

**PLAN OF ORGANIZATION OF THE MICHIGAN ANNUAL CONFERENCE - 11/9/16 DRAFT**

The Michigan Conference equips and connects through:  
Christ-Centered Mission and Ministry;  
Bold and Effective Leaders;  
Vibrant Congregations

**§ 1 AGENCIES DIRECTLY AMENABLE TO THE ANNUAL CONFERENCE.**

**1.1 CONFERENCE LEADERSHIP COUNCIL.**

1.1.1 Purpose – The basic governing council of the annual conference.

1.1.2 Duties.

1.1.2.1 Implementation of the vision and direction of the annual conference.

1.1.2.2 Ensuring that the following agencies, which amenable to it, are fulfilling their responsibilities pursuant to *The Book of Discipline* and the Plan of Organization and direction of the annual conference:

1.1.2.2.1 Board of Laity (§ 2.1, *infra*).

1.1.2.2.2 Committee on the Episcopacy (§ 2.2, *infra*).

1.1.2.2.3 Commission on Archives and History (§ 2.5, *infra*).

1.1.2.2.4 Commission on Communications (§ 2.6, *infra*).

1.1.2.2.5 Board of Young People’s Ministries (§ 2.7, *infra*).

1.1.2.2.6 Committee on Human Resources (§ 2.9, *infra*).

1.1.2.2.7 Committee on the Protection Policy (§ 2.10, *infra*).

1.1.2.2.8 Board of Justice (§ 2.11, *infra*).

1.1.2.2.9 Board of Congregational Life (§ 2.12, *infra*).

1.1.2.2.10 Committee on Hispanic/Latino Ministry (§ 2.14, *infra*).

1.1.2.2.11 Committee on Asian-American Ministry (§ 2.15, *infra*).

1.1.2.2.12 Board of Global Ministries (§ 2.16, *infra*).

1.1.2.2.13 Committee on Native American Ministry (§ 2.17, *infra*).

1.1.2.2.14 Committee on African-American Ministry (§ 2.18, *infra*).

- 1.1.2.3 Ensuring that all agencies amenable to it (see § 1.1.2.2, *supra*) are functioning with values and goals that are aligned with the vision for ministry set by the annual conference.
- 1.1.2.4 Evaluation of the fruitfulness and effectiveness of the work of all agencies amenable to it (see § 1.1.2.2, *supra*).
- 1.1.2.5 The council may create task forces, work groups, and *ad hoc* committees as needed in order to ensure that its work is being done.
- 1.1.3 Membership.
  - 1.1.3.1 With voice and vote.
    - 1.1.2.1.1 Four clergy members of the annual conference, at least one of whom shall be a member of the Board of Ordained Ministry.
    - 1.1.2.1.2 Five lay people who are professing members of a congregation within the annual conference.
    - 1.1.2.1.3 One member from the Division on Religion and Race (§ 643.5 of *The Book of Discipline*)
  - 1.1.3.2 *Ex officio* with voice and vote.
    - 1.1.3.2.1 Conference lay leader.
    - 1.1.3.2.2 President of the Council on Finance and Administration.
  - 1.1.3.3 *Ex officio* with voice only.
    - 1.1.3.3.1 Director of Administrative Services and Conference Treasurer.
    - 1.1.3.3.2 Director of Connectional Ministries.
    - 1.1.3.3.3 Director of Communications.
    - 1.1.3.3.4 Director of Clergy Excellence
    - 1.1.3.3.5 Director of Congregational Vibrancy.
    - 1.1.3.3.6 Bishop or clergy assistant to the Bishop (at the Bishop's discretion).
    - 1.1.3.3.7 Dean of the appointive cabinet.
    - 1.1.3.3.8 Director of Benefits and Human Resources
    - 1.1.3.3.9 Any member of the Connectional Table residing within the bounds of the Annual Conference.
  - 1.1.3.4 Members shall be nominated by the Committee on Nominations.
  - 1.1.3.5 Members shall serve three-year terms, renewable thrice, in annually-staggered classes.

- 1.1.4 Organization.
  - 1.1.4.1 The council, in consultation with the Bishop, shall elect from among its voting members a president, vice president, and secretary.
  - 1.1.4.2 The Director of Administrative Services and Conference Treasurer shall be the council treasurer.

1.2 COUNCIL ON FINANCE AND ADMINISTRATION.

- 1.2.1 Purpose – To development, maintain, and administer a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the annual conference.
- 1.2.2 Duties.
  - 1.2.2.1.1 Cooperation with the Conference Leadership Council in the development of the conference benevolences budget pursuant to ¶ 612.7 of *The Book of Discipline*.
  - 1.2.2.2 Presentation to the annual conference of a budget, developed in conjunction with the recommendations of the Conference Leadership Council.
  - 1.2.2.3 Development of an apportionment formula for approval by the annual conference.
  - 1.2.2.4 Ensure that appropriate compensation is provided for Clergy Assistant to the Bishop, the district superintendents, and the director of connectional ministries.
  - 1.2.2.5 Develop policies for clergy moves undertaken in connection with a change in appointment.
  - 1.2.2.6 Make a recommendation to the annual conference regarding any request for a conference-wide financial appeal.
  - 1.2.2.7 Ensuring that the following agencies, which amenable to it, are fulfilling their responsibilities pursuant to *The Book of Discipline* and the direction of the annual conference:
    - 1.2.2.7.1 Commission on Equitable Compensation (§ 2.13, *infra*).
  - 1.2.2.8 Fulfill all other responsibilities enumerated in ¶¶ 613-618 of *The Book of Discipline*.
- 1.2.3 Membership.
  - 1.2.3.1 With voice and vote.
    - 1.2.3.1.1 Six clergy members of the annual conference.

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- 1.2.3.1.2 Seven lay people who are professing members of a local church within the annual conference.
- 1.2.3.1.3 At least one of the thirteen members enumerated *supra* shall be appointed to (in the case of a clergy person) or a member of (in the case of a lay person) a church with fewer than two hundred members.
- 1.2.3.2 *Ex officio* with voice and vote – Any member of the General Council on Finance and Administration who resides within the bounds of the annual conference.
- 1.2.3.3 *Ex officio* with voice only.
  - 1.2.3.3.1 Director of Administrative Services and Conference Treasurer.
  - 1.2.3.3.2 Resident Bishop or clergy assistant to the Bishop (at the Bishop’s discretion).
  - 1.2.3.3.3 A district superintendent chosen by the Cabinet.
  - 1.2.3.3.4 Director of Connectional Ministries.
  - 1.2.3.3.5 Director of Benefits and Human Resources.
- 1.2.3.4 Members shall be nominated by the Committee on Nominations.
- 1.2.3.5 Members shall serve four-year terms (starting at the close of the annual conference session following General Conference), renewable once, with quadrennially-staggered classes.
- 1.2.4 Organization.
  - 1.2.4.1 The council shall elect from among its voting members a president, a vice president, and a secretary.
  - 1.2.4.2 The Director of Administrative Services and Conference Treasurer shall be the council treasurer.
- 1.2.5 Relationship – The council shall relate to the General Council on Finance and Administration.
- 1.3 BOARD OF PENSION AND HEALTH BENEFITS
  - 1.3.1 Purpose – Have charge of the interests and work of providing pension benefits and health insurance coverage to the clergy and eligible lay employees of the annual conference.
  - 1.3.2 Duties.
    - 1.3.2.1 Provide retirement, disability, and death benefits for all clergy members of the annual conference, their surviving spouses, and their dependent children.

- 1.3.2.2 Work with the Clergy Retirement Security Program of the General Board of Pension and Health Benefits.
- 1.3.2.3 Provide health insurance coverage for all clergy members, full-time local pastors, and full-time lay employees of the annual conference.
- 1.3.2.4 Continuously evaluate the quality and cost of the conference health insurance plan.
- 1.3.2.5 Provide information regarding conference health insurance benefits to all persons upon request.
- 1.3.2.6 Fulfill all other responsibilities enumerated in ¶ 639 of *The Book of Discipline*.
- 1.3.3 Membership.
  - 1.3.3.1 Six clergy members of the annual conference.
  - 1.3.3.2 Six lay persons who shall be professing members of a local church within the annual conference.
  - 1.3.3.3 Members shall be nominated by the Committee on Nominations.
  - 1.3.3.4 Members shall serve one non-renewable eight-year term, in annually-staggered classes.
  - 1.3.3.5 *Ex officio* with vote:
    - 1.3.3.5.1 Any board member of Wespath Benefits and Investments residing within the bounds of the annual conference.
    - 1.3.3.5.2 A district superintendent designated by the cabinet.
    - 1.3.3.5.3 Director of Benefits and Human Resources.
    - 1.3.3.5.4 Director of Administrative Services and Conference Treasurer.
- 1.3.4 Organization.
  - 1.3.4.1 The committee shall elect from among its members the following officers:
    - 1.3.4.1.1 Chairperson.
    - 1.3.4.1.2 Vice chairperson.
    - 1.3.4.1.3 Secretary.
  - 1.3.4.2 The Director of Administrative Services and Conference Treasurer shall serve as the treasurer of the board.
  - 1.3.4.3 The executive committee of the board shall be composed of the four officers enumerated *supra*.
- 1.3.5 Relationship – The board shall relate to Wespath Benefits and Investments.

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#### 1.4 BOARD OF ORDAINED MINISTRY.

- 1.4.1 Purpose – To counsel and guide the equipping and qualification of candidates for ordained ministry and conference membership.
- 1.4.2 Duties.
  - 1.4.2.1 Assume the primary responsibility for the enlistment and recruitment of ordained clergy by working in consultation with the cabinet and the General Board of Higher Education and Ministry to study and interpret the clergy needs and resources of the annual conference.
  - 1.4.2.2 Renew a culture of call in the church by giving strategic leadership to the annual conference, local churches, and other ministry settings.
  - 1.4.2.3 Seek from schools of theology information about the personal and professional qualifies of candidates for ministry.
  - 1.4.2.4 Appoint and train clergy mentors.
  - 1.4.2.5 Examine all applicants as to their qualification and fitness for the following:
    - 1.3.2.5.1 Annual election as local pastor.
    - 1.3.2.5.2 Election to associate membership.
    - 1.3.2.5.3 Election to provisional membership.
    - 1.3.2.5.4 Election to full membership.
  - 1.4.2.6 Interview and make recommendations for applicants/those formally recommended for a change in conference relationship.
  - 1.4.2.7 Provide support services for the career development, continuing education, morale, and preparation for retirement of clergy.
  - 1.4.2.8 Provide means of evaluating the effectiveness of clergy in the annual conference.
  - 1.4.2.9 Provide continuing support and management of diaconal ministers.
  - 1.4.2.10 Administer the conference ministerial education fund.
  - 1.4.2.11 Collaborate with the director of clergy excellence in the development of bold and effective leaders.
  - 1.4.2.12 Fulfill all other responsibilities enumerated in ¶ 635 of *The Book of Discipline*.
- 1.4.3 Membership.
  - 1.4.3.1 With voice and vote.
    - 1.4.3.1.1 At least twenty-five full (*i.e.*, ordained) clergy members of the annual conference.

- 1.4.3.1.1.1 At least one of whom shall be engaged in extension ministry.
- 1.4.3.1.1.2 At least one of whom shall be age thirty-five or younger.
- 1.4.3.1.1.3 At least two-thirds of whom shall be graduates of theological schools listed by the University Senate.
- 1.4.3.1.1.4 At least one of whom shall be retired.
- 1.4.3.1.2 At least three clergy persons who are either associate members or local pastors who have completed course of study.
- 1.4.3.1.3 At least twelve lay people who are professing members of a local church within the annual conference.
- 1.4.3.2 *Ex officio* with voice and vote.
  - 1.4.3.2.1 Chairpersons of the following:
    - 1.4.3.2.1.1 Order of Elders.
    - 1.4.3.2.1.2 Order of Deacons.
    - 1.4.3.2.1.3 Fellowship of Local Pastors and Associate Members.
  - 1.4.3.2.2 A district superintendent named by the Bishop.
  - 1.4.3.2.3 Director of Clergy Excellence.
- 1.4.3.3 Members shall be nominated by the Bishop.
- 1.4.3.4 Members shall serve four-year terms (starting at the close of the annual conference session following General Conference), renewable twice, with quadrennially-staggered classes.
- 1.4.4 Organization.
  - 1.4.4.1 The board shall elect from among its members the following officers:
    - 1.4.4.1.1 Chairperson.
    - 1.4.4.1.2 Vice chairperson.
    - 1.4.4.1.3 Secretary.
    - 1.4.4.1.4 At least one registrar.
  - 1.4.4.2 The executive committee of the board shall be composed of the officers named *supra* and the following persons:
    - 1.4.4.2.1 Chairperson of the Order of Elders.
    - 1.4.4.2.2 Chairperson of the Order of Deacons.

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- 1.4.4.2.3 Chairperson of the Fellowship of Local Pastors and Associates Members.
- 1.4.4.2.4 Chairpersons of any committees established as per *infra*.
- 1.4.4.2.5 Director of clergy excellence.
- 1.4.4.2.6 A lay member of the board (who may be one of the board officers enumerated *supra*).
- 1.4.4.2 The conference relations committee of the board shall be chaired by the vice chairperson of the board and shall be composed of as many members as the board shall decide. District superintendents may not serve on the conference relations committee.
- 1.4.4.3 The board may establish further committees of itself as it may deem necessary.

#### 1.5 ADMINISTRATIVE REVIEW COMMITTEE

- 1.5.1 Purpose – To ensure that the disciplinary procedures for involuntary changes in conference relationship are followed.
- 1.5.2 Duties.
  - 1.5.2.1 Review the entire administrative process leading to the action for a change in conference relationship.
  - 1.5.2.2 Report to the clergy session on the finding of its review.
  - 1.5.2.3 Fulfill all other responsibilities enumerated in ¶ 636 of *The Book of Discipline*.
- 1.5.3 Membership.
  - 1.5.3.1 Three full clergy members of the annual conference.
  - 1.5.3.2 Two additional full clergy members of the annual conference who shall serve as alternate committee members.
  - 1.5.3.3 None of the foregoing shall be a district superintendent (or a relative thereof) or a member of the Board of Ordained Ministry (or a relative thereof).
  - 1.5.3.4 Members shall be nominated by the Bishop.
  - 1.5.3.5 Members shall serve four-year terms, renewable once.

#### 1.6 BOARD OF TRUSTEES

- 1.6.1 Purpose – Management of property owned by the annual conference.
- 1.6.2 Duties.
  - 1.6.2.1 Receive and hold in trust for the benefit of the annual conference all donations and bequests of real property



and tangible personal property made to the annual conference.

- 1.6.2.2 Maintain all conference property.
- 1.6.2.3 Sell any conference property as may be directed by the annual conference or allowed by *The Book of Discipline*.
- 1.6.2.4 In conjunction with the conference chancellor, manage any legal affairs related to any conference property.
- 1.6.2.5 The Board of Trustees shall serve as the Board of Directors of the Michigan Conference of The United Methodist Church, a Michigan ecclesiastical corporation.
- 1.6.2.5 Fulfill all other responsibilities enumerated in ¶ 2512 of *The Book of Discipline*.

1.6.3 Membership.

- 1.6.3.1 Six clergy members of the annual conference.
- 1.6.3.2 Six lay persons who are professing members of a local church within the annual conference.
- 1.6.3.3 *Ex officio* with voice, but not vote.
  - 1.6.3.3.1 Director of Administrative Services and Conference Treasurer.
  - 1.6.3.3.2 Director of connectional ministries.
- 1.6.3.4 All board members must be at least eighteen years of age.
- 1.6.3.5 All board members must fulfill any other criteria for serving on the board of directors of a corporation that the laws of the State of Michigan may require.
- 1.6.3.6 Members shall be nominated by the Committee on Nominations.
- 1.6.3.7 Except as otherwise required by law, members shall be elected to four-year terms, renewable once, with annually-staggered classes.

1.6.4 Organization.

- 1.6.4.1 Except as otherwise required by law, the board shall elect the following from among its members:
  - 1.5.4.1.1 Chairperson.
  - 1.5.4.1.2 Vice chairperson.
  - 1.5.4.1.3 Secretary.
- 1.6.4.2 Except as otherwise required by law, the Director of Administrative Services and Conference Treasurer shall serve as the board treasurer.

1.7 UNITED METHODIST WOMEN

- 1.7.1 Purpose – Encourage and support spiritual growth, missionary outreach, and Christian social action.

- 1.7.2 Duties.
  - 1.7.2.1 Work with the district and local units of United Methodist Women in developing programs to meet the needs and interests of women and the concerns and responsibilities of the global church.
  - 1.7.2.2 Promote the plans and responsibilities of the national office of United Methodist Women.
  - 1.7.2.3 Fulfill all other responsibilities enumerated in ¶ 647 of *The Book of Discipline*.
- 1.7.3 Membership.
  - 1.7.3.1 The membership shall be composed of all of the members of the local United Methodist Women units existing within the bounds of the conference.
  - 1.7.3.2 *Ex officio* with vote
    - 1.7.3.2.1 Resident bishop.
    - 1.7.3.2.2 Members of the board of directors of the national office of United Methodist Women residing within the bounds of the conference.
    - 1.7.3.2.3 Members of the United Methodist Women Program Advisory Group residing within the bounds of the conference.
    - 1.7.3.2.4 Members of the North Central Jurisdiction United Methodist Women leadership team residing within the bounds of the conference.
- 1.7.4 Organization – The United Methodist Women shall elect from among its members the following positions:
  - 1.7.4.1 President.
  - 1.7.4.2 Treasurer.
  - 1.7.4.3 Secretary.
  - 1.7.4.4 A committee on nominations whose membership shall be determined by the membership of the United Methodist Women.
  - 1.7.4.5 Any other committees that the membership may create.
- 1.7.5 Relationship – The conference United Methodist Women shall relate to the national organization of United Methodist Women.
- 1.8. UNITED METHODIST MEN
  - 1.8.1 Purpose – A creative, supportive fellowship of men who seek to know God and Jesus Christ that meets the inspirational needs of men in evangelism, mission, and spiritual discipline.

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- 1.8.2 Duties.
- 1.8.2.1 Promote the objectives and responsibilities of the General Commission on United Methodist Men.
  - 1.8.2.2 Establish, support, and maintain local church units of United Methodist Men.
  - 1.8.2.3 Empower personal witness and evangelism in men.
  - 1.8.2.4 Encourage the involvement of men in mission.
  - 1.8.2.5 Promote the scouting movement and other youth organizations recognized by the General Commission on United Methodist Men.
  - 1.8.2.6 Fulfill all other responsibilities enumerated in ¶ 648 of *The Book of Discipline*.
- 1.8.3 Membership.
- 1.8.3.1 The membership of the United Methodist Men shall be made up of all men who are professing members of local churches within the bounds of the annual conference.
  - 1.8.3.2 *Ex officio* members.
    - 1.8.3.2.1 Members of the North Central Jurisdiction United Methodist Men residing within the bounds of the conference.
    - 1.8.3.2.2 Members of the General Commission on United Methodist Men residing within the bounds of the annual conference.
    - 1.8.3.2.3 Conference lay leader (or designated representative).
    - 1.8.3.2.4 Resident bishop.
- 1.8.4 Organization.
- 1.8.4.1 The organization shall elect the following officers from among its members:
    - 1.8.4.1.1 President.
    - 1.8.4.1.2 Vice-president.
    - 1.8.4.1.3 Secretary.
    - 1.8.4.1.4 Treasurer.
  - 1.8.4.2 The resident bishop shall serve as the honorary president.
  - 1.8.4.3 The organization may elect additional officers and committees as its members may direct.
- 1.8.5 Relationship – The conference United Methodist Men shall relate to the General Commission on United Methodist Men.

1.9 COMMITTEE ON INVESTIGATION.

1.9.1 Purpose – Consideration of judicial complaints against clergy members of the annual conference, clergy on location within the bounds of the annual conference, local pastors, and diaconal ministers.

1.9.2 Duties.

1.9.2.1 Conduct an investigation into the allegations made in a judicial complaint made against any of the persons enumerated *supra*.

1.9.2.2 Issue a bill of charges and specifications against the respondent to a judicial complaint upon a finding of reasonable grounds.

1.9.2.3 Fulfill all other responsibilities enumerated in ¶¶ 2703-2706 of *The Book of Discipline*.

1.9.3 Membership.

1.9.3.1 Four ordained clergy members of the annual conference.

1.9.3.2 Three lay people who are professing members of a local church within the annual conference.

1.9.3.3 Three ordained clergy members of the annual conference shall serve as alternate members.

1.9.3.4 Six lay people – three of whom, if possible, shall be diaconal ministers – who are professing members of a local church within the annual conference shall serve as alternate members.

1.9.3.5 Members shall be nominated by the resident bishop.

1.9.3.6 Members shall serve a one-quadrennium term.

1.9.3.7 Members of the following entities and their immediate family members shall be ineligible for membership of the committee:

1.9.3.7.1 Cabinet.

1.9.3.7.2 Board of Ordained Ministry.

1.9.4 Organization.

1.9.4.1 The committee shall elect a chairperson from among its membership.

1.9.4.2 Seven members (or alternate members seated as members) shall constitute a quorum.

1.9.4.3 For the investigation of complaints against a diaconal minister, two alternate lay members shall be seated (bringing the total of lay members to five).

1.10 COMMITTEE ON NOMINATIONS

1.10.1 Purpose – Preparation and presentation to the annual conference a slate of nominees for the conference agencies, giving careful consideration to racial/ethnic, geographic, demographic, and gender balance.

1.10.2 Duties.

1.10.2.1 Preparation of a slate of nominees for presentation to the annual conference. The committee shall have the duty, whenever necessary, to assign nominees to specific classes within an agency.

1.10.2.2 Assist other agencies with the following:

1.10.2.2.1 Identifying the skill sets and perspectives needed to perform the agency’s work.

1.10.2.2.2 Auditing the skill sets of current and prospective members.

1.10.2.3 Except as otherwise provided by *The Book of Discipline*, filling agency vacancies that occur between sessions of the annual conference.

1.10.2.4 By a three-fourths vote, the committee may remove from office any member of an agency for whose nominations it is responsible should that member fail to perform the duties required.

1.10.3 Membership.

1.10.3.1 Two persons nominated by the annual conference session.

1.10.3.2 Ten persons nominated by the Conference Leadership Council.

1.10.3.3 *Ex officio* with vote:

1.10.3.2.1 A district superintendent designated by the cabinet.

1.10.3.2.2 Director of Connectional Ministries

1.10.3.2.3 Conference lay leader (or designated representative).

1.10.3.2.4 Chairperson (or representative) of the Committee on the Rules and the Order of Business.

1.10.3.2.5 Secretary of the annual conference.

1.10.3.4 Members shall serve four-year terms, renewable once, staggered annually.

1.10.4 Organization – The committee shall elect the following officers from among its members:

1.10.4.1 Chairperson.

1.10.4.2 Vice chairperson.

1.10.4.3 Secretary.

## 1.11 COMMITTEE ON THE RULES AND ORDER OF BUSINESS

### 1.11.1 Purpose.

- 1.11.1.1 In consultation with the Conference Leadership Council, maintain the efficient functionality and disciplinary compliance of the annual conference plan of organization.
- 1.11.1.2 Facilitate the business sessions of the annual conference.

### 1.11.2 Duties.

- 1.11.2.1 Initiate and propose revisions of the rules of order (§ 5, *infra*) as appropriate.
- 1.11.2.2 Consult with the Commission on the Annual Conference Session to ensure the efficient and orderly flow of the legislative process in preparation for and at the annual conference session.
- 1.11.2.3 Coordinate the daily schedule of the annual conference business sessions.
- 1.11.2.4 Receive new business in accordance with the rules of order (§ 5, *infra*) and assign to legislative committees as appropriate.

- 1.11.2.5 Assign and train legislative committee chairs and recorders.

### 1.11.3 Membership.

- 1.11.3.1 Eight voting members who shall be either clergy members of the annual conference or lay people who are members of a local church within the annual conference.

#### 1.11.3.2 *Ex officio* with vote:

- 1.11.3.2.1 Annual conference facilitator.
- 1.11.3.2.2 A district superintendent designated by the cabinet.
- 1.11.3.2.3 Director of Connectional Ministries.
- 1.11.3.2.4 Annual conference secretary.
- 1.11.3.2.5 Conference parliamentarian (if one is appointed).

- 1.11.3.3 Members shall be nominated by the Committee on Nominations.

- 1.11.3.4 Members shall serve four-year terms, renewable twice, in annually-staggered classes.

### 1.11.4 Organization.

- 1.11.4.1 The committee shall elect from among its members the following officers:

- 1.11.4.1.1 Chairperson.
- 1.11.4.1.2 Vice-chairperson.

- 1.11.4.1.3 Secretary.
- 1.11.4.2 The committee shall elect from among its members a coordinator of legislative process, who shall have the following duties:
  - 1.11.4.2.1 Maintain and revise (as necessary) the schedule of legislative process for the annual conference session.
  - 1.11.4.2.2 Manage the flow of the legislative work of the annual conference session.

## 1.12 COMMISSION ON THE ANNUAL CONFERENCE SESSION

1.12.1 Purpose – Arrange and manage the programming for the annual conference session.

### 1.12.2 Duties.

- 1.12.2.1 Plan, coordinate, and implement the worship and program content of the annual conference session.
- 1.12.2.2 Appoint the following for the annual conference session:
  - 1.12.2.2.1 Worship planning task force.
  - 1.12.2.2.2 Head usher.
  - 1.12.2.2.3 Annual conference facilitator.
  - 1.12.2.2.4 Any other people or task forces as the commission may deem necessary.
- 1.12.2.3 Manage the order and flow of the entire annual conference session, including business/plenary sessions, for all matters except legislative process.
- 1.12.2.4 Ensuring that the Committee on the Journal (§ 2.8, *infra*), which is amenable to it, is fulfilling its responsibilities pursuant to *The Book of Discipline* and the Plan of Organization and direction of the annual conference.

### 1.12.3 Membership.

- 1.12.3.1 Eight voting members who shall be either clergy members of the annual conference or lay people who are members of a local church within the annual conference.
- 1.12.3.2 *Ex officio* with vote:
  - 1.12.3.2.1 Resident bishop (or representative).
  - 1.12.3.2.2 Host pastor.
  - 1.12.3.2.3 Conference lay leader (or representative).
  - 1.12.3.2.4 Conference secretary.
  - 1.12.3.2.5 Chair of the Committee on the Rules and Order of Business.

- 1.12.3.2.6 Director of Connectional Ministries
- 1.12.3.2.7 A district superintendent designated by the cabinet.
- 1.12.3.2.8 Director of Communications.
- 1.12.3.2.9 Coordinator of legislative process.
- 1.12.3.2.10 Annual conference facilitator.

1.12.4 Organization.

- 1.12.4.1 The committee shall elect from among its membership the following officers:
  - 1.12.4.1.1 Chairperson.
  - 1.12.4.1.2 Vice chairperson.
- 1.12.4.2 The conference secretary shall serve as the secretary of the commission.
- 1.12.4.3 Members shall be nominated by the Committee on Nominations.
- 1.12.4.4 Members shall serve four-year terms, renewable twice, in annually-staggered classes.

§ 2 AGENCIES AMENABLE TO OTHER AGENCIES.

2.1 BOARD OF LAITY

- 2.1.1 Purpose.
  - 2.1.1.1 Foster an awareness of the role of laity in the church.
  - 2.1.1.2 Develop and promote stewardship within the annual conference.
  - 2.1.1.3 Provide for the training of lay members of the annual conference.
  - 2.1.1.4 Provide support and direction for the ministry of the laity at all levels of the church.
  - 2.1.1.5 Provide organization and support for the development of local church leaders.
- 2.1.2 Duties.
  - 2.1.2.1 Develop and promote programs to cultivate the further understanding of the theological and biblical basis for the ministry of the laity.
  - 2.1.2.2 Give direction and guidance to lay programs within the conference.
  - 2.1.2.3 Give support and direction to the conference for local church leadership development.



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- 2.1.2.4 Advocate for the needs of lay people within all levels of the church.
- 2.1.2.5 Organize a conference committee on lay servant ministries in accordance with ¶¶ 266-268 of *The Book of Discipline*.
- 2.1.2.6 Fulfill all other responsibilities enumerated in ¶ 631 of *The Book of Discipline*.
- 2.1.3 Membership.
  - 2.1.3.1 Conference lay leader.
  - 2.1.3.2 Conference associate lay leader.
  - 2.1.3.3 The district lay leaders.
  - 2.1.3.4 The associate district lay leaders.
  - 2.1.3.5 Conference director of lay servant ministries.
  - 2.1.3.6 President of the United Methodist Men (or representative).
  - 2.1.3.7 President of the United Methodist Women (or representative).
  - 2.1.3.8 Convener of the division of young adult ministry of the Board of Young People’s Ministries.
  - 2.1.3.9 Convener of the division of youth ministry of the Board of Young People’s Ministries.
  - 2.1.3.10 Conference scouting coordinator.
  - 2.1.3.11 Director of connectional ministries.
  - 2.1.3.10 A district superintendent designated by the cabinet.
- 2.1.4 Organization.
  - 2.1.4.1 The conference lay leader shall be the chairperson of the board.
  - 2.1.4.2 The conference associate lay leader shall be the vice chairperson of the board.
- 2.1.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

**2.2 COMMITTEE ON THE EPISCOPACY**

- 2.2.1 Purpose – Provide personal support and counsel to the resident bishop.
- 2.2.2 Duties.
  - 2.2.2.1 Support the resident bishop in the oversight of the spiritual and temporal affairs of the church, with special reference to areas in which the bishop has presidential responsibility.
  - 2.2.2.2 Be available to provide counsel to the resident bishop.
  - 2.2.2.3 Make determinations and appropriate recommendations concerning the episcopal needs of the conference.

- 2.2.2.4 Advise the bishop as to conditions within the annual conference.
- 2.2.2.5 Interpret the nature and function of the episcopal office to the annual conference.
- 2.2.2.6 Engage in annual consultation and appraisal concerning the balance of the resident bishop’s relationship to and responsibilities within the annual conference and its agencies.
- 2.2.2.7 Report the annual conference’s needs concerning episcopal leadership to the jurisdictional committee on the episcopacy via the committee’s representatives thereto. The committee’s representatives to the jurisdictional committee on the episcopacy shall ensure that this report includes profiles of the annual conference’s assets, limits, and strengths, and that it shall be used when the jurisdictional committee assigns bishops to episcopal areas.
- 2.2.2.8 Ensuring that the Committee on the Episcopal Residence (§ 2.3, *infra*), which is amenable to it, is fulfilling its responsibilities pursuant to *The Book of Discipline* and the Plan of Organization and direction and of the annual conference.
- 2.2.2.9 Fulfill all other responsibilities enumerated in ¶ 637 of *The Book of Discipline*.
- 2.2.3 Membership.
  - 2.2.3.1 Members nominated by the Committee on Nominations.
    - 2.2.3.1.1 Six clergy members of the conference.
    - 2.2.3.1.2 Six lay persons who shall be professing members of a local church within the conference, one of whom shall be the conference lay leader.
  - 2.2.3.2 Three members appointed by the resident bishop who, if laity, shall be professing members of a local church within the conference and, if clergy, shall be members of the annual conference.
  - 2.2.3.3 Members of the jurisdictional committee on the episcopacy who reside within the bounds of the conference shall be *ex officio* members with vote.
  - 2.2.3.4 No staff person of the annual conference or any agency thereof, nor an immediate family member of such staff person shall serve as a member of the committee, except that this prohibition shall not apply to the conference lay

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leader nor to members of the jurisdictional committee on the episcopacy residing within the bounds of the conference.

2.2.3.5 Members shall serve four-year terms, renewable once, in annually-staggered classes.

2.2.3 Organization – The committee shall elect from among its members the following officers:

2.2.3.1 Chairperson.

2.2.3.2 Vice chairperson.

2.2.3.3 Secretary.

2.2.4 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

### 2.3 EPISCOPAL RESIDENCE COMMITTEE

2.3.1 Purpose – Give oversight in matters of upkeep, maintenance, improvements, and insurance for the episcopal residence.

2.3.2 Duties.

2.3.2.1 Make recommendations regarding the purchase or sale of an episcopal residence.

2.3.2.2 Prepare a proposed annual budget for the cost of providing the episcopal residence.

2.3.2.3 Supervise the expenditure of funds related to the maintenance and upkeep of the episcopal residence.

2.3.2.4 Fulfill all other responsibilities enumerated in ¶ 638 of *The Book of Discipline*.

2.3.3 Membership.

2.3.3.1 Chairperson of the Committee on the Episcopacy (or representative).

2.3.3.2 President of the Council on Finance and Administration (or representative).

2.3.3.3 Chairperson of the Board of Trustees (or representative).

2.3.3.4 Others may be co-opted, with voice but without vote, as needed.

2.3.4 Amenability – The committee shall be amenable to the Committee on the Episcopacy (§ 2.2, *supra*).

### 2.4 COMMISSION ON ARCHIVES AND HISTORY

2.4.1 Purpose – Collect and preserve the records and historical data of the annual conference.

2.4.2 Duties.

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- 2.4.2.1 Maintain a fire-safe historical and archival depository for the records and items of historical nature of the annual conference.
- 2.4.2.2 Liaise with shrines, landmarks, and historical sites related to the annual conference and its churches and ministries.
- 2.4.2.3 Work with the Commission on the Annual Conference Session in the planning of historical observances at the annual conference session.
- 2.4.2.4 Encourage and assist local churches in the preservation and compilation of records and history.
- 2.4.2.5 Fulfill all other responsibilities enumerated in ¶ 641 of *The Book of Discipline*.

2.4.3 Membership.

- 2.4.3.1 Four clergy members of the annual conference.
- 2.4.3.2 Four lay persons who shall be professing members of a church within the annual conference.
- 2.4.3.3 Members shall be nominated by the Committee on Nominations.
- 2.4.3.4 Members shall serve four-year terms, renewable once, in annually-staggered classes.
- 2.4.3.5 Any member of the General Commission on Archives and History shall serve as an *ex officio* member with voice and vote.

2.4.4 Organization – The commission shall elect from among its members the following officers:

- 2.4.4.1 Chairperson.
- 2.4.4.2 Vice chairperson.
- 2.4.4.3 Secretary.
- 2.4.4.4 Treasurer.

2.4.5 Amenability – The commission shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

2.4.6 Relationship – The board shall relate to the General Commission on Archives and History.

2.5 COMMISSION ON COMMUNICATIONS

2.5.1 Purpose – Assist the conference director of communications in communicating (via various forms of media) news and information about the annual conference and its ministries to the local churches of the conference and to the wider world.

2.5.2 Duties.

- 2.5.2.1 As determined by the conference director of communications.

- 2.5.2.2 Fulfill all other responsibilities enumerated in ¶ 650 of *The Book of Discipline*.
- 2.5.3 Membership.
- 2.5.3.1 Four persons who shall be clergy members or local pastors of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
- 2.5.3.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
- 2.5.3.3 *Ex officio* with vote.
- 2.5.3.3.1 Conference Director of Communications.
- 2.5.3.3.2 Bishop or clergy assistant to the Bishop (at the Bishop’s discretion).
- 2.5.3.3.3 Director of Connectional Ministries.
- 2.5.3.3.4 Conference lay leader.
- 2.5.3.3.5 Any board member of United Methodist Communications residing within the bounds of the annual conference.
- 2.5.3.4 *Ex officio* with voice, but no vote.
- 2.5.3.4.1 Senior editor of conference communications.
- 2.5.3.4.2 I.T. data manager (or representative).
- 2.5.3.5 Members shall be nominated by the Committee on Nominations, in consultation with the director of communications.
- 2.5.4 Organization – The Conference Director of Communications shall chair the commission.
- 2.5.5 Amenability – The commission shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).
- 2.5.6 Relationship – The board shall relate to United Methodist Communications.
- 2.6 BOARD OF YOUNG PEOPLE’S MINISTRIES
- 2.6.1 Purpose.
- 2.6.1.1 Strengthen youth ministry in the local churches of the annual conference.
- 2.6.1.2 Strengthen young adult ministry in the local churches of the annual conference.
- 2.6.1.3 Interpret and promote United Methodist ministries in higher education.
- 2.6.2 Duties.
- 2.6.2.1 Division of youth ministry.

- 2.6.2.1.1 Initiate and support plans, activities, and projects that are of particular interest to youth.
- 2.6.2.1.2 Support and facilitate the formation of youth caucuses.
- 2.6.2.1.3 Recommend to the Committee on Nominations qualified youth for conference agency membership.
- 2.6.2.1.4 Elect representatives to jurisdictional youth events.
- 2.6.2.1.5 Assist graduating youth entering college with transition to campus ministries.
- 2.6.2.1.6 Set policy and give direction for the conference Youth Service Fund.
- 2.6.2.1.7 Recommend to the General and Jurisdictional Conference delegation qualified youth for general and jurisdictional agency membership.
- 2.6.2.1.8 Facilitate an Adult Workers network for designing training for workers with youth ministries in local churches.
- 2.6.2.1.9 Fulfill all other responsibilities enumerated in ¶ 649 of *The Book of Discipline*.
- 2.6.2.2 Division of young adult ministry.
  - 2.6.2.2.1 Initiate and support plans, activities, and projects that are of particular interest to young adults.
  - 2.6.2.2.2 Support and facilitate the formation of young adult caucuses.
  - 2.6.2.2.3 Recommend to the Committee on Nominations qualified young adults for conference agency membership.
  - 2.6.2.2.4 Assist graduating college students with transition to adult congregational life.
  - 2.6.2.2.5 Recommend to the General and Jurisdictional Conference delegation qualified young adults for general and jurisdictional agency membership.

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- 2.6.2.2.6 Fulfill all other responsibilities enumerated in ¶ 650 of *The Book of Discipline*.
- 2.6.2.3 Division of higher education and campus ministry.
  - 2.6.2.3.1 Make recommendations concerning annual conference policies in the area of higher education.
  - 2.6.2.3.2 Train and provide resources for the local churches of the annual conference in the areas of higher education and campus ministry.
  - 2.6.2.3.3 Evaluate schools, colleges, universities, and campus ministries related to the annual conference, with concern for the quality of their performance, the integrity of their mission, and their response to the missional goals of the annual conference.
  - 2.6.2.3.4 Advocate for the financial needs of conference-related schools, colleges, universities, and campus ministries.
  - 2.6.2.3.5 Monitor the annual conference’s fiduciary and legal relationships with United Methodist-related schools, colleges, universities, and campus ministries.
  - 2.6.2.3.6 Assist colleges and universities affiliated with the annual conference in raising funds and attracting students.
  - 2.6.2.3.7 Encourage participation in campus ministries.
  - 2.6.2.3.8 Provide resources and training for campus ministries.
  - 2.6.2.3.9 Fulfill all other responsibilities enumerated in ¶ 634 of *The Book of Discipline*.
- 2.6.3 Membership.
  - 2.6.3.1 Division of youth ministry.
    - 2.6.3.1.1 Two clergy persons appointed in the annual conference, who shall serve four-year terms, renewable once, in biennially-staggered classes.
    - 2.6.3.1.2 Two adult (*i.e.*, age 18 or older) laypersons who shall be professing members of a local church within the annual conference, who

- shall serve four-year terms, renewable once, in biennially-staggered classes.
- 2.6.3.1.3 Ten youth (age 13-17), who shall be professing members of a local church within the annual conference, who shall serve one-year terms, renewable as long as they are under age 18 at the start of a new term.
  - 2.6.3.1.4 Members shall be nominated by the Committee on Nominations.
- 2.6.3.2 Division of young adult ministry.
- 2.6.3.2.1 Two young adult (age 18-30) clergy persons of the annual conference who shall be nominated by the committee on nominations.
  - 2.6.3.2.2 Four young adults (age 18-30) who shall be nominated by the district council on ministry (or equivalent structure), and who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
  - 2.6.3.2.3 Members shall serve one-year terms, renewable as long as they are age 30 or under at the start of the new term.
- 2.6.3.3 Division of higher education and campus ministry.
- 2.6.3.3.1 Six people who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
  - 2.6.3.3.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
  - 2.6.3.3.3 Members shall be nominated by the Committee on Nominations.
  - 2.6.3.3.4 *Ex officio* with vote – any member of the General Board of Higher Education and Ministry residing within the bounds of the annual conference.
- 2.6.4 Organization.
- 2.6.4.1 The board shall be organized in three division as enumerated *supra*.



- 2.6.4.2 Each division shall elect from among its members a convener.
- 2.6.4.3 One of the conveners shall serve as vice chairperson of the board. The conveners shall decide amongst themselves who this shall be.
- 2.6.4.4 In addition to the members enumerated *supra*, an additional person, nominated by the Committee on Nominations, shall serve as the chairperson of the board. This chairperson shall be a member of the annual conference (if clergy) or a profession member of a local church within the annual conference (if laity).
- 2.6.4.5 *Ex officio* with voice, but no vote – A representative of [the Board of Christian Camping].
- 2.6.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).
- 2.6.6 Relationship – The board shall relate to the General Board of Higher Education and Ministry.

## 2.7 COMMITTEE ON THE JOURNAL

- 2.7.1 Purpose – Compile and cause to be published the journal of the annual conference.
- 2.7.2 Duties.
  - 2.7.2.1 Review the format and content of the conference journal, ensuring compliance with *The Book of Discipline*.
  - 2.7.2.2 Prepare a report for inclusion in the conference journal reviewing that legislation that requires follow-up or implementation by the conference or any agency thereof.
  - 2.7.2.3 Cause the conference journal to be printed and distributed to all members (clergy and lay) of the annual conference and all local churches of the annual conference.
- 2.7.3 Membership.
  - 2.7.3.1 Four people who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
  - 2.7.3.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
  - 2.7.3.3 Members shall be nominated by the Committee on Nominations.
  - 2.7.3.4 *Ex officio* with vote:
    - 2.7.3.4.1 Conference secretary.
    - 2.7.3.4.2 Conference director of communications.

- 2.7.4 Organization.
  - 2.7.4.1 The conference secretary shall serve as chairperson and secretary.
  - 2.7.4.2 The committee shall elect from among its members a vice chairperson.
- 2.7.5 Amenability – The committee shall be amenable to the Commission on the Annual Conference Session (§ 1.11, *supra*).

2.8 COMMITTEE ON HUMAN RESOURCES.

- 2.8.1 Purpose – Provide adequate program and support staff to carry out the purposes, goals, and responsibilities of the annual conference.
- 2.8.2 Duties.
  - 2.8.2.1 Consult and collaborate with director level staff and the appointive cabinet (as needed) on the hiring, evaluation, support, training, and termination of non-exempt and exempt staff.
  - 2.8.2.2 Guide the annual evaluation of director level staff.
  - 2.8.2.3 Oversee the implementation of conference human resources policies and procedures handbook.
  - 2.8.2.4 Oversee the editing and maintenance of the conference employee handbook.
- 2.8.3 Membership.
  - 2.8.3.1 Eight people who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
  - 2.8.3.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
  - 2.8.3.3 Members shall be nominated by the Committee on Nominations.
  - 2.8.3.4 *Ex officio* with vote:
    - 2.8.3.4.1 Bishop or clergy assistant to the Bishop (at the Bishop’s discretion).
    - 2.8.3.4.2 Director of Connectional Ministries.
    - 2.8.3.4.3 Director of Benefits and Human Resources.
    - 2.8.3.4.4 Director of Administrative Services and Conference Treasurer.
    - 2.8.3.4.5 A district superintendent chosen by the cabinet.
- 2.8.4 Organization.
  - 2.8.4.1 A chairperson chosen by the Committee on Nominations from among the members.

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- 2.8.4.2 A vice-chairperson chosen by the Committee on Human Resources from among its membership.
- 2.8.4.3 A secretary chosen by the Committee on Human Resources from among its membership.
- 2.8.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

## 2.9 COMMITTEE ON THE CONFERENCE PROTECTION POLICY

- 2.9.1 Purpose – Train and certify those who will work with children, youth, or vulnerable adults at conference events.
- 2.9.2 Duties.
  - 2.9.2.1 Propose changes to the conference protection policy (§ 7, *infra*) as needed.
  - 2.9.2.2 In accordance with the policies and procedures of the conference protection policy (§ 7, *infra*), train and certify volunteers to work with children, youth, and vulnerable adults at conference events.
  - 2.9.2.3 In accordance with the policies and procedures of the conference protection policy (§ 7, *infra*), train volunteer certification trainers.
  - 2.9.2.4 In accordance with the policies and procedures of the conference protection policy (§ 7, *infra*), process and certify (or decline, as appropriate) applications for protection policy certification.
- 2.9.3 Membership.
  - 2.9.3.1 Eight adults (at least 18 years of age) who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
  - 2.9.3.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
  - 2.9.3.3 Members shall be nominated by the Committee on Nominations.
- 2.9.4 Organization – The committee shall elect the following officers from among its members:
  - 2.9.4.1 Chairperson.
  - 2.9.4.2 Vice chairperson.
- 2.9.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

## 2.10 BOARD OF JUSTICE

- 2.10.1 Purpose.

- 2.10.1.1 Relate the gospel to the world by showing that the reconciliation of humans to God effected through Jesus Christ involves personal, social, and civic righteousness.
- 2.10.1.2 Challenge and equip the agencies of the annual conference to a full and equal participation of racial and ethnic constituencies in the total life and mission of the church.
- 2.10.1.3 Challenge the annual conference and its local churches and agencies to a continuing commitment to the full and equal responsibility and participation of women in the total life and mission of the church.
- 2.10.1.4 Advocate for the role of persons with disabilities in ministry and the leadership of the annual conference.
- 2.10.2 Duties.
  - 2.10.2.1 Division of church and society.
    - 2.10.2.1.1 Implement the Social Principles and the annual conference’s policy statements on social issues within the annual conference.
    - 2.10.2.1.2 Provide forthright witness and action on issues of human well-being, justice, peace, and the integrity of creation.
    - 2.10.2.1.3 Develop, promote, and distribute resources to inform, motivate, train, and organize people toward issues of social justice.
    - 2.10.2.1.4 Fulfill all other responsibilities enumerated in ¶ 629 of *The Book of Discipline*.
  - 2.10.2.2 Division on religion and race.
    - 2.10.2.2.1 Review and make appropriate recommendations for racial and ethnic inclusiveness and equity within the annual conference staff and on all annual conference agencies.
    - 2.10.2.2.2 Consult with the Board of Ordained Ministry and the cabinet to ensure racial/ethnic inclusion and equity in the recruitment, credentialing, and itineracy processes of the annual conference.
    - 2.10.2.2.3 Consult with local churches of the annual conference whose neighborhoods are experiencing changing racial/ethnic demographics.

- 2.10.2.2.4 Support and provide programs of education in areas of cultural competency and racial justice and reconciliation.
- 2.10.2.2.5 Partner with appropriate agencies and entities to assist in the resolution of complaints of racial/ethnic discrimination made by clergy or laity.
- 2.10.2.2.6 Fulfill all other responsibilities enumerated in ¶ 643 of *The Book of Discipline*.
- 2.10.2.3 Division on the status and role of women.
  - 2.10.2.3.1 Be informed about the status and role of all women in the total life of the annual conference.
  - 2.10.2.3.2 Assist the resident bishop and cabinet in focusing on issues related to women such as sexual harassment.
  - 2.10.2.3.3 Fulfill all other responsibilities enumerated in ¶ 644 of *The Book of Discipline*.
- 2.10.2.4 Division on disability concerns.
  - 2.10.2.4.1 Develop programs that meet the needs of persons with disabilities.
  - 2.10.2.4.2 Assist the resident bishop and cabinet in focusing on issues important to persons with disabilities.
  - 2.10.2.4.3 Provide resources to local churches seeking to develop ministries that are attitudinally an architecturally accessible.
  - 2.10.2.4.4 Fulfill all other responsibilities enumerated in ¶ 653 of *The Book of Discipline*.
- 2.10.3 Membership.
  - 2.10.3.1 Division of church and society.
    - 2.10.3.1.1 Four people who shall members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
    - 2.10.3.1.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
    - 2.10.3.1.3 Members shall be nominated by the Committee on Nominations.
    - 2.10.3.1.4 *Ex officio* with vote:

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- 2.10.3.1.4.1 The mission coordinator of the conference United Methodist Women.
- 2.10.3.1.4.2 Any member of the General Board of Church and Society residing within the bounds of the annual conference.
- 2.10.3.1.4.3 The conference peace with justice coordinator, who shall be named by the division of church and society and shall serve at the division's pleasure for up to eight years.

2.10.3.2 Division on religion and race.

- 2.10.3.2.1 Two clergy members of the annual conference.
- 2.10.3.2.2 Two laymen who shall be professing members of a local church within the annual conference.
- 2.10.3.2.3 Two lay women who shall be professing members of a local church within the annual conference.
- 2.10.3.2.4 Members shall serve four-year terms, renewable once, in annually-staggered classes.
- 2.10.3.2.5 Members shall be nominated by the Committee on Nominations.
- 2.10.3.2.6 *Ex officio* with vote – Any member of the General Commission on Religion and Race residing within the bounds of the annual conference.

2.10.3.3 Division on the status and role of women.

- 2.10.3.3.1 Two clergy women who shall be members of the annual conference.
- 2.10.3.3.2 A clergyman who shall be a member of the annual conference.
- 2.10.3.3.3 Three laymen who shall be professing members of a local church within the annual conference.

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- 2.10.3.3.4 Three lay women who shall be professing members of a local church within the annual conference.
- 2.10.3.3.5 Members shall serve four-year terms, renewable once, in annually-staggered classes.
- 2.10.3.3.6 Members shall be nominated by the Committee on Nominations.
- 2.10.3.3.7 *Ex officio* with vote – Any member of the General Commission on the Status and Role of Women residing within the bounds of the annual conference.

2.10.3.4 Division on disability concerns.

- 2.10.3.4.1 Four people who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
- 2.10.3.4.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
- 2.10.3.4.3 Members shall be nominated by the Committee on Nominations.
- 2.10.3.4.4 At least one member of the division shall have a physical disability.
- 2.10.3.4.5 At least one member of the division shall have a mental disability.

2.10.4 Organization.

- 2.10.4.1 The board shall be organized in four divisions as enumerated *supra*.
- 2.10.4.2 Each division shall elect from among its members a convener.
  - 2.10.4.2.1 The convener of the division on the status and role of women shall be a woman.
  - 2.10.4.2.2 One of the conveners shall serve as vice chairperson of the board. The conveners shall decide amongst themselves who this shall be.
- 2.10.4.3 In addition to the members enumerated *supra*, an additional person, nominated by the Committee on Nominations, shall serve as the chairperson of the board. This chairperson shall be a member of the annual

conference (if clergy) or a professing member of a local church within the annual conference (if laity).

2.10.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

2.10.6 Relationship – The board shall relate to the following general agencies:

2.10.6.1 General Board of Church and Society.

2.10.6.2 General Commission on Religion and Race.

2.10.6.3 General Commission on the Status and Role of Women.

## 2.11 BOARD OF CONGREGATIONAL LIFE

2.11.1 Purpose.

2.11.1.1 Lead and assist the local churches of the annual conference in their efforts to communicate and celebrate the redeeming love of God as revealed in Jesus Christ and to invite persons into discipleship through this love.

2.11.1.2 Inform the conference and its agencies of the needs and opportunities of small membership churches.

2.11.1.3 Interpret and advocate for the unity of the Christian church, while encouraging dialog and cooperate with persons of other religions, starting at the local church level.

2.11.1.4 Promote and interpret ethnic local church concerns to the annual conference.

2.11.1.5 Collaborate with the director of congregational vibrancy in overseeing any staff and processes related to the development of vital congregations and new church development.

2.11.2 Duties.

2.11.2.1 Division of Congregational Vibrancy.

2.11.2.1.1 Develop a unified and comprehensive program for leadership training to serve all age groups in the home, church, and community. (New Church Development/ Congregational Transformation/ Discipleship Ministries)

2.11.2.1.2 Develop and promote a comprehensive program of Christian education for all ages.

2.11.2.1.3 Provide training for local church confirmation leaders.



- 2.11.2.1.4 Plan and promote an effective, comprehensive ministry of evangelism for persons of all ages.
- 2.11.2.1.5 Promote the use of *The United Methodist Hymnal* and *The United Methodist Book of Worship* in all local churches of the conference.
- 2.11.2.1.6 Promote seminars and training events in the area of worship, including music and other arts.
- 2.11.2.1.7 Plan and promote a comprehensive program of stewardship for all age groups.
- 2.11.2.1.8 Develop programming for the local church regarding ecology and the environment.
- 2.11.2.1.9 Promote and provide training regarding spiritual formation and devotional life for persons of all ages.
- 2.11.2.1.10 Fulfill all other responsibilities enumerated in ¶ 630 of *The Book of Discipline*.
- 2.11.2.2 Division on the small-membership church.
- 2.11.2.2.1 Assist the Committee on Nominations in ensuring that laity and clergy from small-membership churches are included in the decision-making agencies of the annual conference.
- 2.11.2.2.2 Assist the resident bishop and cabinet in focusing on issues related to small-membership churches.
- 2.11.2.2.3 Fulfill all other responsibilities enumerated in ¶ 645 of *The Book of Discipline*.
- 2.11.2.3 Division on Christian unity and interreligious relationships.
- 2.11.2.3.1 Recommend to the annual conference goals, objectives, and strategies for the development of ecumenical relationships.
- 2.11.2.3.2 Encourage participation by the local churches of the annual conference in ecumenical ministries and missions.
- 2.11.2.3.3 Fulfill all other responsibilities enumerated in ¶ 642 of *The Book of Discipline*.
- 2.11.3 Membership.
- 2.11.3.1 Division of Congregational Vibrancy.

- 2.11.3.1.1 Four people who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
- 2.11.3.1.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
- 2.11.3.1.3 Members shall be nominated by the Committee on Nominations.
- 2.11.3.1.4 *Ex officio* with vote – any member of Discipleship Ministries residing within the bounds of the annual conference.
- 2.11.3.2 Division on the small-membership church.
  - 2.11.3.2.1 Four people who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
  - 2.11.3.2.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
  - 2.11.3.2.3 Members shall be nominated by the Committee on Nominations.
- 2.11.3.3 Division of Christian unity and interreligious relationships.
  - 2.11.3.3.1 Six persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity), one of whom shall serve as the district coordinator for Christian unity and interreligious relationships.
  - 2.11.3.3.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
  - 2.11.3.3.3 Members shall be nominated by the Committee on Nominations.
  - 2.11.3.3.4 *Ex officio* with vote – any United Methodists residing within the bounds of the annual conference who are members of the following:
    - 2.11.3.3.4.1 The Office of Christian Unity and Interreligious

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Relationships of the Council of Bishops.

2.11.3.3.4.2 The governing board of the National Council of the Churches of Christ in the U.S.A.

2.11.3.3.4.3 The World Methodist Council.

2.11.3.3.4.4 The United Methodist delegation to the most recent World Council of Churches Assembly.

2.11.3.3.4.5 The United Methodist delegation to the most recent plenary meeting of Churches Uniting in Christ.

#### 2.11.4 Organization.

2.11.4.1 The board shall be organized in four divisions as enumerated *supra*.

2.11.4.2 Each division shall elect from among its members a convener. One of the conveners shall serve as vice chairperson of the board; the conveners shall decide amongst themselves who this shall be.

2.11.4.3 In addition to the members enumerated *supra*, an additional person, nominated by the Committee on Nominations, shall serve as the chairperson of the board. This chairperson shall be a member of the annual conference (if clergy) or a professing member of a local church within the annual conference (if laity).

2.11.4.4 The director of congregational vibrancy shall be an *ex officio* member of the board with vote.

2.11.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

2.11.6 Relationship – The board shall relate to Discipleship Ministries.

#### 2.12 COMMISSION ON EQUITABLE COMPENSATION

2.12.1 Purpose – Recommend conference standards for pastoral support and administer funds used to supplement pastoral support in instances where a charge is unable to meet its support requirements.

2.12.2 Duties.

- 2.12.2.1 Submit to the annual conference session a recommended schedule of the required minimum salary for appointed pastors.
- 2.12.2.2 Recommend to the annual conference standards and guidelines to be used in determining whether a charge qualifies for equitable compensation support.
- 2.12.2.3 Administer the equitable compensation fund in accordance with the standards and guidelines adopted by the annual conference.
- 2.12.2.4 Fulfill all other responsibilities enumerated in ¶ 625 of *The Book of Discipline*.
- 2.12.3 Membership.
  - 2.12.3.1 Four clergy members of the annual conference, at least one of whom shall be appointed to a church with fewer than 200 members.
  - 2.12.3.2 Four lay persons who shall be professing members of a church within the annual conference, at least one of whom shall be a member of a church with fewer than 200 members.
  - 2.12.3.3 Members shall serve four-year terms, renewable once, in annually-staggered classes.
  - 2.12.3.4 Members shall be nominated by the Committee on Nominations.
  - 2.12.3.5 *Ex officio* with vote:
    - 2.12.3.5.1 A district superintendent appointed by the cabinet.
    - 2.12.3.5.2 Director of Administrative Services and Conference Treasurer.
    - 2.12.3.5.3 A member of the Council on Finance and Administration.
- 2.12.4 Organization.
  - 2.12.4.1 The commission shall elect from among its members the following officers:
    - 2.12.4.1.1 Chairperson.
    - 2.12.4.1.2 Vice chairperson.
    - 2.12.4.1.3 Secretary.
  - 2.12.4.2 The Director of Administrative Services and Conference Treasurer shall serve as the treasurer of the commission.
- 2.12.5 Amenability – The board shall be amenable to the Council on Finance and Administration (§ 1.2, *supra*).

## 2.13 COMMITTEE ON HISPANIC/LATINO MINISTRY

- 2.13.1 Purpose.
  - 2.13.1.1 Implement the National Plan for Hispanic Ministry within the bounds of the conference.
  - 2.13.1.2 Provide direction and leadership for Hispanic/Latino ministries within the conference.
- 2.13.2 Duties – The committee shall, in keeping with its purpose (as set forth in § 2.13.1, *supra*), define its duties in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 2.13.3 Membership – The committee shall define its membership in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 2.13.4 Organization – The committee shall organize itself in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 2.13.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

## 2.14 COMMITTEE ON ASIAN-AMERICAN MINISTRY

- 2.14.1 Purpose.
  - 2.14.1.1 Develop and support leadership for Asian-American churches and communities within the annual conference.
  - 2.14.1.2 Train, support, and empower Asian-American clergy and lay leadership for effective ministry in their churches, their communities, and the world.
- 2.14.2 Duties – The committee shall, in keeping with its purpose (as set forth in § 2.14.1, *supra*), define its duties in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 2.14.3 Membership – The committee shall define its membership in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 2.14.4 Organization – The committee shall organize itself in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 2.14.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

## 2.15 BOARD OF GLOBAL MINISTRIES

- 2.15.1 Purpose – Engage the annual conference and its local churches in ministry with persons and in places around the world.
- 2.15.2 Duties.
  - 2.15.2.1 Act as a conduit for interpretation, support, and programming between the annual conference and the General Board of Global Ministries.
  - 2.15.2.2 Plan, promote, and develop a spirit of global ministry within the annual conference and its local churches.

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- 2.15.2.3 Encourage and support specialized urban and town and country ministries.
- 2.15.2.4 Envision and develop new forms of mission appropriate to the changing needs of the world.
- 2.15.2.5 Appoint and train conference disaster relief coordinators.
- 2.15.2.6 Recruit and support missionaries.
- 2.15.2.7 Promote Christian, financial, and professional standards in health and welfare ministries within the annual conference.
- 2.15.2.8 Fulfill all other responsibilities enumerated in ¶ 633 of *The Book of Discipline*.
- 2.15.3 Membership.
  - 2.15.3.1 Twelve people who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
  - 2.15.3.2 Members shall serve four-year terms, renewable once, in annually-staggered classes.
  - 2.15.3.3 Members shall be nominated by the Committee on Nominations.
  - 2.15.3.4 *Ex officio* with vote:
    - 2.15.3.4.1 Mission coordinator of education and interpretation of the conference United Methodist Women.
    - 2.15.3.4.2 The conference secretary of global ministries, who shall be appointed by the board and shall serve at its pleasure for up to eight years.
    - 2.15.3.4.3 Conference disaster response coordinator.
    - 2.15.3.4.4 Any member of the General Board of Global Ministries residing within the bounds of the annual conference.
- 2.15.4 Organization – The board shall elect the following officers from among its members:
  - 2.15.4.1 Chairperson.
  - 2.15.4.2 Vice chairperson.
- 2.15.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).
- 2.15.6 Relationship – The board shall relate to the General Board of Global Ministries.
- 2.16 COMMITTEE ON NATIVE AMERICAN MINISTRY
  - 2.16.1 Purpose – Monitor and promote Native American ministries within the annual conference.

- 2.16.2 Duties.
    - 2.16.2.1 Manage the distribution of the Native American Ministries Sunday offering.
    - 2.16.2.2 Fulfill all other responsibilities enumerated in ¶ 654 of *The Book of Discipline*.
    - 2.16.2.3 The committee shall, in keeping with its purpose (as set forth in § 2.16.1, *supra*), define any other duties in any way it sees fit, subject to the approval of the Conference Leadership Council.
  - 2.16.3 Membership.
    - 2.16.3.1 Insofar as possible, the majority of the committee's members should be Native Americans.
    - 2.16.3.2 Taking into account the mandate of § 2.17.3.1, *supra*, the committee shall define its membership in any way it sees fit, subject to the approval of the Conference Leadership Council.
  - 2.16.4 Organization – The committee shall organize itself in any way it sees fit, subject to the approval of the Conference Leadership Council.
  - 2.16.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).
- 2.17 COMMITTEE ON AFRICAN-AMERICAN MINISTRY
- 2.17.1 Purpose.
    - 2.17.1.1 Develop and support leadership for African-American churches and communities within the annual conference.
    - 2.17.1.2 Train, support, and empower African-American clergy and lay leadership for effective ministry in their churches, their communities, and the world.
  - 2.17.2 Duties – The committee shall, in keeping with its purpose (as set forth in § 2.17.1, *supra*), define its duties in any way it sees fit, subject to the approval of the Conference Leadership Council.
  - 2.17.3 Membership – The committee shall define its membership in any way it sees fit, subject to the approval of the Conference Leadership Council.
  - 2.17.4 Organization – The committee shall organize itself in any way it sees fit, subject to the approval of the Conference Leadership Council.
  - 2.17.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 1.1, *supra*).

### § 3 AFFILIATE ENTITIES OF THE ANNUAL CONFERENCE

- 3.1 AFFILIATED VIA THE BOARD OF GLOBAL MINISTRIES
  - 3.1.1 Bronson Health Group.
  - 3.1.2 Clark Retirement Community.
  - 3.1.3 Methodist Children’s Home Society.
  - 3.1.4 United Methodist Community House.
  - 3.1.5 United Methodist Retirement Communities, Inc.
  
- 3.2 AFFILIATED VIA THE BOARD OF YOUNG PEOPLE’S MINISTRIES
  - 3.2.1 Adrian College.
  - 3.2.2 Albion College.
  - 3.2.3 Bay Shore Evangelical Association.
  - 3.2.4 [Board of Christian Camping.]
  - 3.2.5 Lake Louise Christian Community.
  
- 3.3 AFFILIATED VIA THE COMMISSION ON ARCHIVES AND HISTORY – Michigan Area United Methodist Church Historical Society, Inc.
  
- 3.4 AFFILIATED VIA THE COUNCIL ON FINANCE AND ADMINISTRATION
  - 3.4.1 Michigan Area Loan Funds.
  - 3.4.2 United Methodist Foundation of Michigan.

§ 4 DIRECTOR LEVEL POSITIONS

There shall be Director Level positions as determined by the Discipline, the Conference Leadership Council (CLC) and in consultation with the Bishop and CFA. These directors shall resource and implement the Conference vision through local congregations and Conference ministry areas.

Individual job descriptions shall be proposed by Bishop in consultation with the CLC, the Human Resources Committee and the related ministry area as guided by the priorities and vision of the Conference. These job descriptions shall be confirmed by the CLC.

These directors shall be supervised by and accountable to the Bishop and any specific Board/Council as determined by the Discipline and job description.

As directed by the Bishop, the Director of Connectional Ministries or Clergy Asst. to the Bishop shall convene the directors for collaboration, coordination of ministry, supervision and administration.



- 4.1 DIRECTOR OF CONNECTIONAL MINISTRIES
- 4.1.1 In partnership with the Bishop and the Conference Leadership Council, stewards the vision of the conference.
  - 4.1.2 Oversees staff and agencies relating to Christ-centered mission and ministry.
  - 4.1.3 Convenes monthly director-level staff meetings.
  - 4.1.4 Functions as the *de facto* chief operating officer of the conference.
  - 4.1.5 Fulfills all other responsibilities enumerated in ¶ 608 of *The Book of Discipline*.
- 4.2 DIRECTOR OF CLERGY EXCELLENCE
- 4.2.1 Works directly with the Board of Ordained Ministry in the area of clergy recruitment and leadership development.
  - 4.2.2 Oversees the development of bold and effective leaders.
  - 4.2.3 Works for clergy excellence in recruitment.
  - 4.2.4 Works for clergy excellence via continuing education and accountability.
- 4.3 DIRECTOR OF CONGREGATIONAL VIBRANCY
- 4.3.1 Works directly with the Board of Congregational Life with respect to processes and staff to create and maintain vibrant local churches.
  - 4.3.2 Collaborates with the appointive cabinet with respect to aiding congregations in decline and identifying potential places for congregational launches.
- 4.4 DIRECTOR OF COMMUNICATIONS
- 4.4.1 Responsible for communicating the vision and actions of the annual conference and the global connection.
  - 4.4.2 Creates the public face of the conference, particularly with respect to sensitive personnel or public issues.
  - 4.4.3 Fulfills all other responsibilities enumerated in ¶ 609 of *The Book of Discipline*.
- 4.5 DIRECTOR OF ADMINISTRATIVE SERVICES AND CONFERENCE TREASURER
- 4.5.1 Coordinates and collaborates with the Council on Finance and Administration regarding the conference budget process and the oversight of the treasury staff.
  - 4.5.2 Coordinates with the Board of Trustees regarding facility contracts and concerns.
  - 4.5.3 Oversees information technology (I.T.) contracts in consultation with the director of communications.
  - 4.5.4 Elected by the annual conference at the first session following each General Conference.

4.5.5 Directly amenable to the Council on Finance and Administration (§ 1.2, *supra*).

4.5.6 Fulfills all other responsibilities enumerated in ¶ 619 of *The Book of Discipline*.

4.6 DIRECTOR OF BENEFITS AND HUMAN RESOURCES

4.6.1 In consultation with the Board of Pension and Health Benefits, oversees and administers the conference pension and health benefits programs.

4.6.2 Oversees the conference payroll system and staff.

4.6.3 Bears primary responsibility for areas of concern regarding human resources (H.R.) policies and procedures.

4.6.4 Works in consultation with the appointive cabinet on sensitive clergy relationship concerns.

4.7 CLERGY ASSISTANT TO THE BISHOP – *The duties of this position are determined by the resident bishop and are not within the purview of the annual conference. The position is listed here only for the convenience of the reader.*

§ 5 RULES OF ORDER

5.1 PRE-CONFERENCE

5.1.1 Historical reports.

5.1.1.1 All agencies that are directly amenable to the annual conference (enumerated in § 1, *supra*) and director-level staff of the annual conference are required to submit an annual report to the conference secretary no later than February 15. These reports shall be available on the conference website no later than April 1 and shall be included in the conference journal. Each agency's report shall include the report of any agencies amenable to it. (See § 5.1.1.4, *infra*.)

5.1.1.2 Notwithstanding § 5.1.1.1, the Board of Pension and Health Benefits and the Director of Administrative Services and Conference Treasurer shall submit an annual report no later than March 1.

5.1.1.3 Notwithstanding § 5.1.1.1, the Committee on Nominations shall submit an annual report no later than the start of the annual conference session.

5.1.1.4 All agencies not directly amenable to the annual conference (enumerated in § 2, *supra*) shall submit a report to the agency to which they are amenable no later than January 20. These reports shall be included in the

- reports of those supervising agencies as specified in § 5.1.1.1, *supra*.
- 5.1.1.5 The report of the conference statistician shall be available on the conference website no later than April 1 and shall be printed in the Journal.
- 5.1.1.6 The proposed plan of organization of the annual conference shall be made available on the conference website no later than April 1 and shall be printed in the Journal.
- 5.1.2 Resolutions.
- 5.1.2.1 A resolution – a motion to initiate new business in the annual conference session – may be submitted by any of the following:
- 5.1.2.1.1 A clergy member of the annual conference.
- 5.1.2.1.2 A professing member of a local church within the annual conference.
- 5.1.2.1.3 A specific person on behalf of an agency, or other subdivision of the annual conference.
- 5.1.2.2 All resolutions, upon being introduced in the annual conference session, must be presented by a member (clergy or lay) of the annual conference. The presenter of the resolution need not be the author of the resolution.
- 5.1.2.3 All resolutions must be submitted in writing to the coordinator of legislative process no later than February 15. All resolutions will be posted to the conference website no later than April 1.
- 5.1.2.4 A copy of any resolution that would require an expenditure of more than \$1000 must be sent to the Council on Finance and Administration, along with a five-year cost projection, no later than February 1.
- 5.1.2.5 If a resolution is submitted by multiple persons or entities, only the name of the person(s) actually signing it shall be published as the submitter.
- 5.1.2.6 Resolutions may be accompanied by a rationale, which shall not exceed 300 words.
- 5.1.2.7 The Committee on the Rules and Order of Business reserves the right to edit any resolution for grammar, spelling, clarity. The committee’s edits shall not substantively alter the resolution.
- 5.1.2.8 Anyone submitting a resolution that affects other people or other entities is strongly encouraged to consult with the affected parties before submitting the resolution.

- 5.1.3 All resolutions and other items that must be voted or acted upon by the annual conference shall be posted to the conference website no later than April 1.
- 5.1.4 All requests for presentation time at the annual conference session must be made to the Commission on the Annual Conference Session no later than February 15.

## 5.2 MEMBERSHIP

- 5.2.1 The annual conference membership shall be composed of the following:
  - 5.2.1.1 Clergy members as defined in ¶ 602 of *The Book of Discipline*.
  - 5.2.1.2 At least one lay person elected by each charge.
    - 5.2.1.2.1 A charge that has more than one church with 101 or more professing members shall elect one lay member for each church with 101 or more professing members.
    - 5.2.1.2.2 Each charge with more than one clergy person under episcopal appointment shall be entitled to as many lay members as it has clergy under episcopal appointment.
    - 5.2.1.2.3 Churches with more than 150 professing members shall be entitled to at least one lay member for every 150 professing members or major fraction thereof.
    - 5.2.1.2.4 Lay members shall have been professing members of The United Methodist Church for at least two years and shall have been active participants in The United Methodist Church for at least four years.
    - 5.2.1.2.5 The rule that lay members shall have been professing members of The United Methodist Church for at least two years (§ 5.2.1.2.4, *supra*) shall not apply in the case of youth (under age 18).
  - 5.2.1.3 Deaconesses and home missionaries under episcopal appointment within the bounds of the annual conference.
  - 5.2.1.4 Diaconal ministers with church membership in a local church of the annual conference.
  - 5.2.1.5 Presidents of the conference United Methodist Women and United Methodist Men.
  - 5.2.1.6 Conference lay leader.
  - 5.2.1.7 District lay leader.

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- 5.2.1.8 Convener of the division of youth ministry of the Board of Young People’s Ministries.
- 5.2.1.9 Convener of the division of young adult ministry of the Board of Young People’s Ministries.
- 5.2.1.10 One person between the ages of 12 and 17, inclusive.
- 5.2.1.11 One person between the ages of 18 and 30, inclusive.
- 5.2.1.12 Conference director of lay servant ministries.
- 5.2.1.13 Conference secretary of global ministries.
- 5.2.2 In order to equalize lay and clergy membership as required by ¶ 32 of *The Book of Discipline*, the following persons, when laity, shall be members of the annual conference in the order listed *infra*.
  - 5.2.2.1 Conference secretary.
  - 5.2.2.2 Conference chancellor.
  - 5.2.2.3 Conference facilitator.
  - 5.2.2.4 Director of Administrative Services and Conference Treasurer.
  - 5.2.2.5 Conference parliamentarian.
  - 5.2.2.6 Director of Benefits and Human Resources.
  - 5.2.2.7 Director of Connectional Ministries.
  - 5.2.2.8 Chairperson of the Committee on the Episcopacy.
  - 5.2.2.9 Vice chairperson of the Committee on the Episcopacy.
  - 5.2.2.10 Persons serving on general agencies or the Connectional Table.
  - 5.2.2.11 Delegates to General and Jurisdictional Conferences in the year those conferences are held.
  - 5.2.2.12 Members of the Committee on the Rules and Order of Business.
  - 5.2.2.13 Members of the Conference Leadership Council.
  - 5.2.2.14 Members of the Council on Finance and Administration.
  - 5.2.2.15 Trustees of the annual conference.
  - 5.2.2.16 Members of the Commission on the Annual Conference Session.
  - 5.2.2.17 Members of the Committee on the Journal.
  - 5.2.2.18 Conference director of communications.
  - 5.2.2.19 Members of the Board of Ordained Ministry.
  - 5.2.2.20 Chairpersons of agencies amenable directly to the annual conference (enumerated in § 1, *supra*).
  - 5.2.2.21 Chairpersons of agencies amenable to other agencies (enumerated in § 2, *supra*).
- 5.2.3 Any remaining lay members necessary for equalization shall be selected by the Board of Laity.
- 5.2.4 The following, if laity, shall be granted voice but not vote:

- 5.2.4.1 Director level staff of the annual conference.
- 5.2.4.2 A representative from each of the affiliate entities enumerated in § 3, *supra*.
- 5.2.4.3 Affiliate clergypersons.

### 5.3 RESPONSIBILITY FOR THE COST OF ATTENDANCE

- 5.3.1 Active clergy – The local church or ministry to which clergy are appointed shall pay for registration, room, and board.
- 5.3.2 Retired clergy.
  - 5.3.2.1 The annual conference shall pay for registration.
  - 5.3.2.2 Retired clergy shall pay for their own room and board.
- 5.3.3 Laity representing charges – The charge shall pay for registration, room, and board.
- 5.3.4 Laity attending by virtue of office (enumerated in § 5.2.2, *supra*) – The annual conference shall pay for registration, room, and board.
- 5.3.5 Laity selected by the Board of Laity (as per § 5.2.3, *supra*) – The annual conference shall pay for registration, room, and board.
- 5.3.6 Those who are being received into provisional membership and who are not currently serving as local pastors – The Board of Ordained Ministry shall pay for registration, room, and board.

### 5.4 THE ANNUAL CONFERENCE SESSION

- 5.4.1 In accordance with ¶ 603.2 of *The Book of Discipline*, the Bishop shall determine the time of the annual conference session.
- 5.4.2 The Commission on the Annual Conference Session shall determine the place and the program for the annual conference session.
- 5.4.3 An orientation session for lay members of the annual conference shall be held early in the conference session. It is recommended that this be done as early as possible.
- 5.4.4 All materials distributed by the ushers at the annual conference session must be approved by either the Commission on the Annual Conference Session or the Committee on Rules and the Order of Business.
- 5.4.5 Voting area.
  - 5.4.5.1 At the first business session of the annual conference session, a voting bar shall be fixed. All members of the annual conference, lay and clergy, must display a membership badge in order to be admitted to the bar of the conference.
  - 5.4.5.2 Except for volunteers assisting with the functioning of the annual conference session (*e.g.*, ushers and pages), paid personnel acting within the course of their duties (*e.g.*, audio-visual technicians and facilities staff), and anyone

- entitled to voice but not vote in the annual conference session (as enumerated in § 5.2.4, *supra*), no one who is not a voting member of the annual conference shall be allowed in the bar of the conference when the conference is in session. This shall be strictly enforced at all times.
- 5.4.5.3 Except by leave of the annual conference, no member who is not within the bar of the conference at the time a question is called for shall be allowed to vote.
- 5.4.6 Decorum of members.
- 5.4.6.1 All members of the annual conference, clergy and lay, shall conduct themselves with respect and decorum at all times when the annual conference is in session.
- 5.4.6.2 Disruptions of the annual conference session shall be strictly prohibited.
- 5.4.7 Voting procedure.
- 5.4.7.1 All voting shall be by show of colored placards unless otherwise directed by the presiding officer. A division of the house shall occur upon motion for same, supported by at least one-fifth of the members present and voting.
- 5.4.7.2 Except as otherwise directed by *The Book of Discipline* or by these rules, all questions shall be decided by a simple majority of those present and voting.
- 5.4.8 No later than 11:00 a.m., the minutes of the previous day's proceedings shall be made publicly available for viewing, by posting in a conspicuous place at the site of the conference session, posting to the conference website, or e-mailing to conference members.
- 5.4.9 Reports timely submitted for approval need not be read aloud or read into the record before being voted upon.
- 5.4.10 Introductions of speakers shall be limited to two minutes.
- 5.4.11 Opportunity shall be given for announcements to be read by the conference secretary at the close of each business session.
- 5.4.12 Procedures governing speeches from the floor of the business session.
- 5.4.12.1 Microphones shall be placed around the conference floor so that members may speak from near their seats.
- 5.4.12.2 Any member desiring to speak in debate, present any matter, or make any motion shall raise the provided colored placard while seated and wait to be recognized by the chair.
- 5.4.12.3 Upon being recognized by the chair, members shall proceed to the microphone to which they were directed and before saying anything else shall give their name and the church or extension ministry to which they are

appointed (in the case of active clergy), church (in the case of laity representing their local church pursuant to § 5.2.1.2, *supra*), agency or position (in the case of laity who are members by virtue of office pursuant to § 5.2.2, *supra*), equalization status (in the case of laity selected by the Board of Laity pursuant to § 5.2.3, *supra*), or retired status (in the case of retired clergy).

5.4.12.4 After identifying themselves, members speaking to a motion shall state whether they are speaking for or against said motion.

5.4.12.5 Any member desiring to speak on a question of privilege shall, upon being recognized by the chair, briefly state the question but shall proceed only when the chair has decided it to be a privileged question.

5.4.12.6 No member shall speak more than twice as to the same motion.

5.4.12.7 Speeches shall be no longer than three minutes in duration. This time period shall begin after a speaker has been properly recognized by the Chair and has properly introduced himself/herself.

5.4.12.8 Except for non-debatable motions, no resolution, report, or motion shall be adopted or a question relating thereto decided without opportunity having been given for at least three speeches in favor thereof and three speeches against.

5.4.12.9 Before debate on any resolution begins, the presenter or his/her representative shall have the opportunity to speak for up to three minutes.

5.4.12.10 At the conclusion of debate on any main motion, the presenter of said motion or his/her representative shall be entitled to speak up to three minutes even after the previous question has been called.

#### 5.4.13 Legislative committees.

5.4.13.1 The Committee on Rules and the Order of Business shall, in consultation with the Commission on the Annual Conference Session, decide the number of legislative committees into which the annual conference will be divided.

5.4.13.2 The conference registrar shall randomly assign all members to a legislative committee, with care being given to make certain that members with disabilities be assigned



to a committee meeting in a room with barrier-free access.

5.4.13.3 All resolutions to come before the annual conference shall be assigned by the Committee on Rules and the Order of Business to any of the legislative committees. The Committee on Rules and the Order of Business may, at its discretion assign resolutions directly to the plenary, bypassing legislative committees. Such an action should only be taken in cases where a resolution is deemed to be non-controversial and/or highly technical in nature.

5.4.13.3 All resolutions, upon initially being brought to the floor (whether in a legislative committee or in the plenary) shall be introduced by a presenter who must be a member of the annual conference. The presenter shall have up to three minutes to speak to the resolution before debate begins. At the conclusion of debate, the presenter of said motion shall be entitled to speak up to three minutes even after the previous question has been called. Any resolution that does not have a presenter shall not be considered.

5.4.13.4 All rules governing debate in the plenary session shall govern debate in legislative committees.

5.4.13.5 Notwithstanding § 5.4.13.2, the chairperson and recorder of a given legislative committee shall be members (with all privileges appertaining thereto) of that committee only.

5.4.13.6 Notwithstanding § 5.4.13.2, the presenter of a resolution being considered by a given legislative committee shall be a member of that committee only.

5.4.13.7 If a resolution has more than one presenter, only one of those presenters shall be entitled to voice and vote in the committee (except for presenters who were originally selected by the registrar as members of that committee).

5.4.13.8 Irrespective of the number of resolutions a member submits, he/she shall only serve as a presenter for one resolution. A member submitting more than one resolution shall be responsible for recruiting another member to serve as presenter for each additional resolution submitted.

5.4.13.9 When a legislative committee votes concurrence with a resolution, it shall come before the plenary as perfected for ordinary debate and discussion in accordance with all applicable rules.

- 5.4.13.10 When a legislative committee votes non-concurrence with a resolution, the resolution as perfected shall come before the plenary, not subject to debate, amendment, or substitution, for a vote as to whether to sustain the legislative committee's recommendation of non-concurrence. Before any such vote to sustain a recommendation of non-concurrence, the presenter of the resolution or his/her representative shall have the opportunity to speak for up to three minutes.
- 5.4.13.11 If the plenary sustains a legislative committee's vote of non-concurrence, the resolution dies.
- 5.4.13.12 If the plenary does not sustain a legislative committee's vote of non-concurrence, the resolution, as perfected, shall come before the plenary for ordinary debate and discussion in accordance with all applicable rules.
- 5.4.13.13 A legislative committee may only consider business assigned to it by the Committee on Rules and the Order of Business, except that any substitute resolution duly adopted by the legislative committee shall be considered by it.
- 5.4.13.14 At the discretion of the Commission on the Annual Conference Session, a non-legislative discussion item may be assigned to the several legislative committees provided that such discussion advances a clearly-defined purpose related to the topic of discussion (*i.e.*, is not discussion solely for the sake of discussion).
- 5.4.14 Consent calendar.
- 5.4.14.1 Any resolution that sustains a vote of concurrence by at least nine-tenths of its legislative committee and that has been neither amended nor substituted thereby (editorial corrections notwithstanding) shall be placed on the conference consent calendar.
- 5.4.14.2 All resolutions placed on the conference consent calendar shall be considered *en masse* by the plenary, whose consideration of the consent calendar shall not be subject to debate, amendment, or substitution.
- 5.4.14.3 Notwithstanding § 5.4.14.2, any resolution may be removed from the consent calendar by a vote of at least two-fifths of the plenary. Any resolution, upon being removed from the consent calendar, shall be considered as an ordinary item of business.
- 5.4.15 Adopted resolutions.

- 5.4.15.1 All adopted resolutions shall be published on the conference website.
- 5.4.15.2 The conference secretary shall determine which resolutions require action by an agency, officer, or employee of the annual conference and shall, as soon as is practical after the close of the annual conference session, submit the relevant resolution(s) to the parties of whom action is required.
- 5.4.15.3 Any resolution or any portion of a resolution subsequently ruled by a bishop's decision of law to be null, void, and/or of no effect shall immediately be removed from the conference website. In the event that the Judicial Council fails to sustain the ruling of the Bishop in whole or in part, any reinstated portion of the resolution shall immediately be returned to the conference website.
- 5.4.15.4 Except as otherwise specified either therein or by *The Book of Discipline*, all resolutions adopted by the annual conference shall be valid from the close of the annual conference session until the close of the following annual conference session.

## 5.5 NOMINATIONS

- 5.5.1 Each agency shall annually review its membership to identify members who have not functioned. After consultation with the person(s) so identified, a written request for replacement shall be sent to the Committee on Nominations no later than January 10, with a copy of such request sent to the person(s) so identified.
- 5.5.2 Any agency wishing to suggest nominees may do so by submitting the request in writing to the Committee on Nominations no later than January 10.
- 5.5.3 Except as otherwise required by *The Book of Discipline*, all terms of office shall begin at the close of the annual conference session.
- 5.5.4 Aside from *ex officio* membership, no one may serve on more than two agencies at once.
- 5.5.5 The Committee on Nominations, when nominating persons for agency membership, shall give primary consideration to aptness, experience, and efficiency.
- 5.5.6 Aside from *ex officio* membership, no employee of the annual conference shall be eligible to serve on an agency that has supervisory responsibility over the area of that employee's work.
- 5.5.7 Except as otherwise provided herein, no district superintendent shall serve on a conference agency.

5.5.8 At the annual conference session immediately following General Conference, the annual conference shall elect people – nominated by the Committee on Nominations in consultation with the Conference Leadership Council – to the following positions:

5.5.8.1 Secretary.

5.5.8.2 Director of Administrative Services and Conference Treasurer.

5.5.8.3 Statistician.

## 5.6 DEPENDENT CARE

5.6.1 While carrying out the responsibilities of the annual conference or any agency thereof, members may be reimbursed for dependent care provided in their homes. Such reimbursement shall not exceed ten hours per day and shall not exceed minimum wage.

5.6.2 Each agency shall be responsible for budgeting for appropriate dependent care expenses when considering its membership and time requirements.

5.6.3 Dependent care expenses shall be vouchered and reimbursed.

5.6.4 Local churches are encouraged to support members in need of dependent care for conference responsibilities by volunteering to provide dependent care whenever possible.

5.6.5 Agency members are encouraged to enlist family members and friends for dependent care whenever possible.

5.6.6 Conference agencies may choose to provide on-site childcare. In such cases, parents shall be responsible for bringing necessary items (*e.g.*, toys, lunches) for their children. The conference protection policy (§ 7, *infra*) shall be strictly followed.

## 5.7 GENERAL AND JURISDICTIONAL CONFERENCES

5.7.1 Nomination of candidates for General and Jurisdictional Conference delegation.

5.7.1.1 Nomination forms designed by the Committee on Rules and the Order of Business shall be made available on the conference website no later than October 15 of the calendar year preceding delegate elections.

5.7.1.2 Candidates may be nominated by themselves or by another clergy member of the annual conference (in the case of clergy) or by another professing member of a local church within the annual conference (in the case of laity).

5.7.1.3 The names of the candidates and the information on their nomination forms shall be posted to the conference website no later than April 1.

- 5.7.2 Election of delegates.
- 5.7.2.1 Elections shall occur at the annual conference session in the calendar year immediately preceding General Conference.
- 5.7.2.2 The Commission on the Annual Conference Session shall appoint a group of tellers, who shall be composed of people ineligible (as per ¶¶ 35-36 of *The Book of Discipline*) to serve for delegates (*e.g.*, provisional clergy members, associate members, affiliate members, local pastors, and alternate lay members).
- 5.7.2.3 The election of General Conference delegates and Jurisdictional Conference delegates shall constitute a single process, with General Conference delegates being elected first.
- 5.7.2.4 Eligible voters may vote for as many different people as are being elected on a particular ballot.
- 5.7.2.5 In order to be elected, a candidate must receive a vote on a simple majority of valid (*i.e.*, non-defective) ballots cast.
- 5.7.2.6 Clergy and laity ballots shall be taken separately, alternating between the two.
- 5.7.2.7 After the designated number of delegates for General Conference has been elected, the election of Jurisdictional Conference delegates shall begin on the following ballot.
- 5.7.2.8 The Jurisdictional Conference delegates shall serve as reserve delegates to General Conference in the order elected.
- 5.7.2.9 After the designated number of delegates for Jurisdictional Conference has been elected, an additional ballot shall be taken, on which the two highest vote-getters (regardless of whether their vote totals constitute a majority) shall be elected as reserve delegates to Jurisdictional Conference.
- 5.7.2.10 Ties shall be broken by a timed contest to recite the books of the Bible in order from memory.
- 5.7.2.11 All conference members must be seated in the bar of the conference at the time a vote is taken in order to vote.
- 5.7.2.12 A written ballot that includes more votes than people being elected on that ballot shall be invalid and shall not be counted in the vote total.
- 5.7.2.13 After each vote, the secretary of the conference (or a person designated by him/her) shall announce the number of votes received by all candidates who received at least 10 votes.

- 5.7.2.14 Write-in votes shall be allowed on any ballot, provided the name being written in meets the requirements set forth in ¶¶ 35-36 of *The Book of Discipline*.
- 5.7.2.15 Candidates' names need not be spelled correctly on a ballot. Any ballot on which the intent of the voter can be reasonably discerned will be counted.
- 5.7.3 Petitions to General and Jurisdictional Conferences.
- 5.7.3.1 Anyone eligible to submit a resolution to the annual conference may submit a proposed petition to General or Jurisdictional Conferences for endorsement by the annual conference.
- 5.7.3.2 Petitions to General or Jurisdictional Conferences shall be treated like resolutions except that they shall not be subject to amendment (although they shall be subject to substitution, and substitute motions shall be subject to amendment).
- 5.7.4 Endorsement of episcopal nominees.
- 5.7.4.1 At the session of the annual conference immediately prior to Jurisdictional Conference, the annual conference may endorse any number of episcopal nominees, up to the number of bishops being elected.
- 5.7.4.2 The Jurisdictional Conference delegation, at its discretion, may nominate candidates for endorsement.
- 5.7.4.3 Immediately following the presentation of the candidates for endorsement recommended by the Jurisdictional Conference delegation, any conference member may make a nomination from the floor.
- 5.7.4.4 Any full elder eligible for the office of bishop may be endorsed for election. A full elder need not be a member of the annual conference or a declared candidate for the episcopacy in order to be endorsed.
- 5.7.4.5 A written ballot shall be taken no less than 24 hours after nominations are made.
- 5.7.4.6 Members may vote for up to the number of episcopal vacancies in the jurisdiction or the number of nominations, whichever is fewer. Provision shall be made on each ballot for a vote of no endorsement.
- 5.7.4.7 A nominee must receive a vote on at least 60% of the valid (*i.e.*, non-defective) ballots in order to receive the endorsement of the annual conference.

- 5.7.4.8 The number of ballots taken shall be equal to the number of episcopal vacancies, except that no further ballots shall be taken if either of the following occurs:
  - 5.7.4.8.1 The number of candidates who have received the endorsement of the annual conference has reached the number of episcopal vacancies.
  - 5.7.4.8.2 At least 60% of the valid (*i.e.*, non-defective) ballots cast are for a vote of no endorsement.

## 5.8 PARLIAMENTARY AUTHORITY

- 5.8.1 The proceedings of the annual conference shall be governed by the following in order of priority and precedence:
  - 5.8.1.1 *The Book of Discipline.*
  - 5.8.1.2 The acts of the preceding North Central Jurisdictional Conference.
  - 5.8.1.3 The Plan of Organization of the Michigan Annual Conference.
  - 5.8.1.4 *Robert's Rules of Order Newly Revised (11<sup>th</sup> edition).*
- 5.8.2 The Plan of Organization of the Michigan Annual Conference shall remain in force and effect until repealed, amended, or superseded by a vote of at least two-thirds of the annual conference.
- 5.8.3 Notwithstanding § 5.8.2, if any portion of the Plan of Organization of the Michigan Annual Conference be invalidated, either directly or indirectly, by General Conference, the Judicial Council, or an episcopal ruling of law, the remaining portions of the Plan of Organization shall remain in effect.

## § 6 FINANCIAL POLICIES

[*To be supplied by the Council on Finance and Administration.*]

## § 7 PROTECTION POLICY

[*To be supplied by the Committee on the Protection Policy.*]

## § 8 HUMAN RESOURCES POLICIES

[*To be supplied by the Committee on Human Resources.*]

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