

B. PLAN OF ORGANIZATION AND RULES OF ORDER

(Editor's note: Where the ¶ symbol occurs the reference is to a paragraph number in *The Book of Discipline of The United Methodist Church, 2004.*)

I. THE ANNUAL CONFERENCE SESSIONS

A. 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* of The United Methodist Church.

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

2. Clergy Session. (¶605.6) The Annual Conference Session Planning Committee shall recommend to the annual conference the place for the session.

3. 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. It 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.

4. Roll Call and Attendance.

a. 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.

b. 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.

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

a. 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.

b. 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.

- 1 (2). Those items on which action has been deferred because of re-
2 quest for budget change, shall be considered for final action in
3 accordance with the recommended funding of the Council on
4 Finance and Administration.

5 **B. Pre-Conference Preparation.**

- 6 1. **Pre-Conference Manual.** The projected report of the Conference Connec-
7 tional Ministries Council, other preliminary reports, the conference program,
8 and such other information as may be pertinent to the orderly conduct of
9 the conference sessions shall appear in a *Pre-Conference Manual* which
10 shall be distributed to members of the annual conference not later than
11 twenty days before the first day of the conference session and shall be
12 published under the direction of the Annual Conference Session Planning
13 Committee's Sub-Committee on Journal Publication. (See II.C.9.c.(3).(c).)
14 2. **Conference Orientation Events.** Following distribution of the Pre-
15 Conference Manual in the spring, annual conference orientation events
16 shall be held in each district for the purpose of providing an overview of
17 the annual conference session and to discuss proposed legislation. These
18 events shall be coordinated by the cabinet and the Annual Conference
19 Session Planning Committee. The orientation events may, or may not, be
20 combined with the annual district conference.

21 **C. Offerings.** The number, timing, and designation of offerings received during the
22 annual conference session will be determined by the bishop and the Administra-
23 tive Cabinet and announced to the session of the conference.

24 **D. Legislative Committees.**

- 25 1. There shall be legislative committees, as may be determined by the Annual
26 Conference Session Planning Committee on recommendation of the Con-
27 ference Connectional Ministries Council.
28 2. The committee chairpersons and secretaries shall be selected by the An-
29 nual Conference Session Planning Committee in consultation with the
30 bishop. No person shall serve as chairperson and/or secretary for more
31 than four consecutive years.
32 3. The members of the annual conference shall be assigned to legislative
33 committees which shall consist, as nearly as possible, of equal numbers of
34 clergy and lay members. The chairperson or designee of each conference
35 agency shall be assigned to the legislative committee which will deal with
36 the agency's work. The members of the Program Review Committee shall
37 be assigned among the legislative committees as resource persons con-
38 cerning the program proposals recommended to the annual conference by
39 the Conference Connectional Ministries Council. The rest of the conference
40 members shall be assigned at random by the Annual Conference Session
41 Planning Committee. Each charge shall be advised in advance as to the
42 legislative committee to which its lay and clergy member(s) are assigned.
43 4. The Annual Conference Session Planning Committee shall assign the re-
44 ports, recommendations, proposals and resolutions of the agencies and in-
45 stitutions of the conference to the proper legislative committees where they
46 shall be considered at least twelve (12) hours before being presented on
47 the floor of the conference; provided, however, that neither this nor any
48 other business procedure shall preclude the presentation of new materials
49 by individual members of the annual conference in legislative committees
50 or at any session of the annual conference. Reports, recommendations,
51 proposals and resolutions of the Board of Pensions will be assigned to the
52 appropriate legislative committee for informational purposes only. Confer-
53 ence directed items shall go, in their entirety, to the annual conference for
54 action.

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- 5. When the legislative committees report their recommendations to the annual conference, a representative of the Conference Connectional Ministries Council will be available to speak on behalf of its coordinated program.
- 6. The legislative committees may amend or revise sections of the reports projecting programs and proposals and shall report to the conference on all matters assigned to them.
- 7. **Consent Calendars.** When the reports of the legislative committees are made to the annual conference, those items which have gone through the legislative process without substantive changes may be placed on the appropriate consent calendar by majority vote of the legislative committee.
 - a. **Common Consent Calendar:** Items requiring a majority vote will be listed on the Common Consent Calendar.
 - b. **Resolution Repeal Consent Calendar.** In annual conference sessions held in even-numbered years a review report of existing conference resolutions will be received, listing the resolutions recommended for repeal by the Resolutions Committee and the relevant conference agency. The repeal recommendations will be considered in one or more legislative committees. By majority vote the legislative committee may list a resolution on the Resolution Repeal Consent Calendar.
 - c. **Printing the Consent Calendars:** Each consent calendar will identify the items placed on it by listing the item numbers in order. The Common Consent Calendar will be printed at the beginning of each legislative committee's printed report. In annual conference sessions during which resolutions are reviewed, the Resolution Repeal Consent Calendar will be printed in the legislative committee's report immediately following the Common Consent Calendar.
 - d. **Adoption of Consent Calendars:** Calendar items will be acted upon by vote without reading or discussion. The Common Consent Calendar and the Resolution Repeal Consent Calendar will be adopted upon a majority vote of the annual conference.
 - e. **Removing an item from a Consent Calendar:**
 - (1). Any member may move that an item be lifted from the Common Consent Calendar. If that motion is seconded and if at least twenty five percent (25%) vote to have it removed, it will be removed and considered in its numerical sequence with the rest of the report.
 - (2). Any member may move that an item be lifted from the Resolution Repeal Consent Calendar. If that motion is seconded and if at least twenty five percent (25%) vote to have it removed, it will be referred to the following year (Resolutions Year) for debate and vote.
- 8. **Defeated Items.** When the reports of the legislative committees and other reports are made to the annual conference, those items which have gone through the legislative process and have been defeated will be placed on a list to be reported to the conference as 'Item defeated.' Any member can move to have a defeated item removed from the Defeated Item Calendar. If the motion is seconded and if at least 25% vote to have it removed and brought to the floor, it will be removed and considered in numerical sequence with the rest of the report.
- 9. Matters requiring legislative action shall be given priority within a legislative committee's scheduled time. Informational reports not completed in the al-

- 1 lotted time shall be presented as miscellaneous business on the final day of
 2 the conference session or at such times as may be possible.
- 3 10. A minority report may be presented when approved by one-tenth of the
 4 members of the legislative committee.
- 5 11. Summary reports dealing primarily with agency and institutional achieve-
 6 ments shall be accepted for printing in the *Iowa Annual Conference Journal*
 7 without being read to the conference.
- 8 12. Reports from the legislative committees which involve substantial changes
 9 from the *Pre-Conference Manual* shall be prepared in printed form and dis-
 10 tributed to the conference before consideration.
- 11 13. During a regular session of the annual conference, a meeting of a legisla-
 12 tive committee may be called only by a majority vote of the annual confer-
 13 ence.

14 **E. Equalization of Conference Membership Between Laity and Clergy.**

- 15 1. Lay members of the Iowa Annual Conference shall be members of a United
 16 Methodist church within the Iowa Annual Conference. (§132)
- 17 2. Those filling the following positions, if lay persons, shall be equalization
 18 members of the Iowa Annual Conference: (§132)
- 19 a. Conference Lay Leadership
- 20 (1). Assistants to the Bishop
- 21 (2). Conference Secretary
- 22 (3). Conference Chancellor
- 23 (4). Conference Treasurer
- 24 (5). Director of Communications Services and Resources
- 25 (6). Field Outreach Ministers
- 26 (7). Leadership Development Ministers
- 27 (8). Conference Coordinator of Youth Ministry
- 28 (9). President of the Conference Board of Trustees
- 29 (10). The Editor and Editorial Staff of the *Iowa Annual Conference*
 30 *Journal*
- 31 (11). Elected leadership of Conference Council on Youth Ministry
- 32 (12). Additional district youth members
- 33 (13). The president, vice presidents, secretary and treasurer of the
 34 Conference United Methodist Men
- 35 (14). Elected leadership of United Methodist Women as defined by
 36 the Women's Division
- 37 (15). Chairs of conference agencies as defined in IV.C.1.
- 38 (16). Board of Laity elected leadership
- 39 (17). Thanksgiving Ingathering chair
- 40 (18). The Deans of each School of Lay Ministry and one representa-
 41 tive of the School of Lay Ministry Commission
- 42 (19). Conference Secretary of Global Ministries
- 43 (20). Members of the Council on Finance and Administration
- 44 (21). Members of the Committee on Rules of Order
- 45 (22). Members of the Resolutions Committee
- 46 (23). Members of the Conference Session Planning Committee
- 47 (24). Members of the Conference Nominations Coordinating Commit-
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- 49 (25). Members of the Conference Connectional Ministries Council's
 50 Program Review Committee
- 51 (26). Members of the Commission on Religion and Race
- 52 (27). Members of the Commission on the Status and Role of Women.
- 53 (28). Executive Secretary of the Conference Nominating Coordinat-
 54 ing Committee

- 1 (29). Chair of Conference Committee on Episcopacy
 2 (30). Chair of the Conference Human Resources Committee
 3 (31). Delegates to General and Jurisdictional Conferences who shall
 4 serve for the quadrennium following the conference for which
 5 they are elected
 6 (32). Members of General and Jurisdictional agencies
 7 (33). Chair of the Iowa United Methodist Student Movement
 8 (34). One student representative from each of the four United Meth-
 9 odist church-related colleges in Iowa, to be selected by the
 10 president of the college in consultation with the district superin-
 11 tendent
 12 (35). One student representative from each Wesley Foundation in
 13 Iowa, to be selected by the student governing board
 14 (36). Active and retired diaconal ministers who have local church
 15 membership in Iowa
 16 (37). Church and Community Workers and deaconesses who are
 17 members of a United Methodist Church in Iowa.
- 18 b. District Leadership
 19 (1). District Lay Leader
 20 (2). District United Methodist Men President
 21 (3). District United Methodist Women President
 22 (4). District Council on Ministries Chairperson
- 23 3. The Iowa Annual Conference Secretary shall determine by September 1 of
 24 each year, the number of additional lay members needed for the next an-
 25 nual conference to be equal to the number of clergy members of the Iowa
 26 Annual Conference and shall certify this number to the bishop.
- 27 4. The Iowa Annual Conference Secretary shall determine the ratio of mem-
 28 bers to clergy members of the annual conference as defined in ¶602.1) ap-
 29 pointed to each charge of the Iowa Annual Conference.
- 30 5. The additional lay members needed to bring equalization shall be assigned
 31 by the Iowa Annual Conference Secretary as follows:
- 32 a. One-half of the additional lay members needed to bring equalization
 33 shall be assigned to the districts in equal numbers, and each district
 34 conference shall elect upon nomination by the District Nominating
 35 Committee, said additional lay members to the Iowa Annual Confer-
 36 ence; provided, however, that if one-half of the additional lay mem-
 37 bers is not exactly divisible by the number of districts, then the re-
 38 mainder shall be added to the number of lay members assigned to
 39 the local charges as hereinafter provided.
- 40 b. One-half of the additional members needed to bring equalization plus
 41 any remainder not assigned to the districts shall be assigned by the
 42 Iowa Annual Conference Secretary to the charges having the highest
 43 ratio of members to clergy members of the annual conference in de-
 44 scending order. Those churches whose ratio is twice the number of
 45 members needed to bring equalization under this subsection, shall be
 46 assigned two lay equalization members. If the ratio is three times the
 47 number, three lay members shall be assigned. In case of tie, eligibility
 48 shall be determined by lot.
- 49 6. All computations shall be based on the statistical tables of the *Iowa Annual*
 50 *Conference Journal* of the immediately preceding annual conference.
- 51 7. All equalization members selected under the above provisions shall be enti-
 52 tled to the same mileage payments as other members of the annual con-
 53 ference.

- 1 8. 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.

5 II. ORGANIZATIONAL STRUCTURE

6 A. Terminology

7 1. Organization Definitions

- 8 a. 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.)
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- 11 b. 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.
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- 16 c. 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.
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- 20 d. 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 its agencies.
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- 24 e. Commission: an organization established by the annual conference for the fulfillment of a specific function.
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- 26 f. Standing Committee: a subgroup of an agency with a specific purpose, accountable to the agency of which it is a part.
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- 28 (1). A standing committee may be initiated when one or more of the following criteria are met:
- 29 (a). Mandated by *The Book of Discipline*.
- 30 (b). Program is to be implemented over a period longer than five years.
- 31 (c). Appointed by the resident bishop, as mandated by *The Book of Discipline*, or requested by the annual conference.
- 32 (d). Program budget is larger than \$50,000 and cannot be adequately administered on a quarterly basis by the parent agency.
- 33 (e). Program staffing requires a long term (five years or more) advisory committee.
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- 35 (2). Chairpersons of standing committees are eligible to be members of the standing committee's respective agency.
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- 37 g. 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.
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- 39 h. 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.
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- 41 i. 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 associ-
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ated with networking. Networks are established when cross-conference programs are approved for implementation. A network shall be accountable to one or more conference agencies.

2. Membership Definitions

- a. Ex-Officio: full voting members, by virtue of office, of an agency of the annual conference with all rights, unless indicated otherwise.
- b. 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.
- c. Cabinet and Staff Consultants: District superintendents and staff of the Conference Connectional Ministries Council, Administrative Services, and Episcopal Office may serve as consultants to agencies of the annual conference. The Bishop, Dean of the Cabinet, the Assistant to the Bishop for Connectional Ministries, and the Conference Director of Administrative Services shall assign cabinet 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.
- d. Resource Persons: 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 or voting.
- e. 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.
- f. Youth: a person 12 through 18 years of age, at time of election.
- g. Young Adult: a person 19 through 30 years of age, at time of election.

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

1. Function:

- a. Vision casting and implementation.
- b. Strategic planning.
- c. Resource sharing.
- d. Communication with the annual conference leadership and members.

2. Membership:

- a. The bishop, as chair.
- b. Assistants to the bishop.
- c. District superintendents.
- d. Field outreach ministers.
- e. Leadership development ministers.
- f. Conference treasurer/director of administrative services.
- g. Conference director of communications services and resources.
- h. Director of the office of pastoral care and counseling.
- i. Conference lay leader.

C. 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.

1. Officers.

- a. Presiding Officer (§1603.6)

- 1 b. Assistant to the Bishop for Administration, appointed by the bishop.
- 2 c. Assistant to the Bishop for Connectional Ministries, appointed by the
- 3 bishop. (§1607)
- 4 d. District Superintendents (§1403, §1404.2)
- 5 e. Conference Lay Leader (§1603.9.a)
- 6 f. Conference Secretary (§1603.7)
- 7 g. Treasurer (§1618)
- 8 h. Chancellor (§1603.8)
- 9 i. President of the Board of Trustees (§12512.2)

- 10 2. **General/Jurisdictional Agency Members.** Persons of the annual confer-
- 11 ence who are elected members of a jurisdictional or general agency of The
- 12 United Methodist Church shall be members with vote of the corresponding
- 13 Iowa Annual Conference agency. Expense allowances for conference
- 14 agency meetings of such members living in Iowa shall be the responsibility
- 15 of the annual conference agencies.

- 16 3. **Annual Conference Administrative Coordinating Council.**
- 17 a. Function: Meetings of the council shall be scheduled to ensure ac-
- 18 countability, communication, clarity and shared purpose related to the
- 19 common work of the administrative committees of the Iowa Annual
- 20 Conference.

- 21 b. Membership:
- 22 (1). The membership shall consist of the chairs and one additional
- 23 member of each of the following: Conference Connectional Min-
- 24 istries Council, Conference Council on Finance and Administra-
- 25 tion, Conference Board of Trustees, Board of Pensions, Human
- 26 Resources Committee, Annual Conference Session Planning
- 27 Committee, Rules of Order Committee, Resolutions Committee,
- 28 Conference Nominations Coordinating Committee and Confer-
- 29 ence Leadership Development Coordinating Committee. Iowa
- 30 United Methodist Foundation, Communication Advisory Team,
- 31 and Board of Ordained Ministry. The Conference Secretary and
- 32 Dean of the Appointive Cabinet will also be members.

- 33 (2). The chair of the Annual Conference Administrative Coordinating
- 34 Council shall be the bishop or bishop's designee.

- 35 4. **Conference Communications Services and Resources.** Conference
- 36 Communications Services and Resources shall be located within the Epis-
- 37 copal Office. Its purpose is to provide consultation, service, product and
- 38 process development and production, technical assistance, and advice to
- 39 all ministries of the Iowa Annual Conference, including local church, ap-
- 40 pointive, program, and administrative ministries. Specifically, Conference
- 41 Communications Services and Resources will be responsible for strategic
- 42 planning across all aspects of communications; public relations, including
- 43 media relations, issues management, and advertising; crisis management,
- 44 including maintaining an updated conference crisis management plan,
- 45 training key persons, and guiding the conference response to crises; on-
- 46 going communications, including editing and publishing printed and elec-
- 47 tronic communications tools for the conference; and technical support to lo-
- 48 cal churches, boards and agencies, and clergy and lay persons in the area
- 49 of communications.

- 50 a. **The Communications Advisory Team (§1645)**
- 51 (1). **Function:**
- 52 (a). The team will meet at least quarterly to advise the Director
- 53 of Communications Services and Resources, and to as-
- 54 sist with strategic planning.

(b). The Team will serve as the Commission on Communications as required by ¶645, *2004 Book of Discipline*.

(2). **Membership:**

(a). 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.

(b). The chairperson will be appointed by the bishop.

(3). **Staff:** There will be a Director of Communications Services and Resources (¶608) who shall be employed through a process designed and managed by the Conference Human Resources Committee and who shall be amenable to the Bishop 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.

5. **Council on Finance and Administration (¶610- ¶618)**

a. **Membership:** Six clergy, seven laity, and two youth. 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, one person be from an ethnic group, and one person be under age twenty-five, with the goal of having membership from each district. (Also, see IV.C.10.)

b. 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.

c. Ex officio members of the council are: (¶611.2.c.)

(1). the conference treasurer/director of administrative services, without vote;

(2). the presiding bishop, without vote;

(3). a district superintendent chosen by the cabinet, without vote;

(4). the Assistant to the Bishop for Connectional Ministries, without vote;

(5). the Assistant to the Bishop for Administration, without vote;

(6). the Director of Communication Services and Resources, without vote.

d. 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.

e. 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.

- 1 (4). Special Financial Askings, shall oversee research, planning,
 2 and coordination of all special fund raising askings of the con-
 3 ference including, but not limited to, capital fund drives and dis-
 4 trict askings.
- 5 (5). Interpretation, shall enlist and train persons for interpretation
 6 and shall perform the functions of ¶612.4.
- 7 f. All Iowa Conference administrative agencies and offices will be ac-
 8 countable to the Council on Finance and Administration for budgeting
 9 and all fiscal matters related to the discharge of their functions:
- 10 g. The council shall be responsible for reviewing, evaluating and coordi-
 11 nating all budget proposals from the agencies and offices. The coun-
 12 cil shall schedule a time each year, sometime after the Program Re-
 13 view Committee has met, to allow the Conference Connectional Min-
 14 istries Council the opportunity to represent the needs of the agencies
 15 before the council. The Council on Finance and Administration shall
 16 recommend to the annual conference for its action and determination
 17 budgets of anticipated income and proposed expenditures.
- 18 6. **Board of Trustees.** ¶2512 and ¶639.
- 19 a. The board shall appoint from its membership one consultant to each
 20 District Board of Church Location and Building and shall assume the
 21 expenses of sending the representatives to the respective boards.
- 22 b. The Board of Trustees has jurisdiction of the Iowa United Methodist
 23 Conference Center, but, in order to coordinate functions within the
 24 conference center, a Conference Center Administrative Council may
 25 be established.
- 26 7. **Board of Pensions** ¶638.
- 27 a. Membership: shall consist of not more than 24 persons. Each mem-
 28 ber shall be elected for a term of eight years. The membership shall
 29 be in four classes with a new class being elected every two years.
 30 The conference treasurer shall be an ex officio member without vote
 31 of the executive committee (¶638.3). A representative of the Council
 32 on Finance and Administration shall be a consultant.
- 33 b. Organization: The board shall be organized as a corporation under
 34 *Chapter 504A of the 1991 Code of Iowa* and subject to the *Articles of*
 35 *Incorporation* of the Iowa Annual Conference of The United Methodist
 36 Church, the by-laws of said corporation, specific directives by the
 37 Iowa Annual Conference and any applicable requirements contained
 38 in *The Book of Discipline of The United Methodist Church*.
- 39 8. **Commission on Equitable Compensation.** (¶624) The Commission on
 40 Equitable Compensation shall consist of ten persons plus one district su-
 41 perintendent named by the cabinet (¶624.1). It is recommended that mem-
 42 bership include two laymen, two lay women, one youth and five clergy. A
 43 member of the Council on Finance and Administration may serve as con-
 44 sultant.
- 45 9. **Annual Conference Session Planning Committee**
- 46 a. **Function:** Shall assist the Bishop in articulating and determining the
 47 long range, overall direction and theme for the annual conference
 48 sessions, and assist the annual conference in fulfilling its purpose as
 49 defined by *The Book of Discipline* (¶601) and the annual conference
 50 mission statement through the Annual Conference Session Commit-
 51 tee's sub-committees (see II.C.9.c.(3).(a), (b), and (c)).
- 52 b. **Membership:**

- 1 (1). Eight at-large members nominated by the District Nominations
2 Committees, plus one youth, elected by the annual conference.
- 3 (2). Ex-officio members shall be the bishop, Assistant to the Bishop
4 for Administration, Assistant to the Bishop for Connectional Min-
5 istries, Director of Communications Services and Resources, a
6 representative of the appointive cabinet, the conference lay
7 leader, the conference secretary, a representative from the
8 Commission on Religion and Race, and the chair of the sub-
9 committee on Business and Agenda.
- 10 (3). Consultative members may be selected for their expertise by
11 the Annual Conference Session Planning Committee.
- 12 (4). The chair of the Annual Conference Session Planning Commit-
13 tee shall be the bishop or the bishop's designee.

14 **c. Organization:**

- 15 (1). Shall meet at least two times a year. Meetings shall be sched-
16 uled in a manner which facilitates the planning and work of the
17 annual conference session.
- 18 (2). May select additional persons from outside its membership to
19 perform various functions for the conference session. The work
20 of these persons is subject to the approval of the committee.
- 21 (3). Shall consist of at least three sub-committees, Conference Ar-
22 rangements, Business and Agenda, and Journal Publication.
23 The chairs of the sub-committees shall be appointed by the
24 bishop.
 - 25 (a). The Sub-Committee on **Business and Agenda** shall:
 - 26 1). Recommend to the Annual Conference Session
27 Planning Committee an Order of Business for the of-
28 ficial session of the conference. Furnish the presid-
29 ing officer, at the opening of each business session
30 of the conference, a list of the items of business and
31 reports which are ready for action and the names of
32 those allotted time to represent certain interests, to-
33 gether with the time given to each speaker.
 - 34 2). Consult with and advise those in charge of present-
35 ing reports and other business of the conference.
 - 36 (b). The Sub-Committee on **Conference Arrangements** shall:
 - 37 1). Recommend to the annual conference the location
38 of the conference session, at least two years in ad-
39 vance.
 - 40 2). Implement the theme, as determined by the Annual
41 Conference Session Planning Committee in consul-
42 tation with the Conference Connectional Ministries
43 Council, for the annual conference session.
 - 44 3). Plan for conference session worship services and
45 ceremonies.
 - 46 4). Prepare and distribute registration, information ma-
47 terials and the *Pre-Conference Manual* to the annual
48 conference members in advance of the session. The
49 *Pre-Conference Manual* shall include reports and
50 proposed programs and budgets requiring annual
51 conference approval.

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- 5). Provide for a variety of support functions and amenities for the smooth flow of activities during the annual conference session.
 - (c). The Sub-Committee on **Journal Publication and the Iowa Conference Book of Resolutions.**
 - 1). The Sub-Committee on Journal Publication shall be responsible for the publication and distribution of the *Iowa Annual Conference Journal*.
 - 2). The *Journal* of the conference signed by the presiding bishop and the secretary, with all reports authorized for publication, (together with memoirs and established historical records) when printed shall constitute the official *Journal* of the conference. The resolutions adopted by the annual conference when printed shall constitute the official *Book of Resolutions* of the conference.
 - 3). Business of the Annual Conference: The questions shall be answered and recorded on the forms provided by the Committee on Official Forms and Records of the General Council on Finance and Administration. (§1805.4.c.)
 - 4). The Editor of the *Journal* will be a consultative member.
 - 5). The *Iowa Annual Conference Journal* and *Book of Resolutions* will be available to individuals and churches at the cost of printing and mailing, or on the Conference website.
 - 6). All matters intended for publication in the *Iowa Annual Conference Journal* shall be submitted to the editor according to the guidelines and schedule printed by the Journal Editor in consultation with the Sub-Committee on Journal Publication.
 - 7). Except as may be otherwise provided for in these rules or in *The Book of Discipline*, reports of proposed conference action shall be included in the *Pre-Conference Manual* with only ministry plans and budget summaries printed in the *Iowa Annual Conference Journal*. The complete official record of conference actions will be maintained by the conference secretary and journal editor with copies available from the Conference Connectional Ministries Council office on request.
 - 8). Printing of additional reports shall be limited to the State of the Church Address or the Laity Address/District Superintendents' report, neither of which shall exceed 2,500 words.
 - 9). All other reports to be published shall not exceed such limits as may be established by the Sub-Committee on Journal Publication.
 10. **Annual Conference Human Resources Committee.**
 - a. **Function:** The role of the Annual Conference Human Resources Committee shall vary depending on the agency or employing body's relationship to the annual conference. The functions of the Annual

Conference Human Resources Committee shall be as follows in relationship to the categories listed:

- (1). The first category is that of all annual conference exempt staff whose salary is paid directly from the annual conference treasury. The Annual Conference Human Resources Committee shall:
 - (a). Provide an exempt staff employment policy handbook that covers such employment issues as sick leave, vacation, hiring, dismissal and grievance procedures and other pertinent items unless *The Book of Discipline* directs otherwise, or the staff member is a clergy person where other annual conference rules of order apply.
 - (b). Form a search committee should an agency staff vacancy occur. The search committee shall consist of three members from the Annual Conference Human Resources Committee, one of whom shall be the chair of the search committee, appointed by the chair of the Human Resources Committee and four members from the agency. Up to two persons may be added to the search committee for expertise and diversity. No person shall be hired for a vacancy unless the search committee has advertised, interviewed and recommended to the appropriate agency the person to fill the vacancy. Any exceptions to this shall be approved by the Human Resources Committee. If a search is being conducted for the Conference Treasurer /Director of Administrative Services, Director of Pastoral Care and Counseling, or the Director of Communication Services and Resources, the bishop or his/her designee shall be a member of the search committee.
 - (c). Establish job classifications and salary levels for each classification and monitor agencies for compliance.
 - (d). Work with the appropriate employing agency or body to evaluate the work of the individual exempt staff member. This work shall include but not be limited to developing an evaluative tool, ensuring that an annual evaluation be completed for each staff person, and monitoring remedial actions when it is determined that such actions are necessary.
- (2). The second category is that of annual conference nonexempt staff whose salary is paid directly from the annual conference treasury. The Annual Conference Human Resources Committee shall:
 - (a). Provide a conference nonexempt staff employment policy handbook that covers such employment issues as sick leave, vacation and other pertinent items.
 - (b). Establish hiring, evaluation, dismissal and grievance procedures for the conference nonexempt staff and assist the director of the agency in implementing these procedures.
 - (c). Establish job classifications and salary levels for each classification and monitor agencies for compliance.
 - (d). Assist each agency in establishing job descriptions and evaluating the need for each position.

1 (3). The third category is that of an incorporated agency which
2 receives 50% or more of its annual funding through apportion-
3 ments or fees collected by the annual conference. The Annual
4 Conference Human Resources Committee shall:

5 (a). Require the agency to have written personnel policies and
6 shall review these policies to ensure they are in compli-
7 ance with Iowa Annual Conference legislation and appli-
8 cable state and federal laws. These policies shall include
9 hiring, evaluation, grievance, and dismissal procedures.

10 (b). Consult with the agency to ensure compliance with the
11 agency's own personnel policies.

12 (c). Provide training for agency directors and boards in mat-
13 ters related to personnel issues.

14 (d). If any of the above are not provided by the employing
15 body the Iowa Annual Conference policies will apply.

16 (4). The fourth category is that of an unincorporated employing
17 agency which receives 50% or more of its annual funding from
18 apportionments and fees collected by the annual conference or
19 an agency which is incorporated and for whom the central
20 treasury of the annual conference writes the payroll checks.

21 (a). The Annual Conference Human Resources Committee
22 shall require the unincorporated agency to have written
23 employment policies for the latter's exempt and nonex-
24 empt staff. These policies shall include hiring, evaluation,
25 grievance and dismissal procedures. Employment policies
26 shall be monitored by the Annual Conference Human Re-
27 sources Committee.

28 (b). The Annual Conference Human Resources Committee
29 shall require an unincorporated agency for whom the cen-
30 tral treasury of the Iowa Annual Conference writes the
31 payroll checks to have written employment policies for ex-
32 empt and nonexempt staff. These policies shall include
33 hiring, evaluation, grievance and dismissal procedures.
34 Employment policies shall be monitored by the Annual
35 Conference Human Resources Committee.

36 (c). If any of the above are not provided by the employing
37 body the Iowa Annual Conference policies will apply.

38 **b. Membership:**

39 (1). The membership shall include:

40 (a). One member from each district whose nominations shall
41 be coordinated by the Conference Nominations Coordinat-
42 ing Committee through the district nominations commit-
43 tees and elected by the annual conference, and one
44 youth. In addition, four at large members will be nomi-
45 nated by the Annual Conference Nominations Coordinat-
46 ing Committee and elected by the Annual Conference. In
47 the selection of these persons, consideration shall be
48 given to expertise in personnel related issues and poli-
49 cies.

50 (b). The Appointive Cabinet, the Council on Finance and Ad-
51 ministration and the Conference Connectional Ministries
52 Council shall each appoint a representative to be an ex-
53 officio member of the committee.

- 1 (c). The Commission on Ministry with Persons with Disabilities,
2 the Commission on Religion and Race and the
3 Commission on Status and Role of Women shall each
4 appoint one representative to be an ex-officio member of
5 this committee.
- 6 (d). The agency involved may select a representative(s) from
7 its agency when a personnel issue related to that agency
8 is before the committee.
- 9 (2). Officers of the Annual Conference Human Resources Commit-
10 tee shall be the chair, the vice-chair and secretary, all to be
11 elected from the membership of the committee.
- 12 (3). No employee or family member of an employee of the Iowa An-
13 nual Conference may serve on the committee. If a family mem-
14 ber of a committee member is being considered for employ-
15 ment, the committee member must excuse himself/herself from
16 any and all of the process used in securing someone for the po-
17 sition to be filled. If a family member of a committee member is
18 hired, the latter must immediately resign from the committee.
- 19 (4). The committee may from time to time contract with a consult-
20 ant(s) specializing in personnel matters.
- 21 **11. Committee on the Episcopacy** (§636). The committee will have 15 mem-
22 bers, including the Conference Lay Leader, Iowa's representatives on the
23 Jurisdictional Episcopacy Committee, one youth nominated by the Nomi-
24 nations Coordinating Committee, and three members named by the bishop.
25 The additional members will be nominated by districts according to the ma-
26 trix provided by the Annual Conference Nominations Coordinating Commit-
27 tee and elected by the annual conference, immediately following General
28 Conference, for a term of four years, as specified by *The Book of Disci-*
29 *pline*.
- 30 **12. Episcopal Residence Committee** (§637)
- 31 **13. Committee on Pastoral Care and Counseling.**
- 32 a. The committee shall have primary responsibility for the programs and
33 functions of the Director of Pastoral Care and Counseling of the Iowa
34 Annual Conference. The committee shall be composed of six mem-
35 bers elected for four-year terms in two classes, and one youth. A rep-
36 resentative of the Episcopal Office shall be an ex-officio member.
- 37 b. The Director of Pastoral Care and Counseling will be responsible to
38 the Committee on Pastoral Care and Counseling.
- 39 c. The office will be located outside the conference center for purposes
40 of confidentiality. Office equipment and furnishings shall be the re-
41 sponsibility of the Conference Board of Trustees.
- 42 d. Responsibilities and duties of the Director of Pastoral Care and
43 Counseling shall be:
- 44 (1). To assess the needs of the ministry professionals and their im-
45 mediate families of the Iowa Annual Conference.
- 46 (2). To establish a significant trust level with the ministry profes-
47 sionals and their immediate families.
- 48 (3). To serve as a resource person in designing and implementing
49 programs to creatively meet those assessed needs.

- 1 (4). To provide counseling for ministry professionals and their im-
 2 mediate families or make referral to other appropriate profes-
 3 sionals.
- 4 (5). To establish relationships for adequate consultation with psy-
 5 chiatrists and other physicians, psychologists, social workers
 6 and other appropriate persons.
- 7 (6). To be available to travel to various parts of the state of Iowa to
 8 set up and staff consultation centers where ministry profes-
 9 sionals can drive a reasonable distance to receive consultation on
 10 counseling they are doing as well as serving as a resource per-
 11 son for retreats and workshops.
- 12 e. Relationships are as follows:
- 13 (1). The director will relate to the Committee on Pastoral Care and
 14 Counseling and to ministry professionals and their immediate
 15 families.
- 16 (2). The director will establish relationships with the bishop and the
 17 appointive cabinet so as to be available for referrals and consul-
 18 tation. However, in the interest of confidentiality, the director
 19 shall not give any reports on specific counseling relationships to
 20 the bishop and/or appointive cabinet unless it is seen as appro-
 21 priate by both the director and the counselee(s).
- 22 (3). The director will establish relationships with existing conference
 23 groups such as the Conference Connectional Ministries Council
 24 and the Board of Ordained Ministry with the objective of coop-
 25 eration and the avoidance of duplicated efforts. Continuing edu-
 26 cation done by the director is expected to be in terms of serving
 27 as a resource person for workshops and retreats along with the
 28 consultation with ministry professionals on their counseling, as
 29 time is available.
- 30 (4). The director will establish relationships with existing mental
 31 health organizations and personnel so that appropriate use can
 32 be made of such resources.
- 33 **14. Conference Leadership Development Coordinating Committee.**
- 34 **a. Functions:**
- 35 (1). Have responsibility for coordinating the development of leader-
 36 ship for annual conference boards, agencies, commissions, committees
 37 and positions in accordance with *The Book of Discipline* and/or the Iowa Annual Conference Rules of Order.
- 38 (2). Be aware of and give support to the leadership development
 39 being done in the annual conference by groups such as dis-
 40 tricts, boards, councils, commissions, committees, and confer-
 41 ence lay organizations.
- 42 (3). Evaluate the leadership development opportunities available
 43 both within and outside the church to discover the gaps and
 44 overlaps and propose ways to have a full and complete pro-
 45 gram of leadership development.
- 46 (4). Ensure that agencies initiate and develop continuing leadership
 47 programs which shall include:
- 48 (a). Enabling a gift discovery process.
- 49 (b). Clear descriptions of leadership positions.
- 50 (c). Training.
- 51 (d). Support.
- 52 (e). Evaluation.
- 53

- 1 (f). Exiting
 2 (g). Working with and managing volunteers.
 3 (h). Group dynamics and effective leadership of a group.
 4 (i). Alternate ways of doing business in order to hold fewer
 5 face-to-face meetings with the attendant travel costs.
 6 (j). Learn how to plan the optimum number of programs
 7 which can be accomplished effectively.
 8 (k). Learn how to write good program proposals.
 9 (l). Program planning and management.
 10 (m). Developing lay and ethnic leadership.
- 11 (5). Distribute listings of current leadership development opportuni-
 12 ties both within and outside the church.
- 13 (6). Maintain a record of leadership development opportunities
 14 completed by individuals. Make this record available to district
 15 agency and local church nominations committees. A system of
 16 recording Continuing Education Units (CEUs) might be devel-
 17 oped.
- 18 (7). Help groups do leadership development at their regular meet-
 19 ings or retreat settings.
- 20 (8). Coordinate, with the District Councils on Ministries, the devel-
 21 opment of a design for leadership development and the imple-
 22 mentation of this design within the districts to assist local
 23 churches in making disciples.
- 24 (9). Assist district Leadership Development and Nominations Com-
 25 mittees in securing information concerning the interest, experi-
 26 ence, and competency of individuals who are willing to serve on
 27 specific conference agencies prior to nomination to a confer-
 28 ence agency. This information shall serve only as a guide in the
 29 selection of nominees and in no way shall it bind the district
 30 committees on nominations in making their selection of nomi-
 31 nees.
- 32 (10). Initiate efforts to coordinate the work of the committee with the
 33 leadership development efforts of the Board of Ordained Minis-
 34 try, Order of Elders, Order of Deacons, the School for Ministry
 35 Commission and the Board of Laity and other agencies working
 36 with leadership development.
- 37 **b. Membership** shall consist of one person from each district, nomi-
 38 nated by the district nominations committee and elected at the district
 39 conferences, and one representative each from the Commission on
 40 Ministry with Persons with Disabilities, the Commission on Religion
 41 and Race and the Commission on Status and Role of Women, and
 42 one youth. The chair shall be elected from within the committee.
- 43 **15. Conference Nominations Coordinating Committee.**
 44 **a. Functions:**
 45 (1). Coordinate nominations for annual conference boards, agen-
 46 cies, commissions, committees and positions in accordance
 47 with *The Book of Discipline* and/or the Iowa Annual Conference
 48 Rules of Order.
 49 (2). Nominate persons for positions mandated by the Iowa Annual
 50 Conference Rules of Order for which there are no other provi-
 51 sions.
 52 (3). Serve as a clearing house and coordinating committee for all
 53 nominations that involve election by the annual conference and

- 1 present to the annual conference session a ballot containing the
 2 names of all persons nominated for positions which require an-
 3 nual conference election. The Conference Nominations Coordi-
 4 nating Committee shall present a comprehensive written report
 5 of nominations to the annual conference at least 12 hours be-
 6 fore election and cause the election report to be printed in the
 7 *Iowa Annual Conference Journal*.
- 8 (4). Serve as a resource to the district nominations committees who
 9 will nominate persons for membership on agencies not other-
 10 wise provided for in *The Book of Discipline* or the Annual Con-
 11 ference Rules of Order. In resourcing the district nominations
 12 committees, the Conference Nominations Coordinating Commit-
 13 tee will develop a matrix for district committees so as to ensure
 14 that membership for agencies for which the district committees
 15 have nominating responsibility, be sensitive to gender, ethnicity,
 16 persons with disabilities, age, district equity, clergy who have
 17 been members of the annual conference for less than ten years,
 18 and lay persons who have demonstrated leadership on a district
 19 or local church level.
- 20 (5). Expedite the process of nominations on district and conference
 21 levels, providing an efficient method of gathering data, keeping
 22 records, disseminating information to districts and to other per-
 23 sons or groups involved in nominations, and facilitating the
 24 process of reporting back to the annual conference the nomina-
 25 tions from various sources.
- 26 (6). Receive from district nominations committees a list of nominees
 27 for conference agencies and elected members.
- 28 (7). Establish, on an annual basis, a process for addressing contin-
 29 gencies which arise from variations in district nominations
 30 committees' ability to meet their nominating responsibilities.
- 31 (8). Consult with district nominations committees concerning the
 32 rules (See III.A.6. and IV.B. through IV.C.10.) which are to be
 33 used in the selection of nominees for membership on standing
 34 annual conference agencies.
- 35 (9). Shall provide the names of members of the conference agen-
 36 cies and the tenure of each member for printing in the *Iowa An-
 37 nual Conference Journal*.
- 38 (10). When revisions or additions to agencies need to be made fol-
 39 lowing the closing session of the annual conference, interim
 40 elections (for the remainder of the conference year only) shall
 41 take place as follows:
- 42 (a). Elections necessary to provide district representation on
 43 an agency shall be made by the District Council on Minis-
 44 tries in consultation with the Conference Nominations Co-
 45 ordinating Committee.
- 46 (b). When vacancies occur in the general or at-large member-
 47 ship of an agency, the appropriate body or the Confer-
 48 ence Nominations Coordinating Committee shall seek
 49 nominations from the pertinent district committee on
 50 nominations and submit to the Conference Connectional
 51 Ministries Council a nomination for each vacancy. If nec-
 52 essary, the election may take place by mailed ballot to the
 53 Conference Connectional Ministries Council members. Af-

ter 15 days from such mailing, a majority vote by return ballots shall constitute an interim election.

- (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.

- (11). 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 on a return card 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.

- (12). Coordinate nominations from the annual conference floor:

- (a). 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 Page.

- (b). The person being nominated must have given his/her consent.

- (c). 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.

- (d). 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. In most cases, the member making the nomination will have to state not only the agency in which they would have their nominee serve, but also the position and term of office for which the person is being nominated.

- (e). 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.

b. 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, and one youth. 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

1 annual update for nominations matrices, keeping service
 2 records for clergy and laity, receiving nominations reports from
 3 district nominating committees, preparing the ballot for annual
 4 conference elections, preparing selected Journal pages (Organ-
 5 izational Structure and Laity directories) for print, and receiving
 6 updates and changes to be communicated to appropriate bod-
 7 ies. The executive secretary shall not be a voting member of the
 8 Conference Nominations and Coordinating Committee.

9 (3). No current member of the Conference Nominations Coordinat-
 10 ing Committee may be nominated for any annual conference
 11 agency or position for which the committee has coordinating re-
 12 sponsibility until one year has elapsed since the person left the
 13 membership of the committee.

14 (4). No members of the same family shall serve concurrently as
 15 members of the Conference Nominations Coordinating Commit-
 16 tee. No person or immediate family member of a person em-
 17 ployed as a staff member of the annual conference or in any
 18 capacity by an agency of the annual conference, nor any per-
 19 son holding membership on any conference agency, shall be
 20 eligible for membership on the Conference Nominations Coor-
 21 dinating Committee. If a member of the committee is appointed
 22 to the superintendency or the position of Assistant to the Bishop
 23 for Administration, Assistant to the Bishop for Connectional Min-
 24 istries, or the Conference Treasurer/Director of Administrative
 25 Services , he/she shall cease being a member of the commit-
 26 tee.

27 16. Resolutions Committee

28 a. **Functions:** (See VIII.J.)

29 b. **Members:**

30 (1). shall consist of seven members of whom at least one clergy and
 31 one laity must be from churches under 200 members, and one
 32 must be a youth.

33 (2). It is recommended that two additional persons who are mem-
 34 bers of the state legislature, one from each major party, shall be
 35 consultants.

36 17. Committee on Rules of Order.

37 a. **Functions:**

38 (1). Be the primary steward of the Iowa Annual Conference Plan of
 39 Organization and Rules of Order and of the Standing Items.

40 (2). Receive and review proposed changes and/or additions to the
 41 Plan of Organization and Rules of Order.

42 (3). Report to the annual conference recommended changes to the
 43 Plan of Organization and Rules of Order to keep them in com-
 44 pliance with *The Book of Discipline*.

45 (4). Prepare guidelines for annual conference approval regarding
 46 election of General and Jurisdictional delegates.

47 (5). Prepare guidelines for annual conference approval regarding
 48 submitting General Conference petitions to the annual confer-
 49 ence for consideration.

50 (6). Following the annual conference session, edit and reconcile the
 51 Rules of Order to be in compliance with *The Book of Discipline*
 52 and annual conference action and to reduce duplication.

53 (7). Standing Items.

- 1 (a). A decision of the annual conference which has influence
 2 on, or implications for, the on-going life of the annual confer-
 3 ence, its agencies, and/or its churches may be a stand-
 4 ing item.
- 5 (b). A report to the annual conference which is intended to
 6 give guidance to future decision-making by the confer-
 7 ence, its agencies, and/or its churches may be a standing
 8 item.
- 9 (c). The Rules of Order committee shall review the actions of
 10 the annual conference and determine the list of standing
 11 items each year. Either the standing items or the refer-
 12 ence the *Iowa Annual Conference Journal* in which such
 13 items are listed shall be printed each year in the *Journal*.
 14 Any standing item may be amended by majority vote.
- 15 (d). The Rules of Order Committee shall annually review all
 16 Standing Items and recommend additions to and/or dele-
 17 tions from the list to the Annual Conference.

18 **b. Membership:**

- 19 (1). The membership shall consist of nine members including one
 20 youth, one young adult, and one ethnic minority.
- 21 (2). Consultative members shall be: the conference secretary and
 22 the conference parliamentarian.

23 **18. Joint Committee on Incapacity.** (§ 651)

24 **19. Committee on Investigation (Ordained Ministry).** (§2703.2) This commit-
 25 tee shall be elected at the beginning of each quadrennium, for a four-year
 26 term.

27 **20. Committee on Investigation (Diaconal Ministry).** (§2703.3) This commit-
 28 tee shall be elected at the beginning of each quadrennium, for a four-year
 29 term.

30 **21. Administrative Review Committee.** (§635)

31 **22. Committee on Ministerial Ethics.**

- 32 **a. Functions:** To review annually for revisions and updates any policies
 33 related to ministerial ethics; to recruit, train and support personnel
 34 who carry out various functions allowed for in any such policies; to
 35 evaluate such personnel; to provide ongoing training throughout the
 36 annual conference on ministerial ethics issues, and to provide annual
 37 training for new professionals in ministry.
- 38 **b. Membership:** The Assistant to the Bishop for Administration, the Di-
 39 rector of Pastoral Care and Counseling, one representative each from
 40 the Division of Elders, the Division of Deacons, the Appointive Cab-
 41 inet, the Board of Laity, two at-large members appointed by the bishop
 42 to ensure inclusiveness, and one youth of at least 16 years of age.
 43 The Assistant to the Bishop for Administration, shall chair the commit-
 44 tee.

45 **23. Committee on Intentional Interim/Transition Ministry.**

- 46 **a. Functions:** The Intentional Interim Ministry Committee provides for
 47 program advocacy, recruitment, training, and support for persons who
 48 have taken the United Methodist Intentional Interim training and/or
 49 support for persons serving in intentional interim appointments.
- 50 **b. Membership:** Eight persons nominated by the bishop and a repre-
 51 sentative of the Episcopal office shall be a member of the committee.
 52 Persons shall be selected with expertise and passion in mind.

1 **24. Conference Secretary.** (§603.7) Nominated by the bishop in consultation
 2 with the district superintendents and elected by the annual conference. The
 3 election shall be for the quadrennium. The conference secretary shall be
 4 related to the episcopal office, which shall be responsible for evaluation,
 5 accountability, support and budget.

6 **25. Conference Parliamentarian.**

7 **a.** The Bishop shall name for the quadrennium a conference parliamen-
 8 tarian who shall study carefully the Plan of Organization and Rules of
 9 Order of the Iowa Annual Conference, the General Conference rules
 10 and Robert's Rules of Order and advise the appropriate conference
 11 agencies and leaders regarding these rules.

12 **b.** The conference parliamentarian, in consultation with the bishop, shall
 13 name a pool of parliamentarians and shall train and coordinate the
 14 pool, whose task shall be to assist the conference parliamentarian
 15 during the annual conference sessions.

16 **D. Conference Benevolence Program.**

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

19 **a. Function.** The Council is responsible, in relationship to, and coopera-
 20 tion with, other entities within the Annual Conference for carrying out
 21 the responsibilities identified in §607 of the *2004 Book of Discipline*.
 22 Further functions of the council are to:

23 **(1).** Receive program recommendations from the local churches,
 24 the charge conferences, the district agencies, the annual con-
 25 ference agencies, and the Jurisdictional and General Councils
 26 on Ministries.

27 **(2).** Plan and develop these recommendations into a coordinated
 28 program to be recommended to the annual conference for con-
 29 sideration, amendment, and adoption as the annual conference
 30 program.

31 **(3).** Provide implementation for and administration of coordinated
 32 program as adopted by the conference.

33 **(4).** Evaluate programs of the conference.

34 **b. Membership:**

35 **(1).** Officers of the council shall be the chairperson, vice chairper-
 36 son/financial secretary and secretary. They shall be elected by
 37 the council upon nomination of the Conference Connectional
 38 Ministries Council Nominating Committee at the beginning of
 39 each quadrennium. Council officers' tenure shall be limited to
 40 no more than eight years. The nominees do not need to be
 41 members of the council at the time of their election. If already
 42 members of the council at the time of their election, they will be
 43 replaced as the representative of their respective district or
 44 agency.

45 **(2).** Members of the executive committee shall be the officers,
 46 Bishop, Assistant to the Bishop for Administration, Assistant to
 47 the Bishop for Connectional Ministries, one district superinten-
 48 dent chosen by the cabinet, conference lay leader, chairs of
 49 each of the council's committees, and the elected representa-
 50 tive of the Connectional Table of the United Methodist Church.
 51 It is desirable for one-half of the members of the executive
 52 committee to be lay persons. The Conference Treasurer and
 53 Director of Administrative Services and the President of the

Council on Finance and Administration shall be consultants.

The executive committee shall 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 Council on Ministries, 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, one additional representative 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 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.
- c. **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.
- (1). **Program Standing Committees:** Accountable to a Conference Connectional Ministries Council agency. May be initiated if one or more of the following criteria are met:
 - (a). Mandated by *The Book of Discipline* and/or the annual conference Rules of Order.
 - (b). Program is to be implemented over a period longer than five years.
 - (c). Membership appointed by the bishop, as mandated by *The Book of Discipline*, or requested by the annual conference.
 - (d). Program budget is larger than \$50,000 and cannot be adequately administered on a quarterly basis by the parent agency.
 - (e). Program staffing requires a long-term (five years or more) advisory committee.
 - (2). **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

mented 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.

- (b). Program proposals which have not been published in the *Pre-Conference Manual*, may be brought directly to the conference floor as follows:
- 1). Printed only by order of the annual conference.
 - 2). Referred to the Program Review Committee.
 - 3). Distributed to the conference members at least 24 hours before the stated adjournment time.
- (c). 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.
- (d). 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 Council on Ministries, 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.
- (e). Membership:
- 1). One person selected from each district.
 - 2). Ex-officio members shall be:
 - a). One representative from each of the following commissions:
 - i. COSROW (shall be a woman).
 - ii. Ministry With Persons With Disabilities (shall be a person with a disability).
 - iii. CORR (shall be an ethnic person).
 - b). One representative from the following councils:
 - i. Age Level Council.
 - ii. Youth Council.
 - c). The Assistant to the Bishop for Administration.
 - d). The Assistant to the Bishop for Connectional Ministries.
 - e). Cabinet representative.
- (2). Committee on Planning and Research.
- (a). Tasks:
- 1). Assist research activities,
 - 2). Conduct research for the church and its agencies,
 - 3). Develop, organize and maintain an information base,
 - 4). Assist the Conference Connectional Ministries Council and agencies of the conference in their planning processes,

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- 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). Ministry to Mature Adults
- (c). The Leadership Development Ministers will be guided and supervised by the Assistant to the Bishop for Connectional Ministries.
- (3). For someone to be considered as a Leadership Development Minister that person must:
- (a). meet the standards established by and be elected by the Conference Connectional Ministries Council,
 - (b). 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.
- f. **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.
2. **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 ¶1609 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 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.
- a. **Board Membership**

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- (1). 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 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:
 - (a). young adults;
 - (b). ethnics;
 - (c). over 64 years of age;
 - (d). advocates for persons with disabilities.
 - (2). Each program board shall include one person nominated by each district committee on nominations.
 - (a). A current program board, commission or council, in anticipation of the new quadrennium, will also nominate four to six (4 – 6) members for the new board, commission or council. These nominations will be based on passion for, experience with, and eagerness to engage in, the ministry of that board, commission or council, and may be either new or existing members, within the context of the conference rules regarding tenure. These four to six (4 – 6) persons will constitute a “Partial Board.”
 - (b). Before the beginning of the new quadrennium, as many representatives as possible from each “Partial Board” will meet together with the Conference Nominations Coordination Committee in a consultation (similar to the Program Review, Budget, and Community and Institutional Ministry consultations). During this consultation, each “Partial Board” will share the following with the Nominations Committee:
 - 1). The ministry of the Board, Commission or Council, their passion for it, and their dreams for it.
 - 2). A need for each district to be represented on the board, commission, or council and other gaps that may be addressed in the nominations process, such as:
 - a). ethnic diversity
 - b). age diversity
 - c). gender diversity
 - d). clergy/lay diversity
 - e). skills, such as skills for organizing and operating the programming group, or skills associated with the ministry itself.
 - 3). The total number of additional members (no fewer than four and no more than eight) that are needed to complete the board for the duration of the quadrennium.
 - (c). The Nominations Committee, will organize the “needs” identified by the “Partial Boards” during the consultation, and allocate them among the various districts for nominations.
 - (d). 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

1 by the former board and those nominated by the nomina-
2 tions processes of the districts.

3 (e). All elected members will be identified by the districts in
4 which they reside.

5 (f). Incoming boards, commissions, and councils may invite
6 the outgoing chair (or other former member of the group)
7 to serve the incoming group in a consultative (voice but no
8 vote) capacity for one year following her/his departure
9 from the board, commission or council.

10 (g). Each programming Board, Commission, or Council, in
11 consultation with District councils, will identify where (at
12 what level) the primary energy is around each component
13 of its ministry or programming area, and then work toward
14 locating resources, responsibility, and accountability for
15 that component at that location.

16 (3). All conference agencies, with the exception of those precluded
17 by *The Book of Discipline*, shall include a youth member.

18 (4). The chairperson of each board shall be nominated and elected
19 by the board. Nominees do not have to be members of the
20 board at the time of their nomination. The board chairpersons
21 are members of the Conference Connectional Ministries Coun-
22 cil.

23 (5). Members of General and Jurisdictional agencies are ex-officio
24 members of the corresponding conference agencies. Affected
25 conference agencies will be increased in membership accord-
26 ingly in such cases.

27 **b. Standing Committee Membership:** No person shall serve more
28 than eight consecutive years on a standing committee. In case of
29 special leadership needs of emerging missional ministries, the Con-
30 ference Connectional Ministries Council can extend the term of limits
31 of membership on a program standing committee annually for up to
32 four years. The chair of the corresponding committee shall serve in
33 that position for no more than eight years. The number of years a
34 member of an agency may serve on a standing committee shall not
35 exceed the number of years remaining in one's tenure on the agency.
36 If a new standing committee is established by the Conference Con-
37 nectional Ministries Council, membership on a previous standing
38 committee shall be counted as tenure limitations.

39 **c. The program boards shall be:**

40 (1). **Board of Camp, Conference and Retreat Ministries.**

41 (a). Responsibilities:

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

45 2). Be the link between the sites and annual conference
46 (agencies and congregations), assuring that the
47 agencies' and churches' needs and issues are un-
48 derstood by the Camp, Conference, and Retreat
49 Ministries leaders, and that the Camp, Conference
50 and Retreat Ministries' needs and issues are under-
51 stood by the churches and annual conference agen-
52 cies.

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- 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.
- (b). 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.
 - (c). 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.
 - (d). The Board shall have a Personnel standing committee.
- (2). **Board of Church and Society**, with functions as outlined in *The Book of Discipline*, (§1628).
- (a). 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.
 - (b). Membership shall include the officers, one person from each district, the chairpersons of the Advocacy, Resolutions, and Restorative Justice standing committees, HIV/AIDS coordinator, UN coordinator, Alcohol and Other Drugs coordinator, Peace with Justice coordinator, and one youth. The Mission Coordinator for Social Action for the Iowa Conference of the United Methodist Women shall be an ex-officio member.
 - (c). The Leadership Development Minister for Social Justice and Mission shall participate as a Conference Connectional Ministries Council staff liaison.
 - (d). The board shall have three standing committees: Advocacy, Resolutions, and Restorative Justice.
- (3). **Board of Discipleship** with functions as outlined in *The Book of Discipline* (§1629).
- (a). 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.
 - (b). 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

(4). **Board of Global Ministries** with functions as outlined in *The Book of Discipline*, (§1632).

- (a). 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.
- (b). 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 chairpersons of the three remaining standing committees, and one youth.
- (c). The executive committee of the Conference Board of Global Ministries shall appoint a Conference Disaster chairperson.
- (d). The Mission Coordinator for Education and Interpretation of the Iowa Conference United Methodist Women shall be an ex-officio member.
- (e). The board shall have the following standing committees:
 - 1). Parish Development Ministries
 - 2). Community and Institutional Ministries
 - 3). Mission Education
 - 4). Hispanic Ministries
 - 5). Volunteers in Mission
 - 6). Iowa-Nigeria Partnership

(5). **Board of Higher Education and Campus Ministry** with functions as outlined in *The Book of Discipline* (§1633).

- (a). 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.
- (b). Membership shall include one person from each district and at least one youth and one young adult.
- (c). 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.

(6). **Board of Laity**, with functions as outlined in *The Book of Discipline* (§1630).

- (a). 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,

1 and financial secretary may be selected from outside the
 2 membership of the board. The Conference Lay Leader
 3 shall be elected quadrennially on nomination of the Board
 4 of Laity. A person who has served on the Board of Laity
 5 for the maximum eight years tenure allowed agency
 6 members may have an additional four years of tenure, if
 7 elected Conference Lay Leader. (Exception to tenure rule
 8 IV.C.7.a.)

9 (b). Membership shall include each district lay leader, one
 10 youth and the officers.

11 (c). Ex-officio members shall be the Conference Scouting Co-
 12 ordinator, the presidents of Conference United Methodist
 13 Women and United Methodist Men, the chairperson of the
 14 Conference Council on Youth Ministries, a United Method-
 15 ist young adult, representative of Heifer Project Interna-
 16 tional, representative of the School for Lay Ministry, rep-
 17 resentative of Thanksgiving Ingathering, and the Bishop
 18 or Bishop's designees.

19 **3. Board of Ordained Ministry**, with functions as outlined in *The Book of*
 20 *Discipline*, ¶1634. (Also, see V, of this Plan of Organization and Rules of Or-
 21 der.)

22 a. Officers of the board shall be the chairperson, vice-chairperson (in
 23 charge of Examination Teams), registrar, secretary, and financial sec-
 24 retary. Members of the executive committee shall also include the
 25 chairs of the Order of Elders, the Order of Deacons, and The Fellow-
 26 ship of Associate Members and Local Pastors, the Conference Rela-
 27 tions Team, the Education Team, the Accountability and Support
 28 Team, The Examination and Credentialing Team, the Enlistment
 29 Team, the Candidacy and Mentor Team, as well as one district super-
 30 intendent, Assistant to the Bishop for Administration and one member
 31 at large.

32 b. Membership shall consist of seventy persons nominated by the
 33 bishop and elected by the annual conference for a term of four years.
 34 At least one-fifth of the board shall be lay persons, which may include
 35 diaconal ministers. Board membership shall include at least one or-
 36 dained clergy person in retired relationship, at least one ordained
 37 clergy person in extension ministry, and two district superintendents
 38 who are to represent the cabinet. Two associate members or local
 39 pastors who have completed the course of study shall be members of
 40 the board with voice but without vote.

41 **4. Conference Council on Youth Ministry.** (¶1648).

42 a. The officers and executive committee shall be the chairperson, chair-
 43 person-elect and secretary who shall be selected from the youth gen-
 44 eral membership of CCYM.

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

50 c. The Conference Nominations Coordinating Committee shall provide a
 51 list of nominees for youth members of conference agencies.

52 d. The Conference Connectional Ministries Council, in consultation with
 53 the Conference Council on Youth Ministry, shall nominate quadrenni-

ally a Conference Coordinator of Youth Ministry to be elected by the annual conference.

- 3 **5. Conference Council on Older Adult Ministries.** (§1650).
- 4 **a.** Officers and members of the executive committee shall be the chair-
- 5 person, vice chairperson/financial secretary, and secretary. The offi-
- 6 cers shall be selected from the general membership.
- 7 **b.** Membership:
- 8 (1). shall be in accordance with §1650.2, and
- 9 (2). shall include one representative from each district.
- 10 **6. Age Level Council.**
- 11 **a.** Officers and members of the executive committee shall be the chair-
- 12 person, the vice chairperson/financial secretary and secretary. The
- 13 vice chairperson/secretary and the secretary shall be selected from
- 14 the general membership.
- 15 **b.** Membership shall include one representative selected from each dis-
- 16 trict, one youth, and three at-large members, each of whom will advo-
- 17 cate on behalf of one of the following three specific groups:
- 18 (1). Children
- 19 (2). Adults
- 20 (3). Family
- 21 **7. Archives and History Commission** (§1640). Membership shall be the
- 22 chairperson, six at-large persons selected for their expertise and interest,
- 23 and one youth. The vice chairperson/financial secretary and secretary shall
- 24 be selected from the general membership.
- 25 **8. Christian Unity and Interreligious Concerns Commission** (§1641).
- 26 **a.** Membership shall be the chairperson, one person selected from each
- 27 district, and one youth. The vice chairperson/financial secretary and
- 28 secretary shall be selected from within the membership.
- 29 **b.** Ex-officio members shall be the Ecumenical Partner and the United
- 30 Methodist Women representative to Church Women United.
- 31 **9. Advocacy Commissions.** The purpose of the following listed commissions
- 32 which will relate directly to the Conference Connectional Ministries Council,
- 33 will be to advocate, monitor, and serve as catalysts to insure that the con-
- 34 cerns of their constituents are adequately represented in conference
- 35 programming. They are not to be programming groups in and of themselves,
- 36 but rather they shall encourage other agencies to program with their con-
- 37 cerns in mind. Their functions may include: collecting and assessing infor-
- 38 mation, interpreting needs, providing resources and consultative services.
- 39 **a. Religion and Race** (§1642).
- 40 (1). The officers of the commission and members of the executive
- 41 committee shall be the chairperson, vice chairperson/financial
- 42 secretary and secretary. The vice chairperson/financial secre-
- 43 tary and secretary shall be selected from the general member-
- 44 ship.
- 45 (2). Membership shall include one person selected from each dis-
- 46 trict, one youth, one young adult, and six ethnic fellowship
- 47 group representatives each of whom will advocate on behalf of
- 48 one of the following conference ethnic fellowships:
- 49 (a). African-American
- 50 (b). Asian
- 51 (c). Filipino
- 52 (d). Hispanic
- 53 (e). Korean

- 1 (f). Native American
- 2 (3). One ecumenical partner from each of the following churches:
- 3 (a). African Methodist Episcopal Church (AME)
- 4 (b). African Methodist Episcopal Zion Church (AMEZ)
- 5 (c). Christian Methodist Episcopal Church (CME)
- 6 b. **Status and Role of Women** (§1643)
- 7 (1). 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.
- 8 (2). A representative appointed by and from the Conference United Methodist Women shall be an ex-officio member.
- 9 (3). Co-chairpersons shall be elected from the at-large members.
- 10 c. **Ministry With Persons With Disabilities** (§1652). 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.
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- 19 10. **Task groups.**
- 20 a. A proposal for an annual conference task group shall include budget provisions for the work of the task group.
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- 22 b. When the annual conference approves a motion for a new task group, 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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- 28 11. **Sunset Rule.** When a new study committee, task 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.
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- 31 E. **Conference Lay Organizations.**
- 32 1. United Methodist Women (§1646).
- 33 2. United Methodist Men (§1647).
- 34 3. Council on Youth Ministry (§1648)
- 35 4. Iowa United Methodist Student Movement.
- 36 F. **Organizations Related to the Iowa Annual Conference:**
- 37 1. **Covenant Organizations.** The annual conference may recognize as covenant organizations:
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- 39 a. **Associate organizations:** educational, health care, and charitable organizations and institutions which are, or traditionally have been, associated with the Iowa Annual Conference and its predecessor conferences, but which receive less than one-half of their funding from the Iowa Annual Conference. The Iowa Annual Conference assumes no pension liability for Associate organizations.
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- 45 b. **Affiliate organizations:** organizations engaged in mission and ministry which are, or traditionally have been, affiliated with the Iowa Annual Conference and its predecessor conferences, and which receive at least one-half of their funding from the Iowa Annual Conference. Affiliate organizations have, or could have, a relationship with the Board of Pensions of the Iowa Annual Conference.
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- 51 c. **Associate and Affiliate Covenants:** Covenants describing the relationship between an Associate or Affiliate organization and the Iowa
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1 Annual Conference will be reviewed every four years by the Confer-
 2 ence Connectional Ministries Council, and a recommendation regard-
 3 ing the renewal of the covenant will be made to the annual confer-
 4 ence.

- 5 **2. Coalitions and Caucuses:** organizations created for fellowship or for
 6 education regarding issues or causes related to the United Methodist
 7 Church and its ministry. Coalitions and caucuses are not created by, nor of-
 8 ficially related to, the Iowa Annual Conference, nor to a conference pro-
 9 gram agency. In order to be recognized by the Iowa Annual Conference, a
 10 coalition or caucus:
- 11 **a.** shall demonstrate to the Conference Connectional Ministries Council
 12 a valid relationship to the program and activities of the annual confer-
 13 ence;
 - 14 **b.** shall be recommended to the annual conference by the Conference
 15 Connectional Ministries Council;
 - 16 **c.** shall not take positions in the name of either an annual conference
 17 program agency or the annual conference;
 - 18 **d.** shall, when referring to the United Methodist Church or a part of it, in-
 19 dicate that it is not speaking on behalf of the annual conference, one
 20 of its program agencies, or United Methodists in general;
 - 21 **e.** shall be made up primarily of persons who are members of the Iowa
 22 Annual Conference, or local churches of the Iowa Annual Confer-
 23 ence;
 - 24 **f.** shall receive little or no funding from the Iowa Annual Conference;
 - 25 **g.** shall deal with issues, not engage in attacks on individuals, and shall
 26 at all times use civil discourse and courtesy in communication and re-
 27 lationships; and
 - 28 **h.** may promote the change of Disciplinary provisions, but shall not seek
 29 to undermine the authority of *The Book of Discipline*.
- 30 **3. Associations or fellowships:** Organizations intended to provide profes-
 31 sional relationships and the sharing of professional techniques and informa-
 32 tion for groups within the annual conference or the general church. They
 33 are not created by, nor officially related to, the annual conference or pro-
 34 gram agencies of the annual conference.
- 35 **4. Organizations related to the Iowa Annual Conference:**
- 36 **a.** Shall be listed in the Organizational Structure section of the Iowa An-
 37 nual Conference Journal, and on the official web page of the Iowa
 38 Annual Conference;
 - 39 **b.** May request display space at annual conference sessions;
 - 40 **c.** May participate in the calendaring process of the annual conference;
 41 and/or
 - 42 **d.** May request mailing labels for clergy and local church officers of the
 43 annual conference, and may request that a link to their own web page
 44 be located on the official web page of the Iowa Annual Conference,
 45 subject to the same costs and editorial judgments as conference
 46 agencies.
- 47 **5.** The Conference Connectional Ministries Council shall consider applications
 48 from organizations, coalitions, caucuses, associations, and fellowships
 49 which seek to be related to the Iowa Annual Conference, and which dem-
 50 onstrate to the Conference Connectional Ministries Council a valid rela-
 51 tionship to the program and activities of the annual conference. The Con-

ference Connectional Ministries Council shall make a recommendation to the annual conference regarding their inclusion among organizations related to the Iowa Annual Conference.

6. The Conference Connectional Ministries Council office shall maintain a current list of all organizations related to the Iowa Annual Conference. Each covenant organization's relationship will be reviewed every four years as provided in II.F.1.c (above). Coalitions, caucuses, associations, and fellowships may be removed from the list by their own request or, after due notice, by vote of the annual conference upon recommendation by the Conference Connectional Ministries Council. Action of the Conference Connectional Ministries Council, or its executive committee, to recommend removal of a coalition, caucus, associate, or fellowship has the effect of immediate suspension of the organization from its relationship to the conference, pending action of the annual conference on the recommendation.

III. DISTRICT MINISTRIES

A. **District Conference.** There shall be a district conference in each district. (§1656-§1657).

1. **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 Council on Ministries members, the Field Outreach Minister, and such other persons as the district conference may determine.
2. The district conference may choose its own order of business. The secretary duly elected shall keep an accurate record of the proceedings.
3. The district superintendent shall be the presiding officer of the district conference.
4. 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.
5. The district conferences shall meet at least thirty days before the annual conference session of the first year of the quadrennium, to elect members of the conference program agencies and the Conference Nominations Coordinating Committee and the Conference Leadership Development Coordinating Committee, as designated by this plan.
6. The persons elected by the district conference shall include:
 - a. The District Council on Ministries chairperson who shall also be the district representative on the Conference Connectional Ministries Council.
 - b. One person as the quadrennial member of each of the following, and to fill vacancies as they occur:
 - (1). Board of Camp, Conference and Retreat Ministries (This person shall be the District Camp, Conference and Retreat Ministries Coordinator)
 - (2). Board of Church and Society
 - (3). Board of Discipleship

1 (4). Board of Global Ministries

2 (5). Board of Higher Education and Campus Ministries

3 c. One representative to the Conference Nominations Coordinating
4 Committee. (See II.C.15.b.(1).)

5 d. One representative to the Conference Leadership Development Co-
6 ordinating Committee. (See II.C.14.b.)

7 e. District Coordinators of Age-Level Council, who shall represent their
8 district on the age-level council of the annual conference.

9 f. The district lay leader and the district personnel of the Board of Laity.

10 B. A **District Ministry Team**, consisting of the District Superintendent and the Field
11 Outreach Minister, shall lead each district.

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

15 2. The teams will work collaboratively and cooperatively to promote effective
16 ministry.

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

18 4. The District Superintendency Committee will assist the bishop in evaluating
19 and advising the work of both the district superintendent and field outreach
20 ministry and report annually to the bishop.

21 5. Each district superintendent and each field outreach minister will resource
22 no more than one conference agency.

23 C. **Stewardship Team.** Each district shall have a Stewardship Team comprised of
24 members determined by the district superintendent. The Stewardship Team will
25 help churches of the district to meet their financial responsibilities to the confer-
26 ence by taking actions such as:

27 1. Contacting local churches to encourage faithful giving.

28 2. Providing resources to enhance local church stewardship

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

30 D. **Local Ministry Action Teams:** Each district shall establish Local Ministry Action
31 Teams, consisting of two to ten churches, whose primary purpose will be to work
32 cooperatively to reach out to persons who are not currently being reached by the
33 ministry of our churches. Their purpose is not intended to replace the ministries
34 of local churches, but to do what individual local churches may not be able to do
35 alone.

36 E. **District Councils on Ministries.** There shall be in each district a Council on
37 Ministries elected by the district conference.

38 1. **Functions.**

39 a. To study the needs of the local churches in the district and help them
40 establish and provide more effective ministry in and through the
41 churches.

42 b. To exercise, in cooperation with the Conference Connectional Minis-
43 tries Council, program initiating and correlating responsibilities for dis-
44 trict work areas related to the conference program boards and for any
45 other programming agencies of the church on the district level.

46 c. To develop experimental types of ministry within the district, reporting
47 periodically results of its effort to the district and the Conference Con-
48 nectional Ministries Council. It may establish special purpose commit-
49 tees, sub-district groups, and task groups from its own membership
50 for various aspects of ministry. When approved by the district confer-
51 ence, the District Council on Ministries may meet as sub-district

- 1 councils, and as such transact such items of the District Council on
2 Ministries' business as the council may direct.
- 3 d. Where mission demands, the district superintendents and the District
4 Councils on Ministries are instructed and authorized to join in plan-
5 ning and carrying out their work with adjoining districts without regard
6 to district boundaries.
- 7 e. To encourage local churches to engage in creative and innovative
8 approaches to ministry.
- 9 f. To serve as a two-way channel of communication between the local
10 churches and the annual conference and to assist local churches in
11 communication with each other.
- 12 g. To review the work of the district in the past year and to propose pro-
13 gram and other recommendations for consideration by the Confer-
14 ence Connectional Ministries Council.
- 15 h. Funds received from the annual conference and funds raised by the
16 district shall be administered by the District Council on Ministries. Dis-
17 trict monies are intended for use in district programs and may not be
18 used for conference programs, unless the District Council on Minis-
19 tries votes district participation in those programs.
- 20 2. **Membership.** The membership of the District Council on Ministries shall
21 consist of an appropriate number of persons to carry out its work. It is
22 strongly recommended that these members be elected so as to maintain a
23 ratio of 1/3 laywomen, 1/3 laymen, and 1/3 clergy. District representatives
24 to the Conference Connectional Ministries Council shall be members of
25 their respective district councils. Membership may include district coordina-
26 tors of Age-Level Council, chairpersons or coordinators of work areas of
27 Christian Unity and Interreligious Concerns, Church and Society, Educa-
28 tion, Evangelism, Higher Education and Campus Ministry, Missions, Relig-
29 ion and Race, Status and Role of Women, Stewardship, and Worship; rep-
30 resentatives of all program agencies (these might be the same persons as
31 the chairpersons or coordinators of work areas, just listed); the district lay
32 leader, the district president of United Methodist Women, the district presi-
33 dent of United Methodist Men, the elected district Youth Council president,
34 representatives of sub-district groups or clusters of churches, and such
35 other persons as may be deemed necessary. The Field Outreach Minister
36 assigned to the district shall be included as a resource person in each dis-
37 trict Council on Ministries. It is strongly recommended that membership be
38 chosen to include representation of ethnics, youth, young adults, and those
39 over 64 years of age. In accordance with the foregoing provisions, the dis-
40 trict conference shall determine and elect the membership of the district
41 Council on Ministries. Where there are District Executive Councils there
42 should be a least one youth member.
- 43 3. The District Council on Ministries shall represent the interest of and develop
44 a correlated program for the district groups including district functions of the
45 Board of Laity and the program calendar for United Methodist Women. Be-
46 cause of their specialized functions, the District Committee on Ordained
47 Ministry and the District Board of Church Location and Building shall be
48 continued as separate agencies. No district agency shall be able to bypass
49 or contravene the decision of the District Council on Ministries as all district
50 programs are to be coordinated through the council.
- 51 4. The district and sub-district youth organizations, through proper representa-
52 tives, shall be invited to submit to the District Council on Ministries a budget
53 request which would include the expenses of the district and sub-district
54 Youth Coordinators.

- 1 5. The officers of the council shall be:
 - 2 a. The administrative director (who shall be the district superintendent),
 - 3 b. A chairperson, elected by the district conference, (III.A.6.a.)
 - 4 c. The district lay leader, elected by the district conference, (III.A.6.f)
 - 5 d. A secretary, elected by the district conference.
- 6 6. There may be an executive committee consisting of the officers and such

7 other persons as may be determined by the council. Members shall be

8 elected from the membership of the council. It is strongly recommended

9 that these members be selected in such manner that the ratio of 1/3 lay

10 women, 1/3 lay men, and 1/3 clergy shall be maintained with special con-

11 sideration being given to the inclusion of age and minority group represen-

12 tation. When an executive committee is selected, it shall have the respon-

13 sibility of acting for the District Council on Ministries between its sessions.
- 14 7. The District Council on Ministries shall meet at least three times a year and

15 such other times as shall be necessary. Meeting dates may be determined

16 by the District Council on Ministries or the executive committee, or on call

17 of the district superintendent.

18 19 IV. NOMINATIONS, ELECTIONS AND APPOINTMENTS

20 A. The **Local Church Committee on Lay Leadership**.

- 21 1. This committee shall prepare a list of names of local church persons as

22 suggested nominees for district and conference positions. These names

23 shall be presented to the district superintendent as a part of the regular

24 charge conference report to the district superintendent.
- 25 2. The term of office for elected personnel in local churches by the charge

26 conference or annual church conference shall be from January 1 through

27 December 31. The lay member of the Annual Conference may be elected

28 annually or quadrennially by the charge conference next preceding the

29 regular meeting of the General Conference, as each charge conference so

30 decides.

31 B. **District Nominations Committee**

- 32 1. Responsibilities.
 - 33 a. Nominate for district responsibilities as determined by the district con-

34 ference, *The Book of Discipline*, and the annual conference Rules of

35 Order.
 - 36 b. Provide nominees for election by district conference to membership

37 on conference agencies.
 - 38 c. Submit to the Conference Nominations Coordinating Committee a list

39 of persons to be nominated for other conference agencies according

40 to the matrix provided by the Conference Nominations Coordinating

41 Committee.
 - 42 d. Channel all information for conference elections, including those

43 made by districts, and *Iowa Annual Conference Journal* records

44 through the Conference Nominations Coordinating Committee.
 - 45 e. Adhere to the conference-determined guidelines (See IV.C.)
 - 46 f. Nominate for vacancies between district conference sessions by

47 submitting one or more nominees for each vacancy for election by the

48 District Council on Ministries, including those vacancies created by

49 persons moving from the district.
 - 50 g. Cooperate fully with the Conference Nominations Coordinating Com-

51 mittee in keeping accurate and systematic records of all transactions.

- 1 2. Membership. The District Nominations Committee is nominated and elected
2 by the district conference by majority vote and shall be composed of twelve
3 members and the district representatives to the Commission on the Status
4 and Role of Women and the Commission on Religion and Race, or their
5 designees, plus one youth. It is strongly recommended that the member-
6 ship consist of four laywomen, four laymen, and four clergy, with sensitivity
7 to gender, ethnicity, persons with disabilities, age (including youth), geog-
8 raphy, clergy who have been members of the annual conference for less
9 than ten years, and lay persons who have demonstrated local church lead-
10 ership. These persons shall serve a four year term of office and cannot
11 serve more than eight consecutive years or a major part of two terms, ex-
12 cept for the first election, at which time the terms of office may be short-
13 ened to set up the rotating pattern. Members must belong to a church lo-
14 cated within the district. It is strongly recommended that the election shall
15 take place so that one clergy, one layman, and one laywoman shall rotate
16 off each year. After such service, four years shall elapse before a person
17 shall be eligible for membership on the District Nominations Committee.
18 The district superintendent and the Field Outreach Minister shall be consul-
19 tative members of the District Nominations Committee without vote.
- 20 3. Officers. It is strongly recommended that one clergy, one layman, and one
21 laywoman elected by the district conference serve as the officers.
- 22 4. Term of Office shall begin at the conclusion of the morning session of the
23 last day of Annual Conference and be for a four year term with a maximum
24 of two terms, unless otherwise provided by Articles of Incorporation or
25 proper authority.

26 **C. Conference Nominations and Elections Rules.**

- 27 1. For the purposes of nominations and elections the following definition shall
28 apply in reference to the term "annual conference agencies." The agencies
29 of the Iowa Annual Conference are the regularly established boards, com-
30 missions, councils, standing committees, and committees. Not included
31 are: the Conference Connectional Ministries Council and its subcommit-
32 tees, Annual Conference Administrative Coordinating Council, Committees
33 on Investigation, Administrative Review Committee, Joint Committee on In-
34 capacity, the Committee on the Episcopacy, task forces or task groups,
35 ecumenical groups, ex-officio members by virtue of membership on a gen-
36 eral agency, or committees related to the conduct of the annual sessions of
37 the conference.
- 38 2. Only active members in The United Methodist Church shall be eligible for
39 nomination unless *The Book of Discipline* or the Iowa Annual Conference
40 Rules of Order specifically provide for ecumenical representation.
- 41 3. If a person nominated is a family member of a member on the district com-
42 mittee, the latter must refrain from any involvement in decision making
43 about the position for which nominations are being sought and recom-
44 mended. No member of a district committee may nominate a member of his
45 or her family for membership on any annual conference agency or position
46 for which the district committee has nominating responsibility.
- 47 4. An employed staff member of the annual conference shall not be eligible
48 for any agency membership unless *The Book of Discipline* stipulates oth-
49 erwise.
- 50 5. A district superintendent shall not be the chairperson of any agency; neither
51 shall a clergy person continue as a chairperson if he/she is appointed dis-
52 trict superintendent.
- 53 6. The term of office for members of agencies of the conference are for four
54 years. If the election occurs at annual conference, the term of office shall

begin at the conclusion of the morning session of the last day of annual conference, unless otherwise provided by Articles of Incorporation or proper authority.

7. Tenure:

- a. There shall be an eight year tenure limitation for members of conference agencies unless a lesser number of years is specified elsewhere, including elective and ex-officio district representation.
- b. If a new agency is established, membership on a predecessor agency shall be counted as tenure limitations.
- c. 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.
- d. 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.
- e. 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.
- f. 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 four years have elapsed. Ex officio service shall not be subject to this limitation.

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

- a. Competent to represent the church in this particular field.
- b. Willing to make an effort to attend meetings.
- c. Willing to do a reasonable amount of homework on committee assignments for the agency.
- d. Active members of a local United Methodist Church.
- e. 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.

9. No person may be an elective member of more than one annual conference agency, including those nominated for district representation. However, ethnic persons may serve on one agency in addition to the Commission on Religion and Race; persons with disabilities may serve on one agency in addition to the Commission on Ministry with Persons with Disabilities.

10. 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.

D. Election of Officers of Agencies.

- 1. Officers of agencies shall be elected from within the membership of the agency unless otherwise exempt in the Rules of Order. They 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 upon their election unless the Articles of Incorporation or

1 *The Book of Discipline* state otherwise. The choice of a date for the election
2 of agency officers, age-level and group representatives, and members-at-
3 large shall be determined by the conference agency prior to the last annual
4 conference session of a quadrennium, as follows:

- 5 a. The meeting may be held at annual conference, after action has been
6 taken on the report of the Conference Nominations Coordinating
7 Committee, at a time set in the conference agenda.
8 b. Or, the meeting may be held following the annual conference session,
9 but no later than July 1.

10 2. If the agency has been organized in the quadrennium which is ending, the
11 chairperson in office shall convene the meeting.

12 3. If the agency has not been organized in the quadrennium which is ending,
13 it shall be convened by the Cabinet or the Conference staff representative
14 to the agency.

15 4. If the meeting is held after annual conference, the previous officers shall
16 maintain the functions of the agency and plan for and carry out the meeting
17 in which the elections are held. These officers have a vote only if they are
18 continuing as members of the agency. The report of these elections will be
19 distributed to the members of the annual conference.

20 5. At least twenty-four hours prior to the organizational meeting the chairper-
21 son in consultation with the staff person related to the agency shall appoint
22 a nominating committee of not less than three nor more than five members,
23 from the members nominated to serve in the coming quadrennium. Or, by
24 prior decision, the agency may proceed with the plans for nominations by
25 the committee of the whole of the agency. The members elected to the
26 agency for the new quadrennium shall receive the report by either method
27 and shall elect by written ballot or show of hands and majority vote a chair-
28 person, vice chairperson, secretary and financial secretary of the agency.
29 The vice chairperson and financial secretary may be the same person. An
30 agency may elect co-chairpersons in place of a chairperson and a vice
31 chairperson, provided such an election does not increase the total number
32 of persons on the executive committee to more than four or is not in conflict
33 with *The Book of Discipline* or other conference rules of order.

34 6. If the person elected chairperson of an agency or a division of an agency is
35 a district representative, that person becomes an at-large member. The dis-
36 trict formerly represented by the newly elected chairperson shall choose
37 another representative. *Board* members elected to any *other* officer position
38 by their board are also to be replaced as district representative by the dis-
39 trict which elected them. For *commissions* and the *age level council*, only
40 the *chairpersons* elected from the membership are to be replaced by the
41 districts which elected them.

42 **E. Annual Conference Members under Twenty-five Years of Age.**

43 1. In accordance with ¶132 of *The Book of Discipline*, two annual conference
44 members who shall be of middle school/junior high/senior high age at the
45 time of election, shall be elected by the district.

46 2. Two persons out of high school and under twenty-five years of age shall be
47 elected by each district to serve as post-high annual conference members.

48 3. **General and Jurisdictional Conference Elections.** (See 2006 IACJ, p.
49 291. Also, see Standing Items) The first and second lay and clergy alter-
50 nates elected to the General Conference shall be reimbursed by the annual
51 conference at the same rate as those elected to General Conference. The
52 first and second lay and clergy alternates elected to Jurisdictional Confer-

1 ence shall be reimbursed by the annual conference at the same rate as
2 those elected to the Jurisdictional Conference.

- 3 **F. Nomination of Person(s) for the Office of Bishop.** The annual conference, at
4 the session immediately prior to the next regular session of the Jurisdictional
5 Conference, may nominate a person or persons for the office of bishop (§1406.1).
6 The clergy members elected to the General Conference delegation and any
7 clergy members nominated from the floor will constitute the ballot on which all lay
8 members and all clergy members may vote to select the conference's nominee. If
9 the annual conference chooses to have more than one nominee, then subse-
10 quent ballots shall be taken to select them.

11 **V. MINISTERIAL QUALIFICATIONS AND RELATIONS**

12 **A. Approval or Admission.**

- 13 1. Candidates seeking admission as associate, probationary, or full members
14 shall submit all required documents to the Board of Ordained Ministry by
15 February 1 of the year in which they seek admission.
- 16 2. All persons who will be appointed for the first time as full-time Local Pastors
17 shall be interviewed and must be approved by a Board of Ordained Ministry
18 interview team by the close of annual conference.
- 19 3. All persons seeking to be licensed local pastors (full-time, part-time or stu-
20 dent) shall furnish the Board of Ordained Ministry with a medical report on
21 the form provided.

22 **B. Candidate Assessment.**

- 23 1. The Board of Ordained Ministry shall establish and administer a psycho-
24 logical assessment program for the purpose of ascertaining candidates'
25 strengths or weaknesses which would enhance or hinder effectiveness in
26 ministry. Psychological assessment shall be required of the following per-
27 sons:
- 28 a. All seeking to be certified as candidates for ordained ministry.
- 29 b. Persons seeking probationary or associate membership who have not
30 received psychological assessment.
- 31 2. The Board of Ordained Ministry, through its appropriate committees, may
32 require further assessment of persons seeking probationary, associate or
33 full membership.
- 34 3. An assessment deemed to be equivalent by the Board of Ordained Ministry
35 or its consultant may fulfill this requirement.
- 36 4. No candidate will be recommended or rejected solely on the results of psy-
37 chological assessment.

38 **C. Education and Service Requirements.**

- 39 1. Those persons seeking full membership as elders (§1335) in the Iowa An-
40 nual Conference shall be expected to exhibit competency in the following
41 areas:
- 42 a. Biblical studies, theology, church history, homiletics, Christian educa-
43 tion, pastoral care, social ethics, worship, administration, spiritual
44 formation, evangelism, and mission.
- 45 b. At least one unit of clinical pastoral education or an alternate equiva-
46 lent program approved in advance by the Board of Ordained Ministry.
- 47 2. Ordained ministers from other Christian denominations. (§1347.3).
- 48 a. All matters relating to admission shall be referred to the Board of Or-
49 dained Ministry. Educational requirements for pastors from other de-
50 nominations shall be the same as required of other candidates seek-
51 ing membership in the Iowa Annual Conference.

- 1 **b.** Those coming from other Christian denominations shall be required to
 2 provide the Board of Ordained Ministry with a copy of their credentials
 3 and a letter from the proper judicatory authority verifying their good
 4 standing as a pastor in that denomination prior to any recommenda-
 5 tion for admission into membership in the Iowa Annual Conference.
- 6 **c.** Ordained ministers from other Christian denominations who became
 7 probationary members under the *1992 Book of Discipline* shall serve
 8 a minimum of two years of probationary membership. Ordained minis-
 9 ters from other Christian denominations who became probationary
 10 members under the *1996 Book of Discipline* shall serve a minimum of
 11 three years of probationary membership. They shall meet all of the
 12 requirements for probationary membership except candidacy.
- 13 **d.** Ordained ministers of other Christian denominations serving United
 14 Methodist churches must complete a minimum of two semester hours
 15 or three quarter hours in each of the fields of United Methodist his-
 16 tory, doctrine, and polity within three years of the time they begin to
 17 serve in the Iowa Annual Conference. This requirement may be met
 18 by undertaking an independent study program provided and adminis-
 19 tered by the General Board of Higher Education and Ministry. (See
 20 ¶1335, *The Book of Discipline, 2004*.) This requirement does not apply
 21 to ministers of other denominations who are serving a United Method-
 22 ist church because of a yoked or shared connection.
- 23 **3.** Probationary members under the *1992 Book of Discipline* must serve two
 24 years full time in parish ministry after graduation from seminary before be-
 25 coming a full member. A probationary member under the *1996 Book of Dis-*
 26 *cipline* (¶1315) seeking elder's orders must serve three years full-time in a
 27 parish ministry after graduation from seminary before becoming a full
 28 member. The last year of probationary membership must be served within
 29 the geographical bounds of the Iowa Annual Conference. This rule shall
 30 also apply to those transferring to the Iowa Annual Conference as proba-
 31 tioners. The Board of Ordained Ministry may make exceptions for persons
 32 appointed to extension ministries.
- 33 **4.** All persons on the elders orders track who request reinstatement to proba-
 34 tionary membership after having been discontinued shall serve a minimum
 35 of two years as a local pastor in the Iowa Annual Conference.
- 36 **5.** All persons seeking the status of Associate Membership in 2008 and years
 37 following shall be required to have satisfactorily completed one basic unit of
 38 Clinical Pastoral Education.
- 39 **D. Conference Relations.** In addition to the duties prescribed by *The Book of Dis-*
 40 *cipline* for the Board of Ministry, the following are added:
- 41 **1.** Unless otherwise disposed of by the Conference, all matters pertaining to
 42 the subject of conference relations shall be referred to this board, which
 43 shall investigate the same and report its finds and recommendations to the
 44 conference.
- 45 **2.** Any member applying for disability leave shall be required to present to the
 46 board a physician's certificate or report as to his/her physical condition.
- 47 **3.** Those members who are in the retired or leave of absence relationship or
 48 on disability leave shall be considered by this board each year without for-
 49 mal reference.
- 50 **4.** All requests for change of relationship, reinstatement or restoration of cre-
 51 dentials shall be referred to the Board of Ordained Ministry and no action
 52 shall be taken by the conference until the Board has made its report and
 53 recommendation.

E. Finance.

1. 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.
2. Earnings accrued from unexpended money in the Ministerial Education Fund shall be credited to the same.

F. Financial Obligation.

1. 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.
2. Proportional payments (§621, §638.4). 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.

G. 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 §605.6).**H. 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.**VI. REPORTS, FINANCE AND PROPERTY****A. Fiscal and Statistical Year.** The fiscal and statistical year of the annual conference shall be from January 1, to December 31.

1. 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.
2. The conference statistical reports shall be mailed to the person(s) designated by the conference statistician by a date set by the statistician -- but no later than March 1.

B. The Conference Treasurer's record of monies sent by churches shall become the official report on these items to the annual conference.**C. Central Treasury.** 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.

1. Rules established by the annual conference for the guidance of the conference treasurer shall be as follows:

- 1 a. The treasurer shall serve as the fiscal agent (not the treasurer) of
2 each of the several agencies. This means that the treasurer shall not
3 be considered an ex-officio member of that board or commission, but
4 will simply handle the funds, and be properly bonded for the same.
- 5 b. The fiscal agent shall keep a separate account for each board with
6 sub-accounts for special purposes tied in with the budget of the
7 agency to facilitate reporting to the agency.
- 8 c. A statement of each account shall be prepared at least quarterly.
9 Copies of the financial statements shall be distributed annually to the
10 pertinent agency, the Council on Finance and Administration, and the
11 Conference Connectional Ministries Council.
- 12 d. The agency shall designate and officially notify the fiscal agent as to
13 the person or persons having the right to draw the vouchers.
- 14 e. The conference treasurer, serving as the fiscal agent, shall not pass
15 on the justifiability of an expenditure called for by the voucher. If there
16 aren't sufficient funds, the treasurer will notify the agency involved
17 and hold payment until funds are available. The treasurer shall notify
18 the agency chair or the Assistant to the Bishop for Connectional Min-
19 istries in the event of vouchers which seem to be in violation of con-
20 ference rules or good accounting practice.
- 21 f. Vouchers requesting payment to the person signing the voucher shall
22 have a second signature. The signature would be that of the chair-
23 person of the parent agency or the conference staff person relating to
24 the committee or office in question.
- 25 2. The conference treasurer shall be responsible for the employment of the
26 person or persons who work as assistants in the treasurer's office, in con-
27 sultation with the chairperson of the Council on Finance and Administration.
28 The same rules as to vacation, sick leave, etc., shall apply to such employ-
29 ees as apply to all other employees in the Conference Center.
- 30 3. The central treasury shall be authorized to receive and disburse funds and
31 subsidies on behalf of and at the request of district superintendents.
- 32 4. Each District Council on Ministries shall deposit all funds received for dis-
33 trict program work with the central treasury and shall use that facility as its
34 disbursing agency. The central treasury shall be authorized to receive and
35 disburse other district funds; this shall be the recommended pattern. The
36 Committee on Camp, Conference and Retreat Ministries may utilize the
37 services of the central treasury and, in consultation with the Council on Fi-
38 nance and Administration, the procedure for receiving and disbursing re-
39 lated funds shall be determined.
- 40 5. The Annual Conference, through the Council on Finance and Administra-
41 tion shall cover directly the cost of operating the treasurer's office and re-
42 quire all annual conference agencies to use its services. No charge shall be
43 made by the central treasury to an annual conference or district agency or
44 to a district superintendent for handling such accounts. However, corre-
45 sponding adjustments shall be made in agency budgets if they have previ-
46 ously maintained their own treasury.
- 47 **D. Apportionments.** Any proposal or amendment brought to the conference floor
48 which affects the apportionment formula shall be referred to Council on Finance
49 and Administration for its response before final action is taken by the conference.
- 50 **E. Records Center.**
51 1. The bishop's office shall be the center for keeping permanent biographical
52 and personnel files for all pastors of the Iowa Annual Conference.

- 1 2. The Conference Director of Administrative Services office shall be the center
2 for keeping service records and vital statistics for all pastors of the Iowa
3 Annual Conference and their families. This same office shall be the repository
4 for property records.

5 **F. Bonding.**

- 6 1. The president of the Council on Finance and Administration shall annually
7 arrange for the bonding of the conference treasurer and all other persons
8 who are responsible for funds of the Iowa Annual Conference. The conference
9 treasurer shall be bonded for \$100,000 and the treasurer's office staff
10 shall be bonded for \$100,000. All other persons responsible for funds of the
11 Iowa Annual Conference shall be bonded up to the amount of \$20,000.
12 These bonds are to be retained by the president of the Council on Finance
13 and Administration.
- 14 2. The president of the Council on Finance and Administration shall annually
15 arrange for the bonding of all persons who are responsible for funds in the
16 several churches making up the Iowa Conference. This to be a blanket
17 bond extending coverage to each of these persons to a maximum amount
18 of \$10,000, the cost of which will become an item of administrative ex-
19 pense.

- 20 **G. Audit.** Any board, commission, committee, or institution program group that re-
21 ceives \$10,000 or more from the Iowa Annual Conference and is related to the
22 Iowa Annual Conference, and that maintains funds into which it receives and dis-
23 penses money in an amount in excess of \$20,000 annually, shall have its ac-
24 counts audited and report this audit annually by March 1 of each calendar year to
25 the Council on Finance and Administration.

- 26 **H. Funding of New Program.** Any motion or report that calls for the adoption of a
27 new conference program requiring an increased conference budget and/or in-
28 creased appropriation of monies or any new or increased apportionment, or any
29 proposed fund raising program by any institution, shall be printed in the *Pre-*
30 *Conference Manual* under the section having to do with the board, commission,
31 committee, or institution making the request, if it is for a sum in excess of
32 \$10,000. If such a resolution or report is not printed in the *Pre-Conference Man-*
33 *ual*, it may be considered by the conference only after receiving a two-thirds ma-
34 jority vote for consideration. In the event the conference votes to hear the resolu-
35 tion or report, twenty-four hours must elapse before the vote for adoption is
36 taken. If adopted, all such funding requests must be referred to the Council on
37 Finance and Administration.

38 **I. Fund Balances and Conference Unrestricted Reserve.**

- 39 1. All debit balances (deficits) in any conference board or agency account
40 shall be carried forward into the next fiscal year. All credit balances (sur-
41 pluses) in any conference board or agency account shall, at year end, be
42 credited to the conference's Unrestricted Reserve Fund. This rule does not
43 apply to:
- 44 a. Accounts that contain funds restricted by the original gift or receipt.
- 45 b. Any conference board or agency account in deficit at year end may
46 be approved to close such deficit to the conference's Unrestricted
47 Reserve by the Council on Finance and Administration.
- 48 c. Administrative agency accounts with surpluses may be approved for
49 carryover into the next fiscal year by the Council on Finance and Ad-
50 ministration.
- 51 d. Program and benevolence agency accounts with surpluses may be
52 approved for carryover into the next fiscal year by the Conference
53 Connectional Ministries Council upon recommendation of the Pro-

1 gram Review Committee and approval of the Council on Finance and
2 Administration.

- 3 2. The Council on Finance and Administration may also set policies for carry-
4 over of deficit and credit accounts, so that the treasurer may do so without
5 annual action by the Council on Finance and Administration. If the funds
6 are in a program area, the recommendation will come to the Council on Fi-
7 nance and Administration from the Conference Connectional Ministries
8 Council. All standing carryover funds must be reviewed at least once each
9 quadrennium.

10 **J. Policy on Interest Payments on Funds Held by the Conference Treasurer.**

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

- 13 1. No interest will be paid on funds apportioned by the annual conference.
14 2. The rate paid will be $\frac{1}{2}$ of 1% below the average rate being earned by the
15 conference during the quarter.
16 3. Any operation deficits carried by the agency will be deducted from the bal-
17 ances before interest is calculated.
18 4. The Council on Finance and Administration at its December meeting each
19 year shall designate which funds are to be eligible for interest payments in
20 the ensuing year.

21 **K. Miscellaneous.**

- 22 1. For needs of conference causes greater than \$300, the Council on Finance
23 and Administration shall receive 35 detailed copies of the proposed budget,
24 together with 35 copies of the latest itemized financial statement, printed on
25 8 $\frac{1}{2}$ x 11 paper at least ten days prior to the budget hearing.
26 2. Each fall the Council on Finance and Administration, based on the four-
27 year average of previous years' apportionment receipts and projection of
28 the current year's apportionment receipts, will instruct each agency to pri-
29 oritize its spending for the next year and submit the revised spending
30 budget to the Council on Finance and Administration. If the agency has a
31 program that needs to be funded at 100%, the balance of the remaining
32 programs shall be funded at a ratio of the remaining budget. Agencies may
33 adjust their own budget line items to attain the spending limits with benevo-
34 lence budgets receiving the consent of the Conference Connectional Minis-
35 tries Council and the Council on Finance and Administration and other
36 agencies receiving consent of the Council on Finance and Administration.
37 3. There shall be an annual report from each church to the annual conference
38 as to its total indebtedness for current expenses and capital expenditures.
39 4. All expense allowances to pastors, including travel, utilities, fuel, social se-
40 curity, pensions, and hospitalization, shall be reported in the expense col-
41 umns in the *Iowa Annual Conference Journal*.
42 5. Funds in any conference budget may not be used to initiate new programs
43 or transfer funds without the consent of the Program Review Committee
44 and Conference Connectional Ministries Council. When a request for a
45 transfer of funds is made when no regular Program Review Committee is
46 scheduled, the committee shall act on the request by phone consultation,
47 mail and/or special meeting.
48 6. If the memberships of more than one pastoral charge are to be solicited in
49 any financial campaign or program initiated by any agency or institution
50 owned by or related to the annual conference, or receiving annual confer-
51 ence funds, or any entity outside the Iowa Annual Conference other than

1 the General Conference, the approval of the Council on Finance and Ad-
 2 ministration and/or Annual Conference shall be required.

- 3 7. The Council on Finance and Administration shall make recommendations
 4 each year regarding provision for travel, lodging, and meal expenses for
 5 ministerial and lay members for the annual conference session.
- 6 8. There shall be a listing of all abandoned church properties of The United
 7 Methodist Church in Iowa filed with the report of the Conference Board of
 8 Trustees and printed each year in the *Iowa Annual Conference Journal*.
- 9 9. Approval for funding mission appeals may be granted after consultation
 10 among and approval of the office of the resident bishop, chairperson of the
 11 Iowa Board of Global Ministries, chairperson of Council on Finance and
 12 Administration, and chairperson(s) of other mission related agencies. The
 13 chairperson of the Board of Global Ministries is to convene the consultation
 14 process.
- 15 10. Persons or immediate family members who relate to programs that receive
 16 program funds from the Iowa Annual Conference are required to refrain
 17 from voting on proposals as the budget is developed in the program agency
 18 of the annual conference.
- 19 11. Federated churches, involving United Methodists, shall be apportioned on
 20 the same basis and in the same manner as United Methodist churches, re-
 21 quiring requested reports from the pastor for *Iowa Annual Conference*
 22 *Journal* records needed for such determinations as voted by the annual
 23 conference. The *Iowa Annual Conference Journal* records shall show the
 24 numbers as applicable to United Methodists only or where this can not be
 25 resolved, satisfactory percentages of all totals shall be made by the local
 26 church in consultation with the district superintendent of the United Method-
 27 ist Church.
- 28 12. Vouchers for Special Gifts. Gifts of any sort received as a result of direct
 29 solicitation on the part of any conference institution, when such gifts do not
 30 pass through the hands of the treasurer of a local church nor apply on any
 31 apportionment to a local church, shall be considered as Special Gifts. All
 32 such annual totals shall be reported to the conference treasurer for re-
 33 cording in the *Iowa Annual Conference Journal*.
- 34 13. Each conference corporation shall provide a summarized financial report
 35 for printing in the Iowa Annual Conference Journal.

36
 37 **VII. CENTRAL SERVICES DEPARTMENT**

- 38 **A.** There shall be a Central Services Department maintained at the United Method-
 39 ist Conference Center. This department shall be responsible to the director of
 40 Administrative Services.
- 41 **B.** The equipment for the department shall be owned in the name of the Iowa An-
 42 nual Conference. The director of Administrative Services, in consultation with the
 43 Conference Board of Trustees, shall make the decisions concerning the adding
 44 of new equipment as well as the replacement of present equipment. The cost of
 45 the maintenance, repair, replacement and addition of equipment shall come from
 46 the Conference Center equipment funds.
- 47 **C.** The director of Administrative Services, in consultation with the Conference
 48 Board of Trustees, shall develop and maintain the guidelines regarding the op-
 49 eration and funding of the Central Services Department.

1 **VIII. PARLIAMENTARY RULES OF ORDER**

2 **A. Parliamentary Rules.** The annual conference shall follow *Robert's Rules of Or-*
 3 *der*, except when *Robert's* differs from the rules of the Iowa Annual Conference.
 4 *Robert's Rules* are not printed here.

5 **B. Quorum.** The members present at any duly called sessions of the annual con-
 6 ference shall constitute a quorum.

7 **C. Voting Area.** At the opening of the session, the voting area of the conference
 8 shall be fixed. A member of the conference shall be within the prescribed area in
 9 order to participate in discussion or to vote except when official responsibilities
 10 require his/her absence.

11 **D. Voting Procedure.**

12 1. When resolutions, petitions and program items come before the annual
 13 conference from the legislative committees, the vote of the conference shall
 14 be on the substance of the item rather than on the recommendation of the
 15 legislative committee.

16 2. Voting shall be done by show of hands or electronic devices unless other-
 17 wise ordered by the conference. If voting by show of hands, a vote by se-
 18 cret ballot or a count vote may be ordered on call of any member, sup-
 19 ported by one-third of the members present and voting.

20 **E. Reports.** No report shall be presented to the conference unless adopted by the
 21 designated quorum at a properly constituted and publicized session of the
 22 agency making the report.

23 **F. Privilege of Speaking.**

24 1. Lay and clergy members of agencies, elected by the conference or ap-
 25 pointed by order of the conference, or in pursuance of provisions in *The*
 26 *Book of Discipline*, who are not members of the conference may be granted
 27 the privilege of speaking, on matters relating to the reports of the respective
 28 agencies of which they are members.

29 2. Persons not officially connected with the Iowa Annual Conference may not
 30 address the conference at a business session without first obtaining the
 31 approval of the Committee on Business and Agenda, which committee shall
 32 fix a definite time to be allotted to such persons and, if approval is given,
 33 only under circumstances of extreme urgency shall this time exceed five
 34 minutes.

35 **G. Authority of the Chairperson.** The presiding officer—usually the bishop— shall
 36 be the legal chairperson of the conference. He/she shall decide points of order
 37 raised by the members, and shall rule on points of order not raised by the mem-
 38 bers, as he/she deems necessary to conform to the Rules of Order; subject to an
 39 appeal to the conference by any member without debate. When any member
 40 raises a point of order he/she shall cite the rule he/she adjudges to have been
 41 violated.

42 1. At such time as the bishop is unable to preside, the provisions of ¶603.6 of
 43 *The Book of Discipline* shall be followed.

44 2. If no other bishop is available, the Assistant to the Bishop for Administration
 45 shall convene the session and the annual conference shall elect a presi-
 46 dent pro tempore.

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

49 **I. Motions Written.**

50 1. All motions shall be written and presented to the conference secretary in
 51 triplicate, and any which exceed 80 words shall be printed and distributed
 52 to the members of the conference prior to consideration.

- 1 2. Before any materials may be distributed on the conference floor, approval
2 must be granted by the Sub-Committee on Business and Agenda. All such
3 legislative materials shall carry the name of the person or agency preparing
4 the material. Any conference member who has been denied permission to
5 distribute materials to the conference floor by the above committee shall
6 have the right to make appeal to the annual conference with not more than
7 one person speaking for the distribution and not more than one speaking
8 against, after which a vote shall be taken.

9 **J. Procedures for Submission and Processing of Resolutions.**

10 1. Definitions:

- 11 a. "Resolutions" are motions which are intended to cause the annual
12 conference to express its mind on some matter of concern. A resolu-
13 tion might also cause the altering of some aspect of conference pro-
14 cedure. Resolutions are distinguished from program proposals in that
15 resolutions do not cause the expenditure of money or a significant
16 amount of staff time, the holding of meetings, nor the conducting of
17 studies.
- 18 b. "Urgent Issues" are issues that did not exist prior to a deadline for
19 submitting resolutions provided in these rules and for which action is
20 required before the next regular Resolutions Year.
- 21 c. "Existing Resolutions" includes all resolutions contained in the most
22 current edition of the Iowa Annual Conference Book of Resolutions.
23 All resolutions, once passed, shall remain in effect unless and until
24 repealed.
- 25 d. "Resolutions Years" are odd numbered years (2009, 2011, etc.) and
26 are the years in which new resolutions may be considered at Annual
27 Conference sessions.
- 28 e. "Review Years" are even numbered years (2008, 2010, etc.) and are
29 the years at which the Resolutions Committee shall present sug-
30 gested deletions from the current Book of Resolutions.
- 31 f. "Resolutions Cycle" refers to the time period beginning with October
32 1st of an even year, and ending with the Annual Conference session
33 of a resolutions Year.

- 34 2. Individuals, congregations, or districts shall submit resolutions or recom-
35 mendations for repeal of existing resolutions to the Conference Resolutions
36 Committee by October 1st of the even year preceding a Resolutions Year.

- 37 a. Resolutions submitted after that deadline shall be held until the next
38 Resolutions Year unless the Resolutions Committee determines that
39 the resolution concerns an Urgent Issue.
- 40 b. The Resolutions Committee shall review all submissions and take
41 one of the following actions:
- 42 (1). Return the resolution to its author for redrafting and re- submis-
43 sion.
- 44 (a). Redrafting shall be limited to resolutions that do not meet
45 the criteria of VIII.J.8 hereafter.
- 46 (b). A period of 30 days shall be allowed for such redrafting.
- 47 (2). Refer the resolution to the appropriate Conference Agency for
48 review.
- 49 (3). If received after the submission deadline:
- 50 (a). Inform the drafter that the resolution shall be held until the
51 next resolutions cycle, or

- 1 **(b).** Declare the resolution an Urgent Issue and follow the pro-
 2 cedure set forth in VIII.J.6 hereafter.
- 3 **3.** Resolutions submitted after the deadline may be submitted directly to the
 4 appropriate Conference Agency prior to December 31st, with the consent of
 5 said agency.
- 6 **4.** Conference Agencies shall submit their own resolutions, and the resolu-
 7 tions referred to them, to the Conference Resolutions Committee by De-
 8 cember 31 of the even numbered year.
- 9 **a.** The Conference Agencies shall include a recommendation for or
 10 against or abstention on any referred resolutions. The Agency's rec-
 11 ommendation shall be submitted with the resolutions for legislative
 12 consideration at Annual Conference.
- 13 **b.** Conference Agencies may combine proposed resolutions which deal
 14 with the same or similar subject matters, or otherwise make editorial
 15 changes to proposed resolutions prior to return to the Resolutions
 16 Committee.
- 17 **c.** If a recommendation against a referred resolution is made by such
 18 agency, the reasons for such recommendation shall be stated when
 19 the resolution is returned to the Resolutions Committee and shall be
 20 printed in the Pre-Conference Manual.
- 21 **5.** Upon receipt of agency reports, the Resolutions Committee shall:
- 22 **a.** Reject any resolutions that:
- 23 **(1).** Is the same as or similar to an already existing General Confer-
 24 ence or Iowa Annual Conference Resolution or addresses the
 25 same subject matter as an existing resolution, unless cast as an
 26 amendment to the existing resolution. (Any request for a
 27 change to a General Conference Resolution or to the *Book of*
 28 *Discipline*, should be cast as a petition to General Conference.)
- 29 **(2).** Contain factual information that is misstated, incorrect, or mis-
 30 leading. All statistical and historical references shall be foot-
 31 noted (footnotes will not be counted toward the resolution word
 32 count.)
- 33 **(3).** Is inconsistent with or contradicts a current resolution- unless
 34 cast as an amendment to, or for repeal of, an existing resolu-
 35 tion.
- 36 **(4).** Is in conflict with the current *Book of Discipline* of the United
 37 Methodist Church. Any request for change of *The Book of Dis-*
 38 *cipline*, shall be cast as a petition to General Conference and
 39 submitted as such.
- 40 **b.** Notify the drafter of any resolution that is rejected of such rejection,
 41 including the reason for the rejection.
- 42 **c.** Submit all other resolutions to the editor of the Pre-Conference Man-
 43 ual.
- 44 **d.** Promote and interpret the resolution process at all levels of the An-
 45 nual Conference.
- 46 **6.** Resolutions that are submitted after the deadlines set forth above and that
 47 are determined by the Resolutions Committee to concern Urgent Issues,
 48 shall be submitted by the Resolutions Committee to the Pre-Conference
 49 Manual editor if possible, or shall be printed and submitted directly to the
 50 appropriate Legislative Committee as soon as practical but in any event
 51 prior to the commencement of Annual Conference.

- 1 7. Resolutions that are submitted after the deadlines set forth above and that
2 are determined by the Resolutions Committee not to concern Urgent Is-
3 sues, shall be held by the Resolutions Committee until the next Resolutions
4 Cycle, unless permission to waive these rules is voted by the Annual Con-
5 ference. If such permission is voted, the proposed Resolutions shall be re-
6 viewed by the Resolutions Committee for compliance with the balance of
7 this Standing Item before being submitted to the Annual Conference for
8 debate and action.
- 9 8. All resolutions submitted shall comply with the following drafting rules:
- 10 a. Shall contain no more than 250 words, excluding title and footnotes,
11 but including all "Whereas" and "Be it Resolved" clauses.
- 12 b. Address only one subject matter.
- 13 c. All references to the *Book of Discipline of the United Methodist*
14 *Church*, the *General Conference Book of Resolutions* or the *Iowa An-*
15 *annual Conference Book of Resolutions* shall include paragraph or sec-
16 tion references.
- 17 d. References to Scripture shall include Book, Chapter and Verse and
18 shall state the translation.
- 19 e. A motion to amend an existing resolution shall state that it is an
20 amendment to an existing resolution (including resolution number)
21 and shall restate the language of the existing resolution with language
22 to be stricken in and language to be added in double underline.
- 23 f. Motions to amend or repeal existing resolutions shall state the pur-
24 pose of the motion in the title, and shall refer to the resolution to be
25 repealed or amended by Number and Title in the body of the submis-
26 sion, and shall otherwise comply with all drafting requirements for
27 resolutions.
- 28 g. Each resolution shall be in the form that is made a part of the Book of
29 Resolutions. All submissions shall be typed, double spaced and on
30 one side of sheet. Proposed resolutions may be submitted electroni-
31 cally as Rich Text Format (RTF) or Microsoft Word documents.
- 32 9. In Review Years, the Resolutions Committee shall review the current Book
33 of Resolutions and:
- 34 a. Receive recommendations for repeal from individuals, congregations
35 or districts prior to December 1 of the odd year preceding a Review
36 Year. The Resolutions Committee shall consider such recommenda-
37 tions during its review process.
- 38 b. Recommend repeal of any existing resolution that, at the time of re-
39 view:
40 (1). Contradicts or is in opposition to the current *Book of Discipline*.
41 (2). Has become moot for any reason.
- 42 c. Refer any existing resolutions about which it has a question regarding
43 retention or repeal to a Conference Agency for review.
- 44 10. At the conclusion of the review process, the Resolutions Committee shall
45 report to the editor of the *Pre-Conference Manual* any resolutions that are
46 recommended for repeal by the Resolutions Committee and an agency of
47 the Conference.
- 48 a. If both the Resolutions Committee and the agency to which it was re-
49 ferred recommend repeal of a resolution, the request and the reason
50 shall be contained in the *Pre-Conference Manual* and the matter may
51 be placed on a separate consent calendar (Resolution Repeal Con-

1 sent Calendar) by a Legislative Committee. Any item removed from
 2 the Resolution Repeal Consent Calendar on the floor of Annual Con-
 3 ference shall be held over until the following year (Resolutions Year)
 4 for debate and vote.

5 **b.** If the Resolutions Committee and the Agency do not concur, the item
 6 shall be held over until the next Resolutions Year and submitted for
 7 consideration at that time as part of the process for resolutions.

8 **K. Unlawful Motion After Speech.** It shall not be in order for a member immedi-
 9 ately after discussing a pending question and before relinquishing the floor to
 10 make a motion which, if adopted, would limit or stop debate.

11 **L. Limitation on Speaking.**

12 1. No person shall speak more than twice on the same question, nor for more
 13 than three minutes at a time without the consent of the conference, nor
 14 more than once until every member desiring to speak has spoken. This
 15 three minute limit may be reduced by a two-thirds vote without debate, at
 16 any time, and for any period of duration.

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

19 **M. Speakers For and Against.**

20 1. When the report of a committee is under consideration, it shall be entitled to
 21 speak before there is further debate from the floor.

22 2. When a member from the floor moves to amend a report or a proposal be-
 23 fore the conference, the person presenting the report or proposal that is be-
 24 ing amended or his/her designee, shall be entitled to speak before there is
 25 further debate from the floor.

26 3. The presiding officer will ascertain, when recognizing a member of the con-
 27 ference, on which side the member proposes to speak and not assign the
 28 floor to any member proposing to speak on the same side of the pending
 29 question as the speaker immediately preceding, if any member desires to
 30 speak on the other side.

31 4. Except for non-debatable motions, no report shall be adopted or question
 32 relating to the same decided without opportunity having been given for at
 33 least two speeches for and two against the said proposal, provided that
 34 right is claimed before the chairperson or duly authorized member repre-
 35 senting the committee's report, if there be such, is presented to close the
 36 debate.

37 5. When all have spoken who desire to do so, or if the previous question has
 38 been ordered, the maker of the motion shall be entitled to speak, then the
 39 chairperson and/or duly authorized member or members presenting the
 40 committee's report shall be entitled to speak, after which the vote is taken.

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

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