and members of the executive committee shall be the chairperson, vice chairperson/financial secretary and secretary.~~ The officers may be selected from outside the membership of the board.
- 1325.10** Membership shall include one person from each district and at least one youth and one young adult.
- 1325.15** Consultants may be the presidents of the Iowa United Methodist-related colleges or their designees, and a representative from each of the Wesley Foundations, which may be the director or a designee. Where community college ministries are viable, an advocate may be added to the board as a consultant.
- 1326.00** **Board of Laity**, with functions as outlined in *The Book of Discipline* (§631).
- 1326.05** Officers of the board and members of the executive committee shall be the chairperson (Conference Lay Leader), Associate Conference Lay Leader, secretary, financial secretary, and Conference Director of Lay Speaking Ministries. The Associate Conference Lay Leader, secretary, and financial secretary may be selected from outside the membership of the board. The Conference Lay Leader shall be

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elected quadrennially on nomination of the Board of Laity. A person who has served on the Board of Laity for the maximum eight years tenure allowed agency members may have an additional four years of tenure, if elected Conference Lay Leader.

1326.10 Membership shall include each district lay leader, one youth, one young adult and the officers.

1326.15 Ex-officio members shall be the Conference Scouting Coordinator, the presidents of Conference United Methodist Women and United Methodist Men, the chairperson of the Conference Council on Youth Ministries, a United Methodist young adult, representative of Heifer Project International, representative of the School for Lay Ministry, representative of Thanksgiving Ingathering, other members required by *The Book of Discipline* ¶631.3, and the Bishop or Bishop's designees.

1330.00 **Board of Ordained Ministry**, with functions as outlined in *The Book of Discipline*, ¶635.

1330.05 Officers of the board shall be the chairperson, vice-chairperson or chair-elect (in charge of Examination Teams), examination coordinator, registrar, secretary, and financial secretary. Members of the executive committee shall also include the chairs of the Order of Elders, the Order of Deacons, and The Fellowship of Local Pastors and Associate Members, the chairs of Board committees, one district superintendent, and the Assistants to the Bishop.

1330.10 Membership shall consist of seventy persons nominated by the bishop and elected by the annual conference for a term of four years. At least one-fifth of the board shall be lay persons, which may include diaconal ministers. Board membership shall include at least one ordained clergy person in retired relationship, at least one ordained clergy person in extension ministry, and two district superintendents who are to represent the cabinet. At least two associate members or local pastors who have completed the Course of Study shall be members of the board with voice and vote.

1340.00 **Conference Council on Youth Ministry** (¶649)

1340.05 The officers and executive committee shall be the chairperson, chairperson-elect and secretary who shall be selected from the youth general membership ~~of CCYM~~.

1340.10 Membership shall include one adult youth coordinator from each district, sixteen youth under 18 years of age, the chair, chair-elect and secretary, The district youth coordinators ~~(for membership on CCYM)~~ and the sixteen youth members will be nominated by the Conference Nominations Coordinating Committee.

~~The Conference Nominations Coordinating Committee shall maintain a list of nominees for youth members who have expressed interest in being members of conference agencies.~~

1340.15 The Conference Connectional Ministries Council, in consultation with this council ~~the Conference Council on Youth Ministry~~, shall nominate quadrennially a Conference Coordinator of Youth Ministry to be elected by the annual conference.

1350.00 **Conference Council on Older Adult Ministries** (¶651)

~~Officers and members of the executive committee shall be the chairperson, vice chairperson/financial secretary, and secretary. The officers shall be selected from the general membership.~~

1350.05 Membership:

1. shall be in accordance with ¶651.2, and
2. shall include one representative from each district.

1360.00 **Young Adult Council** (¶650). ~~Formation of this council is in process.~~

1360.05 Membership:

1. shall be in accordance with ¶650.2, and
2. shall include one representative from each district.

1370.00 **Christian Unity and Interreligious Concerns Commission** (¶642).

1370.05 Membership shall be the chairperson, one person selected from each district, and one youth. ~~The vice chairperson/financial secretary and secretary shall be selected from within the membership.~~

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- 1370.10** Ex-officio members shall be the Ecumenical Partner and the United Methodist Women representative to Church Women United.
- 1380.00** **Advocacy Commissions.** The purpose of the following listed commissions which will relate directly to the Conference Connectional Ministries Council, will be to advocate, monitor, and serve as catalysts to insure that the concerns of their constituents are adequately represented in conference programming. They are not to be programming groups in and of themselves, but rather they shall encourage other agencies to program with their concerns in mind. Their functions may include: collecting and assessing information, interpreting needs, providing resources and consultative services.
- 1381.00** **Religion and Race (¶643).**
~~The officers of the commission and members of the executive committee shall be the chairperson, vice chairperson/financial secretary and secretary. The vice chairperson/financial secretary and secretary shall be selected from the general membership.~~
- 1381.05** Membership shall include one person selected from each district, one youth, one young adult, and six ethnic fellowship group representatives each of whom will advocate on behalf of one of the following conference ethnic fellowships:
1. African-American
 2. Asian
 3. Filipino
 4. Hispanic
 5. Korean
 6. Native American
- 1381.10** One ecumenical partner from each of the following churches:
1. African Methodist Episcopal Church (AME)
 2. African Methodist Episcopal Zion Church (AMEZ)
 3. Christian Methodist Episcopal Church (CME)
- 1382.00** **Status and Role of Women (¶644)**
- 1382.05** Membership shall include one person selected from each district, one youth, and six at-large members. ~~The vice chairperson/financial secretary and secretary shall be selected from the membership.~~
- 1382.10** A representative appointed by and from the Conference United Methodist Women shall be an ex-officio member.
- 1382.15** Co-chairpersons shall be elected from the at-large members.
- 1383.00** **Ministry With Persons With Disabilities (¶653).** Membership shall be the chairperson, one youth, and one person selected from each district. ~~The vice chairperson/financial secretary and secretary shall be selected from the membership.~~ At least one-half of the members of this commission shall be persons having disabilities.
- 1390.00** **Task groups forces**
- 1390.05** A proposal for an annual conference task ~~group~~ force shall include budget provisions for the work of the task ~~group~~ force.
- 1390.10** When the annual conference approves a motion for a new task ~~group~~ force, the motion shall be referred to the Executive Committee of the Conference Connectional Ministries Council for its recommendation as to possible assignment to an existing agency-. The Conference Connectional Ministries Council Executive Committee shall report back to the same annual conference session for its vote on the recommendation.

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1390.15 Sunset Rule. When a new ~~study committee, task force group, or similar group~~ is authorized by the annual conference, there shall be included the date when the work of the group is to be completed and the group disbanded.

1400.00 CONFERENCE LAY ORGANIZATIONS.

1410.00 United Methodist Women (¶647)

1420.00 United Methodist Men (¶648)

~~**1430.00 Council on Youth Ministry (¶649)**~~

~~**1440.00 Iowa United Methodist Student Movement.**~~

1500.00 HEALTH AND WELFARE ORGANIZATIONS RELATED TO THE IOWA ANNUAL CONFERENCE

1500.05 Health and Welfare organizations and institutions located within the bounds of the Iowa Annual Conference that establish and maintain relationship statements with the annual conference shall be recognized as related organizations.

1510.00 Relationship Statements with Health and Welfare Organizations:

1. Must comply with all of the terms in ¶2517.1, ¶2517.2 and ¶2517.4 of *The 2012 Book of Discipline of The United Methodist Church*.
2. Must include terms by which the organization promises to evaluate itself for excellence in ministry by either:
 - a. Pursuing and achieving accreditation in an industry-recognized national accreditation body appropriate to a faith-based organization, or
 - b. Utilizing programmatic standards, self-study and peer review appropriate to church-related institutions and programs that promote excellence in Christian ministry and mission and enhance the quality of services offered by the institution.
 - c. Must be reviewed by the conference chancellor prior to adoption by the Annual Conference Session.
 - d. Health and Welfare organizations are strongly encouraged to pursue membership in the United Methodist Association.
3. Organizations which have complied with the requirements herein and have a current relationship statement with the Iowa Annual Conference:
 - a. Shall be listed in the General Directory of the Iowa Annual Conference Journal and on the official web site of the Iowa Annual Conference, with a link to each organization's web page;
 - b. May request display space at Annual Conference Session and other conference gatherings; and
 - c. May request promotion of the ministry through the communication channels of the conference.
4. The Conference Connectional Ministries Council is responsible for establishment and maintenance of the relationship statements between the annual conference and qualifying institutions and organizations.
 - a. A task ~~group~~ force ~~of no more than six persons~~ shall review all submitted relationship statements and prepare recommendations of adoption/non-adoption to the Conference Connectional Ministries Council.
 - b. The task ~~group~~ force shall be comprised of representatives of the Conference Connectional Ministries Council, the Conference Board of Trustees and the Standing Commission on Community and Institutional Ministries of the Conference Board of Global Ministries.

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- c. The Conference Connectional Ministries Council shall act upon the recommendations of the task group and report their action to the Conference Board of Trustees.
- d. All relationship statements must be reviewed and renewed every four years.

1600.00 DISTRICT MINISTRIES

1610.00 District Conference. There shall ~~may~~ be a district conference in each district. (§658-§659).

~~Membership.~~ The district conference shall be composed of all the clergy, diaconal ministers, deaconesses, the church lay leader, the president of United Methodist Women, president of United Methodist Men, and president of United Methodist Youth Fellowship from each local church, the lay member(s) of the annual conference from each charge, equalization lay members of the annual conference, the district lay leader and associate district lay leaders, the president of the district United Methodist Women, the president of the district United Methodist Men, the district director of Age Level Council, District Youth Ministries Council, all district Connectional Ministries Council members, the Field Outreach Minister, and such other persons as the district conference may determine.

~~The district conference may choose its own order of business. The secretary duly elected shall keep an accurate record of the proceedings.~~

~~The district superintendent shall be the presiding officer of the district conference.~~

~~The district conference, in consultation with the Council on Finance and Administration may raise funds from the churches of the district for experimental ministries within the district. Such funds shall be deposited in the central treasury of the annual conference and disbursed on voucher.~~

~~The district conferences shall meet at least thirty days before the annual conference session to approve nominations of members to the Conference agencies.~~

~~The district conferences shall elect the following four year conference level positions, if open~~

- ~~1. The District Connectional Ministries Council chairperson who shall also be the district representative on the Conference Connectional Ministries Council.~~
- ~~2. The district lay leader who serves on the Conference Board of Laity.~~
- ~~3. One representative to the Conference Leadership Development Coordinating Committee. (See H.C.14.b.)~~
- ~~4. One representative to the Conference Nominations Coordinating Committee. (See H.C.15.b.(1).)~~

1620.00 A District Ministry Team, consisting of the District Superintendent and the Field Outreach Minister, shall lead each district.

1620.05 The Field Outreach Minister shall resource local churches to provide effective leadership, ministry programs and mission outreach within their local community and around the world.

1620.10 The teams will work collaboratively and cooperatively to promote effective ministry.

1620.15 The teams will be guided and their effectiveness evaluated by the bishop.

1620.20 The District Superintendency Committee will assist the bishop in evaluating and advising the work of both the district superintendent and field outreach ministry and report annually to the bishop. ~~Each district superintendent and each field outreach minister will resource no more than one conference agency.~~

1620.25 The Field Outreach Minister may be part-time or full-time, may serve more than one district, or may be based out of the conference center.

1620.30 The foci for the ministry of the Field Outreach Minister will be based upon the priorities set by the annual conference in its strategic plan.

1620.35 The number of Field Outreach Ministers will be set by the Bishop and the appointive cabinet.

1630.00 Stewardship Team

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- 1630.05** Each district shall have a Stewardship Team comprised of members determined by the district superintendent. The Stewardship Team will help churches of the district to meet their financial responsibilities to the conference by taking actions such as:
1. Contacting local churches to encourage faithful giving.
 2. Providing resources to enhance local church stewardship
 3. Tracking local church apportionment giving on a quarterly basis.
- 1640.00** **Local Ministry Action Teams**
- 1640.05** Churches in each district shall be strongly encouraged to organize into Local Ministry Action Teams.
- 1640.10** The primary purpose of these ministry action teams will be to work cooperatively to reach out to persons who are not currently being reached by the ministry outside the walls of our churches.
- 1650.00** **District Connectional Ministries Councils**
- 1650.05** There shall be in each district a Connectional Ministries Council elected by the district conference tasked with the following:
1. To develop a district ministry vision and strategy that is in alignment with the stated mission of the annual conference.
 2. To develop within the district and between districts ministries and leadership that are in alignment with the vision and strategy of the district(s), working in collaboration with the Leadership Development Ministers, the District Ministry Team and the Conference Connectional Ministries Council.
 3. To create opportunities for feedback on and evaluation of the district's programming and ministry development work.
 4. To connect local congregations to one another and to the annual conference by establishing channels of communication and opportunities for dialogue.
 5. To develop Local Ministry Action Teams in collaboration with the District Ministry Team.
 6. To recruit, train and support the District Stewardship Teams. To oversee the administration of grant-related responsibilities assigned to or residing within the district.
 7. To receive reports from grant recipients and other ministry groups within the district as shall be determined by the Council, for the purposes of communicating information about ministries in the district and assuring faithful stewardship of available grant funding.
 8. To administer funds received from the annual conference and funds raised by the district. District monies may not be used for conference programs unless the District Connectional Ministries Council authorizes such use. No individual officer or member of the District Connectional Ministries Council has authority to use district monies without action of the Council.
- 1650.10** Membership. Each district may determine the number of persons needed for fulfilling the strategic and administrative work that will be done by the District Connectional Ministries Council. It is strongly recommended that membership be chosen to include a balance of clergy and laity, men and women, as well as representation of ethnic persons, youth/young adults, and older adults. The district presidents of United Methodist Men and United Methodist Women may be part of the Council; districts are encouraged to include Volunteers in Mission and Disaster Response coordinators on the Council. The District Conference shall determine and elect the membership. The Field Outreach Minister assigned to the district shall be a member, as well as the following officers:
1. The district superintendent, who shall have primary administrative responsibility.
 2. A chairperson, elected by the district conference, ~~(III.A.6.a.)~~
 3. The district lay leader, elected by the district conference, ~~(III.A.6.f.)~~
 4. A secretary, elected by the district conference.
- 1650.15** In order to foster a collaborative relationship between the ministry of local churches, districts, and the annual conference, the chairperson of the District Council shall represent the district at the Conference Connectional Ministries Council, or designate another member of the district council to serve in his/her place.
- 1650.20** In order to fulfill the above functions, the District Connectional Ministries Council may organize its work as best serves the missional activities of the districts. This includes, but is not limited to,

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assigning responsibilities to and setting timelines for task groups, sub-district groups and special purpose committees. It is strongly encouraged that the District Council annually reviews the representation in each subgroup; then, working with the District Nominations Committee, develop and recruit leadership that will ensure the ongoing vitality of the district's life.

1650.25 By June 1st of each year, the District Connectional Ministries Councils shall report their functioning structures, including all working subgroups, to the Conference Connectional Ministries Council through the Chairperson of the Conference Connectional Ministry Council and the Assistant to the Bishop for Connectional Ministries.

1650.30 Because of their specialized functions, the District Committee on Ordained Ministry and the District Board of Church Location and Building shall be continued as separate agencies.

1650.35 The District Connectional Ministries Council shall meet at least three times a year and such other times as shall be necessary.

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2000.00 STANDING ITEMS OF THE IOWA ANNUAL CONFERENCE

2100.00 MINISTERIAL QUALIFICATIONS AND RELATIONS

2105.00 Approval or Admission

2105.05 Candidates seeking admission as associate, provisional, or full members shall submit all required documents to the Board of Ordained Ministry by the date announced by the Board for the year in which they seek admission.

2105.10 All persons who will be appointed for the first time as full-time Local Pastors shall be examined and must be approved by a District Committee of Ordained Ministry.

2110.00 Candidate Assessment

2110.05 The Board of Ordained Ministry shall establish and administer a psychological assessment program for the purposes of examination and credentialing.

2110.10 Psychological assessment shall be required of all persons seeking to be certified, licensed, or ordained for ministry.

2110.15 The Board of Ordained Ministry, through its appropriate committees, may require a person to take a new psychological assessment when his/her current one is over six years old.

2115.00 Education and Service Requirements.

2115.05 Those persons seeking ministerial relationship and membership in the Iowa Annual Conference shall have completed all requirements listed in the *The 2012 Book of Discipline*.

1. For full connection and ordination as Elder, ¶335.
2. For full connection and ordination as Deacon, ¶330.
3. For provisional membership, ¶324.
4. For associate membership, ¶322.
5. For transferring clergy from other Annual Conference and Other Methodist Denominations, ¶347.1-2.
6. For transferring clergy from Other Denomination, ¶347.3

2115.10 Those persons seeking full and associate membership in the Iowa Annual Conference shall have satisfactorily completed one unit of Clinical Pastoral Education or an alternate equivalent program approved in advance by the Board Ordained Ministry.

2115.15 Those persons seeking ministerial relationship and membership in the Iowa Annual Conference shall participate in the Residency in Ministry and Mentoring Program, and School for Ministry or Board of Ordained Ministry approved continuing education event as required by the Board until their credentialing and ordination processes are completed.

2120.00 **Conference Relations.** In addition to the duties prescribed by *The Book of Discipline* for the Board of Ministry, the following are added:

2120.05 Unless otherwise disposed of by the Conference, all matters pertaining to the subject of conference relations shall be referred to this board, which shall investigate the same and report its finds and recommendations to the conference.

2120.10 Any member applying for medical leave shall be required to present to the board a physician's certificate or report as to his/her physical condition.

2120.15 Those members who are in the retired or leave of absence relationship or on medical leave shall be considered by this board each year without formal reference.

2120.20 All requests for change of relationship, reinstatement or restoration of credentials shall be referred to the Board of Ordained Ministry and no action shall be taken by the conference until the Board has made its report and recommendation.

2125.00 Finance

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- 2125.05** The Board of Ordained Ministry shall perfect internal organization for the adequate administration of all available funds having to do with ministerial education and recruitment for the ordained ministry.
- 2125.10** Earnings accrued from unexpended money in the Ministerial Education Fund shall be credited to the same.
- 2130.00** **Financial Obligation**
- 2130.05** Percentage payments. Amounts in default, at time of union and thereafter with simple interest at three percent from the time of union, shall constitute a lien on the defaulting clergy person's annuity, and upon his/her retirement or death the Conference Board of Pensions shall recover the shortage by appropriating the amount of the lien from the annuity of the involved, subject to the regulations and limitations prescribed by *The Book of Discipline* of The United Methodist Church.
- 2130.10** Proportional payments (§622). The Conference Board of Pensions shall keep a complete record of all church failures to pay their Ministerial Support Apportionment in full. The Board shall engage in appropriate educational efforts to inform local church treasurers and pastors of their responsibility to implement proportional payments of pastoral compensation when the Ministerial Support Apportionment is not paid in full. This same principle shall apply to district superintendents in regard to the total for the district to which they are assigned.
- 2135.00** **Moral and Official Conduct of Clergy.** The method of approval of the moral and official conduct of the clergy members of the conference shall be by means of the Board of Ordained Ministry making inquiry of each district superintendent about each ordained minister in the district, and inquiring of the bishop about each district superintendent, and one report being made by the Board of Ordained Ministry to the bishop and the conference. (§604.4 and §605.7).
- 2140.00** **Pastoral Appointments.** The relationship of pastor and charge shall begin immediately on the effective date of appointment and shall continue until the appointment of a successor, unless terminated or altered by episcopal authority or permission. Each charge conference shall set the salary and other remuneration of the pastor for the period January 1 through December 31. Each local church is responsible for the pastor's support from July 1 through June 30.
- 2200.00** **REPORTS, FINANCE AND PROPERTY**
- 2205.00** **Fiscal and Statistical Year**
- 2205.05** The fiscal and statistical year of the annual conference shall be from January 1, to December 31. (§721).
- 2205.10** The Council on Finance and Administration will determine the date(s) when expenditures and receipts shall be received by the conference treasurer for credit for that fiscal year.
- 2205.15** The conference statistical reports shall be available to the person(s) designated by the conference statistician by a date set by the statistician.
- 2210.00** The Conference Treasurer's record of monies sent by churches shall become the official report on these items to the annual conference.
- 2215.00** **Central Treasury**
- 2215.05** There shall be a central treasury of the Iowa Annual Conference. Each annual conference agency receiving funds through the conference budget shall have a credit account with the conference treasurer, against which vouchers shall be drawn by the person so authorized ~~by the agency~~; checks shall be drawn directly to the credit of the payee. Other annual conference organizations shall be urged to use this central treasury for handling of their funds.
- 2215.10** Rules established by the annual conference for the guidance of the conference treasurer shall be as follows:

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1. The treasurer shall serve as the fiscal agent (not the treasurer) of each of the several agencies. This means that the treasurer shall not be considered an ex-officio member of that board or commission, but will simply handle the funds, and be properly bonded for the same.
2. The fiscal agent shall keep a separate account for each board with sub-accounts for special purposes tied in with the budget of the agency to facilitate reporting to the agency.
3. A statement of each account shall be prepared at least quarterly. Copies of the financial statements shall be distributed annually to the pertinent agency, the Council on Finance and Administration, and the Conference Connectional Ministries Council.
4. The agency shall designate and officially notify the fiscal agent as to the person or persons having the right to draw the vouchers.
5. The conference treasurer, serving as the fiscal agent, shall not pass on the justifiability of an expenditure called for by the voucher. When expenses occur that are in excess of the spending limits within an agency ~~they shall be notified by the~~ treasurer shall notify that agency. The treasurer shall notify the agency chair or the Assistant to the Bishop for Connectional Ministries in the event of vouchers which seem to be in violation of conference rules or good accounting practice.
6. Vouchers requesting payment to the person signing the voucher shall have a second signature. The signature would be that of the chairperson of the parent agency ~~or the conference staff person relating to the committee or office in question.~~

2215.20 The conference treasurer shall be responsible for the employment of the person or persons who work as assistants in the treasurer's office, in consultation with the chairperson of the Council on Finance and Administration. The same rules as to vacation, sick leave, etc., shall apply to such employees as apply to all other employees in the Conference Center.

2215.25 The central treasury shall be authorized to receive and disburse funds and subsidies on behalf of and at the request of district superintendents.

2215.30 Each District Connectional Ministries Council shall deposit all funds received for district program work with the central treasury and shall use that facility as its disbursing agency. The central treasury shall be authorized to receive and disburse other district funds; this shall be the recommended pattern. The Committee on Camp, Conference and Retreat Ministries may utilize the services of the central treasury and, in consultation with the Council on Finance and Administration, the procedure for receiving and disbursing related funds shall be determined.

2215.35 The Annual Conference, through the Council on Finance and Administration shall cover directly the cost of operating the treasurer's office and require all annual conference agencies to use its services. No charge shall be made by the central treasury to an annual conference or district agency or to a district superintendent for handling such accounts. However, corresponding adjustments shall be made in agency budgets if they have previously maintained their own treasury.

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

2220.00 **Records Center**

2220.05 The bishop's office shall be the center for keeping permanent biographical and personnel files for all pastors of the Iowa Annual Conference.

2220.10 The Human Resources office shall be the center for keeping service records and vital statistics for all pastors of the Iowa Annual Conference and their families.

2220.15 The Conference Director of Administrative Services shall be the repository for property records.

2225.00 **Bonding**

2225.05 The Council on Finance and Administration shall annually arrange for the bonding of the conference treasurer and all other persons who are responsible for funds of the Iowa Annual Conference. These bonds are to be retained by the Council on Finance and Administration.

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2225.10 The Council on Finance and Administration and the Conference Board of Trustees shall encourage every local congregation to provide bonding for their volunteers and staff.

2230.00 Audit

2230.05 A Conference Audit Committee shall be established consisting of members of the Council on Finance and Administration and the Conference Board of Pensions elected by the respective boards.

2230.10 Any board, commission, committee, or institution program group that receives \$10,000 or more from the Iowa Annual Conference and is related to the Iowa Annual Conference, and that maintains funds into which it receives and dispenses money in an amount in excess of \$20,000 annually, shall have its accounts audited and report this audit annually to the Audit Committee.

2235.00 Fund Balances and Conference Unrestricted Reserve

2235.05 All debit balances (deficits) in any conference ~~board or~~ agency account shall be carried forward into the next fiscal year. All credit balances (surpluses) in any conference agency account shall, at year end, be credited to the conference's Unrestricted Reserve Fund. This rule does not apply to:

1. Accounts that contain funds restricted by the original gift or receipt.
2. Any conference ~~board or~~ agency account in deficit at year end may be approved to close such deficit to the conference's Unrestricted Reserve by the Council on Finance and Administration.
3. Administrative agency accounts with surpluses may be approved for carryover into the next fiscal year by the Council on Finance and Administration.
4. Program and benevolence agency accounts with surpluses may be approved for carryover into the next fiscal year by the Conference Connectional Ministries Council upon recommendation of the Program Review Committee and approval of the Council on Finance and Administration.

2235.10 The Council on Finance and Administration may also set policies for carryover of deficit and credit accounts, so that the treasurer may do so without annual action by the Council on Finance and Administration. If the funds are in a program area, the recommendation will come to the Council on Finance and Administration from the Conference Connectional Ministries Council. All standing carryover funds must be reviewed at least once each quadrennium by the Council on Finance and Administration.

2240.00 Policy on Interest Payments on Funds Held by the Conference Treasurer

2240.05 The conference treasurer will credit interest payments quarterly on capital funds held by the treasurer for conference agencies.

2240.10 No interest will be paid on funds apportioned by the annual conference.

2240.15 The rate paid will be ½ of 1% below the average rate being earned by the conference during the quarter.

2240.20 Any operation deficits carried by the agency will be deducted from the balances before interest is calculated.

2240.25 The Council on Finance and Administration at its late fall meeting each year shall designate which funds are to be eligible for interest payments in the ensuing year.

2245.00 Miscellaneous

2245.05 Each fall the Council on Finance and Administration, based on the four-year average of previous years' apportionment receipts and projection of the current year's apportionment receipts, will instruct each agency to prioritize its spending for the next year and submit the revised spending budget to the Council on Finance and Administration. If the agency has a program that needs to be funded at 100%, the balance of the remaining programs shall be funded at a ratio of the remaining budget. Agencies may adjust their own budget line items to attain the spending limits with benevolence budgets receiving the consent of the Conference Connectional Ministries Council and the Council on Finance and Administration and other agencies receiving consent of the Council on Finance and Administration.

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- 2245.10** There shall be an annual report from each church to the annual conference as to its total indebtedness for current expenses and capital expenditures.
- 2245.15** All expense allowances to pastors, including travel, utilities, fuel, social security, pensions, and hospitalization, shall be reported in the expense columns in the *Iowa Annual Conference Journal*.
- 2245.20** Funds in any conference budget may not be used to initiate new programs or transfer funds without the consent of the Program Review Committee and Conference Connectional Ministries Council. When a request for a transfer of funds is made when no regular Program Review Committee is scheduled, the committee shall act on the request by phone consultation, mail and/or special meeting.
- 2245.25** If the memberships of more than one pastoral charge are to be solicited in any financial campaign or program initiated by any agency or institution owned by or related to the annual conference, or receiving annual conference funds, or any entity outside the Iowa Annual Conference other than the General Conference, the approval of the Council on Finance and Administration and/or Annual Conference shall be required.
- 2245.30** The Council on Finance and Administration shall make recommendations each year regarding provision for travel, lodging, and meal expenses for ministerial and lay members for the annual conference session.
- 2245.35** There shall be a listing of all abandoned church properties of The United Methodist Church in Iowa filed with the report of the Conference Board of Trustees and printed each year in the *Iowa Annual Conference Journal*.
- 2245.40** Approval for funding mission appeals may be granted after consultation among and approval of the office of the resident bishop, chairperson of the Iowa Board of Global Ministries, chairperson of Council on Finance and Administration, and chairperson(s) of other mission related agencies. The chairperson of the Board of Global Ministries is to convene the consultation process.
- 2245.45** Persons or immediate family members who relate to programs that receive program funds from the Iowa Annual Conference are required to refrain from voting on proposals as the budget is developed in the program agency of the annual conference.
- 2245.50** Federated churches, involving United Methodists, shall be apportioned on the same basis and in the same manner as United Methodist churches, requiring requested reports from the pastor for *Iowa Annual Conference Journal* records needed for such determinations as voted by the annual conference. The *Iowa Annual Conference Journal* records shall show the numbers as applicable to United Methodists only or where this cannot be resolved, satisfactory percentages of all totals shall be made by the local church in consultation with the district superintendent of the United Methodist Church.
- 2245.55** Vouchers for Special Gifts. Gifts of any sort received as a result of direct solicitation on the part of any conference institution, when such gifts do not pass through the hands of the treasurer of a local church nor apply on any apportionment to a local church, shall be considered as Special Gifts. All such annual totals shall be reported to the conference treasurer for recording in the *Iowa Annual Conference Journal*.
- 2245.60** Each conference corporation shall provide a summarized financial report for printing in the *Iowa Annual Conference Journal*.