

Petition to the General Conference

From the Commission on the General Conference

Whereas, only the General Conference has legislative authority for The United Methodist Church, and

Whereas, only the General Conference has the authority to speak for The United Methodist Church, and

Whereas, the format of the General Conference has changed several times since the Christmas Conference of 1784, and

Whereas, the global nature of the church has changed the face of our denomination more dramatically than any other single factor in recent memory, and

Whereas, the financial expenses associated with General Conference are continuing to increase at or above the rate of inflation in the United States.

Therefore Be It Resolved that the 2004 General Conference, meeting in Pittsburgh, Pennsylvania, charges the Commission on the General Conference to bring to the 2008 General Conference in Fort Worth, Texas, recommendations regarding the format and structure of future General Conferences for the consideration of the General Conference.

Submitted on behalf of the Commission

James M. Perry
Chairperson
April 27, 2004

Vote tally: 873 yes, 24 no, 8 abstain

Passed 97.3%-2.7%

Re-assigned Petitions

Number	Title	From	To
40801	Jurisdictional Young-adult Organization	CO	DI

¶1324.

Petition Number: 40715-GM-¶1324; Hamersley, Diane - Tallahassee, FL, USA for Diane Rush Fellowship Circle - Killlearn UMC. 33 identical petitions.

Women’s Division Membership Via Jurisdictional Conference

Replace ¶ 1324 with the following new paragraph:

¶ 1324. Membership - The Women’s Division shall be composed of fifty members allocated to the jurisdictions and central conferences in proportion to the membership of United Methodist Women of the jurisdictions and central conferences. Members shall be elected by the jurisdictional and central conferences through the nominating committees upon submission of names from annual conference organization of United Methodist Women. The president, general secretary, and treasurer of the board (¶1307) and the deputy general secretary, treasurer, and assistant general secretaries of the Women’s Division shall be members ex officio. Women’s Division directors shall comprise one-third of the total board membership. When necessary, the Women’s Division shall elect members from its directors to reach the required number. It shall also elect members to units and committees of the board as defined in board bylaws.

This is the corrected edition of the Plan of Organization and Rules revised on April 28, 2004.

Plan of Organization and Rules for The 2004 General Conference

PREAMBLE

From the days of Wesley, the “People called Methodist” have gathered to ‘conference’. The early Methodists even as they attended to practical needs of the movement focused primarily on spiritual matters. Through Christian conferencing the church comes together, seeking unity in the midst of diversity, always desiring to know the mind of Christ.

The General Conference is the representative, deliberative body for the Church. It has developed an orderly, rational and fair process for making majority decisions in the practical affairs of the Church. Yet, it also protects the rights of minority positions. There is no substitute for such careful deliberation.

The spiritual affairs of the Church and its Mission are always before the body whether or not they are apparent in the passions of debate on temporal concerns.

We come together in the firm conviction that the unity of United Methodism is God’s will and the best way to “spread scriptural holiness” in a global movement of The United Methodist Church.

To learn the wisdom in theological and spiritual tension and to focus our vision of God's will for us amid the conflicting issues of our times, we must recognize that our Plan of Organization must be honored with integrity by all. At the same time the General Conference must be open to discern prayerfully God's will for us. Second, there will be times, in the midst of deliberation, when we will need to stop, pray together, listen in silence together, and refocus our common vision of where the Spirit is leading the Church.

These times of prayer and discernment may be varied and surprising. While they do not substitute for decent and orderly debate, they do serve to hold our temporal affairs up to the light of the larger, common vision of The United Methodist Church.

Preamble by the 2000-2004 Committee on Plan of Organization and Rules of the General Conference

Plan of Organization

I. Opening Session and Organization

The General Conference will assemble on the day fixed at the place designated in accordance with the action taken by the preceding General Conference or the Commission on the General Conference. The Holy Communion and Memorial Service shall be celebrated by the Conference, the Council of Bishops being in charge. During the Memorial Service, there shall be called the names of the bishops and bishops' spouses who have died since the adjournment of the preceding General Conference, and likewise the names of the delegates-elect who have died. The opening business session of the Conference shall be on the day and at the hour fixed by the Commission on the General Conference and shall be called to order by the bishop designated, as provided in the *Discipline* ¶15.11.

The following order of business shall be observed:

A. Roll Call. The record of attendance shall be made in writing to the Secretary of the General Conference by:

(1) The Secretary of the Council of Bishops for the bishops,

(2) The Secretary of the Judicial Council for that body,

(3) The General Secretary of the General Council on Ministries for all general secretaries,

(4) The chairperson of each delegation for its membership. The chairperson shall be provided with a form on which to report daily the attendance of its members. Any reserve seated in the place of a regular delegate shall have

been duly elected as a reserve delegate by the Annual Conference and shall meet the requirements set forth in the *Discipline* ¶32-34. Delegates, including reserves when the latter are substituted for a delegate or delegates, shall be seated in the order of their election, except when a reserve is seated temporarily, in which case the reserve shall occupy the seat of the delegate for whom the substitution is made. All delegates arriving after the opening roll call shall be reported by the chairperson of the delegation to the Committee on Credentials (See section VIII.A.4. and Rule 5. See also *Discipline* ¶506 defining a Quorum.) and

(5) The chairperson of the delegation for Affiliated Autonomous Methodist and United Church delegations.

B. Establish the bar of the conference.

C. Report of The Plan of Organization and Rules of Order.

D. Report of The Commission on The General Conference.

E. Elections

(1) Coordinator of Calendar. (See IV-C)

(2) Committee on The Plan of Organization and Rules of Order.

F. Report of Committee on Agenda.

G. Miscellaneous Business.

H. Adjournment.

II. Episcopal and Laity Addresses

The Quadrennial Address of the Council of Bishops shall be delivered early in the Conference, at such hour as determined by the Commission on the General Conference.

The Quadrennial Address of the Laity shall be delivered early in the Conference, at such hour as determined by the Commission on the General Conference. The Association of Annual Conference Lay Leaders shall coordinate the preparation and presentation of the Quadrennial Lay Address from submissions by annual conference lay leaders. This opportunity shall be open to all annual conference lay leaders in Africa, Asia, Europe, and North America.

III. Presiding Officers

The presiding officers for the several plenaries of the Conference, the opening plenary excepted (See Section I, above), shall be chosen from among the effective bishops by the Committee on Presiding Officers. (See Section VIIIA.6.)

IV. Secretarial Staff

A. The Secretary of the General Conference shall be responsible for all functions of the office in preparation for the session of the General Conference.

B. The secretary shall select persons from the clergy and lay membership of The United Methodist Church to serve on the secretarial support staff.

C. The Conference shall elect, upon nomination by the Secretary, a Coordinator of Calendar, who shall assist the Committee on Agenda and Calendar in presenting reports in such order as to expedite the business of the Conference, as well as in other responsibilities of the committee. (See I.E.1 and VIII.A.1).

D. After ascertaining that petitions, resolutions, and similar communications in hand and dealing with the regular business of the Conference meet the requirement of the *Discipline* ¶507, the Secretary shall be responsible for preparing the same for reference to the appropriate legislative committee, subject to review by the Committee on Reference. (See Section VIII.A.7.) In the case of a single petition signed by a number of people, the Committee need print only the name of the first signer with an indication of the total number of signers. Petitions submitted by general agencies and/or conferences shall have all of those sources identified; substantially identical petitions received from other sources shall be identified by number of petitions received.

E. The work of the Secretary shall be supervised by the Executive Committee of the Commission on the General Conference. A budget for the work of the Secretary shall be presented by the Commission on the General Conference to the General Council on Finance and Administration. Such budget shall be paid out of the General Administration Fund.

F. If in the interim of the quadrennial sessions of the General Conference the office of Secretary shall for any reason be vacated, the Council of Bishops shall elect a successor to serve until the next session.

V. Nominations and Elections

The Secretary of the General Conference shall develop a time line for the submission of nominations and elections/appointments by the Council of Bishops. In making these nominations, elections and appointments, attention shall be given to ensuring continuity of membership from the previous quadrennium.

It shall be the responsibility of the Council of Bishops to present nominations for The Commission on the General

Conference, Committee on Plan of Organization and Rules of Order, Commission on Central Conference Affairs, General Conference administrative committees, and secretary-designate of The General Conference. These nominations shall be presented to the General Conference for election according to the provisions of Rule 14.

Disciplinary provisions shall govern the nomination and election procedures for:

General Council on Finance and Administration (¶805.1)

General Board of Pension and Health Benefits (¶1502.1)

General Commission on Archives and History (¶1704.2)

The University Senate (¶1414.2)

The Judicial Council (¶ 2602, 2603, 2604.1)

Episcopal membership on:

General Board of Church and Society (¶ 705.5d)

General Board of Discipleship (¶705.5d)

General Board of Global Ministries (¶¶705.5d, 1311.6)

General Board of Higher Education and Ministry (¶705.5d)

VI. Commission on The General Conference

A. There shall be a Commission on the General Conference composed of one clergy and one layperson from each jurisdiction and four members-at-large, at least one of whom should be lay and one clergy from the central conferences of the continents of Africa, Asia and Europe, They shall be nominated by the Council of Bishops at its fall meeting next preceding the General Conference and elected by the General Conference for a term of eight years; half of the members shall be elected by the General Conference each quadrennium. If vacancies occur, the Council of Bishops shall elect successors to serve until the next session of the General Conference and then nominate for election by the General Conference persons to serve any remainder of the term. The Secretary of the General Conference, the Treasurer of the General Council on Finance and Administration, the Business Manager of the General Conference and a bishop in the effective relationship named by the Council of Bishops shall also be ex-officio members but without vote. The Commission may elect three additional members-at-large for each quadrennium, providing that one of these additional members shall be the chairperson of the local Host Committee in the annual conference which will be the site of the next General Conference.

The Council of Bishops shall designate one of its members to convene and organize the Commission before the adjournment of the General Conference.

B. This Commission shall determine the place and time (within such limits as may be set up by the General Conference) of the next General Conference and shall send an official notice to all elected delegates announcing specifically the opening day and hour of the General Conference and anticipated time of adjournment. It shall further advise the General Conference delegates in advance of all such special events and orders of the day, the dates and times of which have been determined prior to the opening of the General Conference, in order that the delegates may have an overview of the General Conference program. The Commission shall make all necessary arrangements, including arrangements for the publication of the *Daily Christian Advocate* and quadrennial reports of the general agencies of the church, the same to be published by the United Methodist Publishing House. The *Daily Christian Advocate* shall print the list of nominees for election to the Judicial Council and the University Senate. Biographical sketches not to exceed 100 words in length shall be submitted for each nominee and shall be printed as submitted for each nominee.

C. The Commission shall take the necessary measures to assure full participation of all General Conference Delegates including but not limited to providing accommodation for language and physical challenges and access to approved licensed childcare during the session at or near the site of the General Conference for children of elected General Conference delegates. In providing accommodation for persons with special needs, personal assistants or interpreters may be seated when necessary with voting delegates in both committee and plenary sessions.

D. The Commission shall plan the schedule for the opening day of the Conference.

E. The Commission shall recommend to the General Conference the per diem allowance to be paid to the elected delegates. (See Section X.)

F. The Secretary, on behalf of the Commission on the General Conference, shall issue invitations to ecumenical representatives after consultation with the Council of Bishops and The General Commission on Christian Unity and Interreligious Concerns. The Commission shall arrange for local hospitality and presentation of ecumenical representatives to the General Conference.

G. The Commission is authorized, if it deems it advisable, to select the site of the General Conference up to four quadrennia in advance.

H. The General Secretary of the General Council on Finance and Administration shall confer with the

Commission on the General Conference through its chairperson concerning the selection and performance review of the Business Manager of the General Conference.

VII. Plan of Organization and Rules of Order

A. There shall be a Committee on Plan of Organization and Rules of Order composed of ten lay and clergy members, including membership from each of the jurisdictions and from the central conferences of the continents of Africa, Asia and Europe, nominated from the elected delegates to the General Conference by the Council of Bishops at its fall meeting preceding the General Conference and elected by the General Conference to serve until the next session of the General Conference. Members may be elected for additional terms of four years, provided no more than four members of the new committee are returning members. If vacancies occur, the Council of Bishops shall elect successors to serve until the next session of the General Conference. The Secretary and Business Manager of the Conference shall be ex-officio members without vote. The Council of Bishops shall designate one of its members to convene and organize this committee after it is elected.

Outgoing members of the committee present at General Conference may meet with the newly elected committee during the current sessions of General Conference. These outgoing members will have voice but no vote.

B. To this committee shall be referred any proposed amendments to the Plan of Organization and Rules of Order (See Rule39). To it may be referred any other matters relating to parliamentary order or procedure in the business of the General Conference.

C. This committee shall serve as an Interim Committee between sessions of the General Conference. The committee shall study the Plan of Organization and Rules of Order and make needed changes and adaptations and, after printing in the *Advance DCA*, shall present them to the General Conference for consideration and final action, same to be published in the *Daily Christian Advocate* which serves as the Journal of the General Conference.

D. The Plan of Organization and Rules of Order of the General Conference shall be the Plan of Organization and Rules of Order as published in the journal of the preceding General Conference until they have been altered or modified by action of the General Conference (*Discipline* ¶505.)

VIII. Committees

The General Conference shall have the standing committees hereinafter indicated, with such functions, responsi-

bilities, and limitations respectively as are hereinafter prescribed, and such special committees as it may order.

A. Administrative Committees

The members of the following committees shall be appointed by the Council of Bishops at its fall meeting preceding the General Conference. All except the Committee on Correlation and Editorial Revision shall be from the elected delegates to the General Conference. (See Section V.) Members of administrative committees which meet prior to the day on which the General Conference convenes shall receive the delegate per diem for each additional day on which their attendance is required. Delegates who are appointed to such committees less than 60 days prior to the opening session of General Conference shall be entitled to reimbursement for any additional transportation costs.

(1) Agenda and Calendar.

(a) There shall be a Committee on Agenda and Calendar composed of ten members, at least five of whom shall be laypersons, to be constituted as follows: one from each jurisdiction, one from the central conferences of each of the continents of Africa, Asia, and Europe, the Coordinator of the Calendar, and the chairperson or substitute for the Chairperson of the Program Committee of the Commission on the General Conference. No member of the committee shall be chairperson of a legislative committee or staff person of any general agency. The Committee shall be convened, for the purpose of organization, by the Secretary of the General Conference at least the day before the opening of the General Conference.

Following the presentation and adoption of the report of the Commission on the General Conference at the opening session of the General Conference, the Committee on Agenda and Calendar shall immediately become responsible for guiding the order of business of the Conference.

(b) The Committee on Agenda and Calendar shall:

- (1) Present calendar reports in such an order as to expedite the business of the Conference,
- (2) Inform the bishop presiding as soon as possible of the agenda items, including order of priority, to be considered,
- (3) Keep an overview of calendar progress;
- (4) Report to each session of the General Conference recommendations concerning business agenda, including time allocation and order in which legislative committee reports shall be presented;

(5) Give priority to calendar items as soon as they are available;

(6) Give priority to calendar items involving minority reports;

(7) Announce, at the last plenary session of each day, a tentative agenda for the next day;

(8) Consult daily with the legislative committee chairpersons to expedite the business of the General Conference; and

(9) Receive all requests for special orders of the day, except those requested in the report of the Commission on the General Conference on the first day of the Conference.

(c) Proposals, questions, communications, resolutions, and other matters not included in the regular business of the General Conference shall be referred to the Committee on Agenda and Calendar without motion or debate. This committee shall determine whether or not the matter presented shall be considered by the General Conference. Appeal from the decision of this committee may be presented to the Conference upon the written signature of twenty delegates, and the item shall be presented to the Conference if the appeal is supported by a one-third vote.

(2) Correlation and Editorial Revision.

There shall be a Committee on Correlation and Editorial Revision of four persons not members of the General Conference and the Book Editor, who shall be an ex-officio member. They shall be entitled to reimbursement of expenses for attendance at meetings of the committee. Two alternates shall be appointed by the Council of Bishops. The Book Editor shall convene the committee for the purpose of organization. The function of this committee shall be:

(a) To review all proposed legislation reported in the *Daily Christian Advocate* and that presented in special reports to the General Conference. The Committee shall report to the committees concerned, or to the General Conference as the situation may warrant, all contradictions, duplications, and inconsistencies discovered.

(b) To assure that, when a calendar item approved on the Consent Calendar or under an omnibus vote is found to be in conflict with parts of another calendar item discussed and voted upon at a plenary session, the item discussed and voted shall prevail.

(c) To edit the *Discipline* in accordance with Section XI.B.

(3) Courtesies and Privileges.

There shall be a Committee on Courtesies and Privileges of eight members composed of one delegate from each jurisdiction and one delegate from a central conference from each of the continents of Africa, Asia, and Europe. The committee shall be convened by a bishop for the purpose of organization.

The committee has the following duties and responsibilities:

(a) To consider, as presented to it by members of the Conference, what said members regard as questions or matters of privilege, to decide whether they are such or not, and if they are regarded as being such, to recommend to the Conference that they be heard.

(b) To consider resolutions of commendation, courtesy, appreciation, etc., submitted in writing by delegates. The committee may initiate similar resolutions and edit and amend those submitted to it. Resolutions approved by the committee shall be printed in the *Daily Christian Advocate* and brought to the floor if the committee considers them of unusual importance or urgency.

(c) To arrange for extending courtesies of the Conference to any to whom they may be due, ecumenical representatives and official visitors excepted.

(d) To limit its report, including the statement of the chairperson and the hearing of such persons as may be presented, to a maximum of ten minutes in any one business day. No person or persons shall be presented whose request has been denied by the Commission on the General Conference, nor after the sixth day unless approved by a two-thirds vote of the Conference. (See Rule 29.3.)

(4) Credentials.

There shall be a Committee on Credentials of eight members, composed of one delegate from each jurisdiction and one delegate selected from a central conference from each of the continents of Africa, Asia, and Europe. The committee shall be convened by a bishop for the purpose of organization.

The chairpersons of the respective annual conference delegations shall report to this committee on a form provided for that purpose any change in seating of delegates, indicating the length of time for which the change shall be effective. (See Section I.A.4.) The chairperson of this committee shall make a daily written report to the Secretary of the General Conference, listing all changes of seating approved by the committee. In the event of questions which

may arise regarding the eligibility of seating any delegates, this committee shall report directly to the General Conference with its recommendations. (See Rule 5.)

(5) Journal.

There shall be a Committee on the Journal of three members to approve daily the record of Proceedings of the General Conference prepared by the Secretary and assistant(s). The committee shall be convened by a bishop for the purpose of organization.

(6) Presiding Officers.

There shall be a Committee on Presiding Officers of sixteen members, composed of one clergy and one lay delegate from each jurisdiction and one clergy and one lay delegate from members from central conferences from each of the continents of Africa, Asia and Europe. The Committee shall be convened by a bishop for the purpose of organization.

The Committee shall select and notify the presiding officer(s) of each plenary session at least 24 hours in advance, insofar as possible. The Committee shall be free to select a bishop for more than one session and to change the presiding officer during the session, whenever it seems advisable. (See Section III.)

(7) Reference.

There shall be a Committee on Reference of sixteen members, composed of one clergy and one lay delegate from each jurisdiction, one clergy and one lay delegate from a central conference from each of the continents of Africa, Asia and Europe. The membership of this Committee shall include at least one member from each legislative committee who will be designated as petition coordinator for their legislative committee. Additional members from the Committee on Reference shall assist the petition coordinator in the legislative committee of which they are members. This committee shall be convened, for the purpose of organization, by the Secretary of the General Conference the day prior to the opening of the General Conference.

(a) After reviewing the proposed assignments by the Secretary to committees of the petitions, resolutions, and similar communications dealing with the regular business of the Conference, this committee shall refer the same to the appropriate legislative committees. (See Section IV.D.) If possible, petition coordinators should have served previously on a General Conference legislative committee. These petition coordinators shall also serve as advisors to the officers of the legislative committee of which they are a member. This Committee shall also be responsible for reviewing the assignment, by the Secretary, of all reports, recommendations, and resolutions from general agencies, standing or

special commissions and committees, and all other communications which shall come into the Secretary's hands after the convening of the General Conference, all of which shall be referred directly to appropriate legislative committees without presentation to a plenary session of the General Conference.

(b) The Committee on Reference may withdraw a paper that has been assigned to a committee, either upon a request or upon its own motion. It may also withhold from reference or publication any document it shall deem improper.

(c) Where the Committee finds two or more substantially identical petitions, it may group them under one title and number, indicating the total number of petitions.

(d) No petitions shall be assigned by the Committee on Reference to any General Conference committee unless they meet the requirements of the Book of Discipline.

B. Commission on Central Conference Affairs.

(For membership, see *Discipline*, ¶2201.)

To this Commission shall be referred all petitions, resolutions, etc., relating to the Central Conferences, Autonomous Churches, Affiliated Churches, Affiliated United Churches and Concordat relationships (*Discipline*, ¶¶26-29, 428, 535-553, 2201.)

The Commission on Central Conference Affairs shall submit its report and any legislative proposals related to the paragraphs assigned to it directly to the General Conference.

If the Commission on Central Conference Affairs has a concern for any paragraphs assigned to one of the legislative committees, the Commission shall offer its recommendation to the appropriate legislative committee for consideration and recommendation to the General Conference.

C. Legislative Committees.

The General Conference shall have the following legislative committees, which shall consider all proposals looking toward new legislation or changes in the present legislation of the Church, including all reports and recommendations from general agencies and special commissions or committees, and report recommendations relating thereto to the Conference.

Any legislative committee considering legislation affecting the concerns of the Commission on Central Conference Affairs shall consult with the Commission before submitting its proposed legislation to the General Conference.

(1) Church and Society.

To this committee shall be referred all petitions, resolutions, etc., relating to the work and concerns of the Boards of Church and Society.

Discipline paragraphs

160-166	Social Principles
627	AC: Board of Church and Society
657	District Director
1001-1005	General Board of Church and Society
1007-1011	General Board of Church and Society

(2) Conferences.

To this committee shall be referred all petitions, resolutions, etc., relating to the composition and activities of the General, Jurisdictional, Annual, Provisional, Missionary, and District Conferences, and Missions, including the Jurisdictional, Annual and District Connectional Ministries or equivalent. (Legislation relative to Central Conferences shall be referred to the Commission on Central Conference Affairs (see *Discipline*, ¶ 2201).)

Discipline paragraphs

7-11	Constitution: Conferences
12-15	Constitution: General Conference
21-25	Constitution: Jurisdictional Conferences
30-34	Constitution: Annual Conferences
35-39	Constitution: Boundaries
40	Constitution: District Conferences
405-407	Election, Assignment of Bishops
501-510	General Conference (including opening statement)
511-526	Jurisdictional Conference
527, 529	Jurisdictional Agencies
528	Jurisdictional Coordination of Programs
554-557	Provisional Annual Conferences
558-561	Missionary Conference
562-563	Mission
601-607	Annual Conference
649	AC: Committee on Disability Concerns
653-654	District Conference
656	District Program Organization

(3) Discipleship.

To this committee shall be referred all petitions, resolutions, etc., relating to the work and concerns of the Boards of Discipleship.

Discipline paragraphs

266-269	LC: Lay Speaking Ministries
270	LC: Lay Missioner
531	Jurisdictional Youth Ministry Organization Convocation
628	AC: Board of Discipleship
629	AC: Board of Laity
646	AC: Council on Youth Ministry
647	AC: Council on Young Adult Ministry

655	DC: Lay Leader	608-617	AC: Council on Finance and Administration
661	DC: Board of Laity	618-626	AC: Clergy Support
662	DC: Committee on Lay Speaking Ministries	635	Episcopal Residence
666	DC: Council on Youth Ministry	636	AC: Board of Pensions
1101-1103	General Board of Discipleship	637	AC: Board of Trustees
1105-1106	General Board of Discipleship	648	AC: Joint Committee on Incapacity
1107-1109	GBOD: Education	807-809	General Council on Finance and Administration
1110-1114	GBOD: Evangelism, Worship and Stewardship	810-813	GCFA: General Funds
1115-1119	GBOD: Ministry of the Laity	816	GCFA: Special Days Offerings
1120-1125	GBOD: Curriculum Resources Committee	817-820	GCFA: General Funds
1201-1205	UMYO: United Methodist Youth Organization	821-830	GCFA: Episcopal Fund
1207-1209	UMYO: United Methodist Youth Organization	1501	General Board of Pension and Health Benefits

(4) Faith and Order.

To this committee shall be referred all petitions relating to Doctrinal Standards and Our Theological Task, the Ministry of all Christians and the Meaning of Ordination and Conference Membership.

Discipline paragraphs

101-104	Doctrinal Standards and Our Theological Task
120-124	The Churches
125-130	The Ministry of All Christians
131-132	Servant Ministry and Servant Leadership
133-135	Servant Ministry
136-137	Servant Leadership
138	Called to Inclusiveness
139-141	The Fulfillment of Ministry through the United Methodist Church
301-304	The Meaning of Ordination and Conference Membership

(5) Financial Administration.

To this committee shall be referred all petitions, resolutions, etc., relating to the work and concerns of the Council on Finance and Administration, the Board of Pension and Health Benefits, and the United Methodist Publishing House. The budget and recommendations prepared by the General Council on Finance and Administration shall be submitted to this committee for study and review. Thereafter, when the General Council on Finance and Administration presents its report to the General Conference for action, the committee shall present its recommendations and may propose amendments.

Discipline paragraphs

6	Constitution: Title to Properties
20	Constitution: Restrictive Rule

608-617	AC: Council on Finance and Administration
618-626	AC: Clergy Support
635	Episcopal Residence
636	AC: Board of Pensions
637	AC: Board of Trustees
648	AC: Joint Committee on Incapacity
807-809	General Council on Finance and Administration
810-813	GCFA: General Funds
816	GCFA: Special Days Offerings
817-820	GCFA: General Funds
821-830	GCFA: Episcopal Fund
1501	General Board of Pension and Health Benefits
1503-1505	General Board of Pension and Health Benefits
1506-1509	GBPHB: Annual Conference Pension Administration
1601	The United Methodist Publishing House
1603-1642	The United Methodist Publishing House
2501-2523	Church Property
2552	Trustees of Church Institutions

(6) General Administration

To this committee shall be referred all petitions, resolutions, etc., relating to the work and concerns of the General Council on Ministries, including the Advance and proposals relating to "Living Into the Future."

The report of the General Council on Ministries shall be submitted to this committee for study and review. Thereafter, when the General Council on Ministries presents its report to the General Conference for action, the committee shall present its recommendations and may propose amendments.

Discipline paragraphs

1-4	Constitution: General (including Preamble)
16-17,19	Constitution: Restrictive Rules
57-59	Constitution: Amendments
262-265	Local Church Special Sundays
652	AC: Committee on Criminal Justice and Mercy Ministries
701-724	Administrative Order General Provisions
801-806	General Council on Finance and Administration Organization and Fiscal Responsibilities
814-815	The Advance
901-907	General Council on Ministries
1006	General Board of Church and Society Organization
1104	General Board of Discipleship Organization
1206	United Methodist Youth Organization Organization

1308	General Board of Global Ministries Organization	305-366	Ordained Ministry
1311	General Board of Global Ministries Membership	401-404 408-416	Superintendency Superintendency: Bishops
1407	General Board of Higher Education and Ministry Organization	417-425 426-427, 429	Superintendency: District Superintendent Expressions of Superintendency
1502	General Board of Pension and Health Benefits Organization	430-435 532	Appointment-Making JC: Committee on Ordained Ministries
1602	United Methodist Publishing House Organization	631	AC: Board of Higher Education and Campus Ministry
1704	General Commission on Archives and History Organization	632 634	AC: Board of Ordained Ministry AC: Committee on Episcopacy
1807	General Commission on Communication Organization	660 663	DC: Committee on Ordained Ministry DC: Committee on District Superintendency
1906	General Commission on Christian Unity and Interreligious Concerns Organization	1401-1406	General Board of Higher Education and Ministry
2003	General Commission on Religion and Race Organization	1408-1409	General Board of Higher Education and Ministry
2104	General Commission on the Status and Role of Women Organization	1410-1424	GBHEM: Division of Higher Education
2201	Commission on Central Conference Affairs Organization	1425-1426	GBHEM: Schools of Theology
2303	General Commission on United Methodist Men Organization		

(7) Global Ministries.

To this committee shall be referred all petitions, resolutions, etc., relating to the work and concerns of the Boards of Global Ministries.

Discipline paragraphs

533	JC: United Methodist Women
630	AC: Board of Global Ministries
644	AC: United Methodist Women
650	AC: Committee on Native American Ministry
651	AC: Advance Program
664	DC: United Methodist Women
1301-1307	General Board of Global Ministries
1309-1310	General Board of Global Ministries
1312	GBGM: Mission Program Areas
1313-1316	GBGM: Office of Deaconess
1317-1325	GBGM: Women's Division
1326	GBGM: Health and Relief

(8) Higher Education and Ministry.

To this committee shall be referred all petitions, resolutions, etc., relating to the work and concerns of Ordained Ministries and Superintendency, Higher Education, Schools of Theology, and the Division of Chaplaincy and Related Ministries.

Discipline paragraphs

18	Constitution: Restrictive Rule
43-52	Constitution: Episcopal Supervision

(9) Independent Commissions.

To this committee shall be referred all petitions, resolutions, etc., relating to commissions, and ecumenical concerns. This shall include Archives and History, Christian Unity and Interreligious Concerns, Communications, Religion and Race, Status and Role of Women, United Methodist Men, and membership or relationship to the World Methodist Council, Councils and Consultations of Churches, and the American Bible Society.

Discipline paragraphs

5	Constitution: Ecumenical Relations
530	JC: Commission on Archives and History
534	JC: Committee on United Methodist Men
638	AC: Commission on Archives and History
639	AC: Commission on Christian Unity and Interreligious Concerns
640	AC: Commission on Religion and Race
641	AC: Commission on Status and Role of Women
642	AC: Commission on Small Membership Church
643	AC: Commission on Communications
645	AC: United Methodist Men
658	DC: Director Ethnic Local Church Concerns
659	DC: Director Religion and Race
665	DC: United Methodist Men
1701-1703	General Commission on Archives and History
1705-1712	General Commission on Archives and History
1801-1806	General Commission on Communications

1808-1809	General Commission on Communications
1901-1905	General Commission on Christian Unity and Interreligious Concerns
2001-2002	General Commission on Religion and Race
2004-2008	General Commission on Religion and Race
2101-2103	General Commission on Status and Role of Women
2105-2109	General Commission on Status and Role of Women
2301-2303	General Commission on United Methodist Men
2401-2405	Ecumenical Organizations

(10) Judicial Administration

To this Committee shall be referred all petitions, resolutions, etc. relating to the Judiciary, the Judicial Civil Administration review committee, and investigations, trials, and appeals,

Discipline paragraphs

53-56	Constitution: The Judiciary
633	AC: Administrative Review Committee
2601-2612	Judicial Council
2701-2719	Investigations, Trials and Appeals

(11) Local Church.

To this committee shall be referred all petitions, resolutions, etc., relating to the organization of the local church and its membership, programs, boards, councils, commissions, committees, etc., or relating to local church property.

Discipline paragraphs

41-42	Constitution: Charge Conferences
201-213	Local Church
214-241	LC: Church Membership
242-258	LC: Organization and Administration
259-261	LC: General
2524-2552	LC: Property

D. Membership of Legislative Committees.

(1) Each delegate shall serve as a member of one of the legislative committees numbered one to eleven. Within the annual conference delegation each member shall choose from the legislative committees one to eleven the committee on which to serve, the choice being made in order of election. Beginning with 2004, the clergy first elected, shall be entitled to the first choice, the lay delegate first elected, the second choice, and thus the right of choice shall continue to

alternate between clergy and lay delegates in the order of their election. For subsequent General Conferences, first choice shall alternate between the lay and clergy delegates, provided that two members of a delegation may not serve on any one of the above-designated legislative committees one to eleven unless the said delegation is represented on each of them. All delegations composed of 12 or more members shall assign all members in excess of 11 according to this same principle of distribution. (For example, a conference with 16 delegates shall have two members on each of any five of these 11 committees and one on each of the remaining six. Similarly, a conference with 26 delegates shall have three members on each of four committees and two on each of the remaining seven. Each delegate may, in the order herein indicated, select any one of these 11 committees, provided that the foregoing division of the delegates among the committees is maintained.) Whenever a delegation has more than one member on a legislative committee, its members shall be divided as equally as possible between lay and clergy. Thus, if there are three members on a committee, they shall be two clergy and one lay or vice versa.

(2) If a matter is under consideration in any legislative committee which in the judgment of any annual conference delegation vitally affects the interests of its constituency, and if the said annual conference is not represented in the membership of said committee, then the delegation may choose one of its members to represent its annual conference in the committee when the matter judged to be vital to the interests of this constituency is under consideration. Such a person shall be entitled to sit with the committee while this particular matter is being considered and shall be entitled to the floor, subject to such limitations as are imposed on the regular members of the committee, but shall not be entitled to vote. (See Section VIII.E.3.(e).)

(3) Each person seated in the General Conference with the right to speak but not vote may submit to the Secretary of the General Conference a choice of a legislative committee and shall have the same right in that committee to speak but not to vote.

E. Meetings of Committees.

(1) Organization of Committees. All legislative and administrative committees shall meet for organization at such time as the Commission on General Conference shall determine. A majority of the members shall constitute a quorum for the transaction of business in all committees.

(2) Administrative Committees.

(a) A bishop appointed by the Committee on Presiding Officers and an organizing secretary appointed by the Secretary of the General Conference shall serve, respectively

as chairperson and secretary to effect an organization in each of the several administrative committees, except where other provision is specified.

(b) The election of chairperson, vice-chairperson and secretary of each administrative committee shall be by ballot.

(3) Legislative Committees.

All legislative committees shall meet for organization at such time as the Commission on the General Conference shall determine. A bishop appointed by the Council of Bishops and an assistant secretary appointed by the Secretary of the General Conference shall serve, respectively, as chairperson and secretary to effect an organization in each of the several committees. The first meeting of the legislative committees shall be held as soon as possible following the first plenary session of the General Conference. The orientation of the committee, followed by the election of officers, shall be the order of business of the first meeting of the committee.

(a) The election of chairperson, vice-chairperson, and secretary of each committee, shall be by ballot, with due consideration for gender, age, ethnicity, geography, clergy and lay, young adults inclusiveness that reflects the global nature of the church.

(b) Training. The Secretary of the General Conference shall be responsible for arranging for a training session for all chairpersons, vice-chairpersons, and secretaries of legislative committees as soon as possible after the election of officers. The training shall include instruction in their duties, all procedures in the handling of petitions, the times of the daily deadline for publishing reports, and other information to expedite the work of the committees. The Commission on the General Conference shall arrange for a time and place for such a training session.

(c) Regular Meetings. The legislative committees 1 to 11 inclusive shall meet for business as scheduled by the Agenda and Calendar Committee unless otherwise ordered by the Conference, until their work is completed, and at such other times as the committees may determine.

(d) Voting Area. Each legislative committee shall establish an area in which only voting committee members will be seated. Staff, resource persons, and visitors may speak only when authorized, in each instance by specific committee action. (See Section VIII.D.2.)

(e) Priorities. Legislative committees are urged to give priority to significant and controversial legislation so that their reports on such matters may be printed as soon as pos-

sible in the *Daily Christian Advocate* and considered by the General Conference.

(f) Minority Reports. Minority reports should be encouraged so that differing views held by a significant portion of the committee may be carefully prepared and expressed and the issues clearly defined for decision by the General Conference. Adequate time should be given for the minority to prepare its report and the majority and minority reports shall be printed together in the *Daily Christian Advocate* (See Rules 27, 35, and 36).

F. Function and Authority Of Committees.

(1) The administrative committees, without specific instruction or direction from the Conference, shall assume responsibility for considering and reporting to the Conference upon all matters which fall within their respective responsibilities. (VIII.A.)

(2) The legislative committees may not originate business, but shall consider and report only upon that which is referred to them by the Committee on Reference, or which has been referred to them directly by the Conference and processed by the Committee on Reference. (See Rule33).

IX. Proposal Involving Expenditure of Unbudgeted Funds

A. Any action proposed to the General Conference plenary to establish an interim or continuing board, commission, committee or task force shall be referred to the General Council on Finance and Administration or its executive committee for a report and recommendation before final action is taken.

The General Council on Finance and Administration or its executive committee shall provide the General Conference with the following before action is taken:

(1) an estimated budget for the proposed board, commission, committee or task force for the next quadrennium; and

(2) a statement explaining how the creation of the proposed board, commission, committee, or task force will affect the budget or budgets for existing boards, commissions, committees and task forces already presented by the General Council on Finance and Administration.

B. Any action proposed to the General Conference plenary which involves the expenditure of funds not included in the established budget shall be referred to the General Council on Finance and Administration for advice and recommendation before final action is taken.

C. Any proposal falling under the provisions of this section shall be referred to the General Council on Finance and Administration at least forty-eight hours prior to the scheduled adjournment of the General Conference.

X. Delegates' Expense Accounts

A. The report of the chairperson of the respective annual conference delegations shall be the basis for settlement with principal and reserve delegates for their per diem allowances. The total traveling expense including per diem shall be payable to the principal delegate if present and seated. If during the Conference a reserve delegate is seated for a principal delegate for one or more full days, the principal delegate shall adjust the per diem with such reserve on the basis of the time served by each.

B. Full travel expenses and per diem shall be paid for the number of allotted voting delegates from each conference.

C. Air travel expense shall be on the basis of the most economical round-trip tourist/coach airfare directly to and from the seat of the General Conference. Special excursion and promotional fares shall be utilized whenever possible. Additional expenses may be allowed delegates from conferences outside the United States for arrival and departure not to exceed two days before or after General Conference. The per diem expense allowance for all such days before and after General Conference shall be at the same rate as granted delegates during General Conference. Exceptions to these limitations must be approved by the Business Manager of the General Conference.

D. When one or more delegates come in the same automobile, the owner will be allowed the established rate per mile plus the cost of room and meals en route up to the established General Conference per diem rate. Passengers who are the principal voting delegates to the General Conference shall submit only the cost of room and meals en route up to the established General Conference per diem rate. Maximum use of automobiles for travel may not exceed 1,000 miles round-trip, for reimbursement purposes. If automobile travel exceeds 1000 miles round-trip, reimbursement will be based upon the most economical round-trip tourist/coach airfare, or the mileage reimbursement, whichever is less. In all cases delegates shall report only the actual cost of travel.

E. For the dates General Conference is in session, no General Conference delegate shall receive expense money from the general Church or any of its boards and agencies other than approved per diem and travel expenses available to all delegates. This provision is not to restrict official assistance to delegates from their own annual conferences.

XI. Material to be Included in The Discipline

A. Non-legislative material shall be referred to the Committee on Correlation and Editorial Revision for consideration and recommendation to the General Conference for further consideration and final action before being printed in the *Discipline*.

B. The Book Editor, the Secretary of the General Conference, the Publisher of The United Methodist Church, and the Committee on Correlation and Editorial Revision shall be charged with editing the *Discipline*. These editors, in the exercise of their judgment, shall have the authority to make changes in phraseology as may be necessary to harmonize legislation without changing its substance. The editors, in consultation with the Judicial Council, shall also have authority to delete provisions of the *Discipline* which have been ruled unconstitutional by the Judicial Council. Any challenge of a decision made by the Committee on Correlation and Editorial Revision shall be in writing. If the matter should go to the Judicial Council, the appealing party shall give notice thereof to the Committee. Any established errata in the *Discipline* shall be forwarded by the United Methodist Publishing House to the Council of Bishops, the Secretary of the General Conference, Annual Conference Secretaries, and Annual Conference Directors of Connectional Ministries.

XII. Distribution to the Desks of Delegates

After the first day, only the Daily Christian Advocate shall be placed on the desks of the delegates, with additional copies for the first clergy and first lay reserve delegate from each delegation.

XIII. Distribution of Unofficial Material

Daily, periodic, or regular newsletters, or any special interest material published at General Conference by United Methodist boards, agencies, and related United Methodist groups may be distributed under the following conditions:

A. Two copies of each publication shall be deposited in the office of the Commission on the General Conference in advance of the time of distribution.

B. Material distributed should be used for information relative to matters that have been before or are coming before the General Conference and not for soliciting membership in an organization.

C. Distribution method shall be at least 30 feet outside any entrance door to the plenary or committee meeting room.

D. Distribution shall be done by representatives of the

publishing groups. Distributors shall be in the smallest number capable of effecting adequate distribution to those entering. During distribution it is the responsibility of the distributors not to impede or interfere with the entrance or exit of persons or to hamper the general flow of pedestrian traffic.

E. Distributors are responsible for the disposal of unused or unclaimed materials.

F. Distributors violating these regulations will be prohibited from future distributions.

XIV. Reports to be Mailed Before General Conference

The reports, recommendations, and resolutions requiring action by the General Conference, as well as petitions submitted in accordance with the *Discipline*, ¶507.7, shall first be assigned a Petition Number by the Secretary of the General Conference or the Petitions Secretary and then shall be printed in an Advance Edition of the *Daily Christian Advocate* and distributed to all delegates and to the first clergy and first lay reserve delegates at least ninety days prior to the opening of the General Conference. If necessary to meet this deadline, material to delegates from central conferences shall be sent by airmail. Such reports shall be printed in the same size and style as the *Daily Christian Advocate* and be punched for binding.

In order to accomplish this, the finished copy of all such reports and recommendations shall be submitted to the editor of the *Daily Christian Advocate* at least 150 days prior to the opening of the General Conference. Any such reports and recommendations not so submitted and not printed in an Advance Edition of the *Daily Christian Advocate* shall be received by the General Conference only upon three-fourths vote of the General Conference. The General Council on Finance and Administration shall be exempt from this requirement to the extent necessary to allow inclusion of general funds receipts information for the first three years of the quadrennium. The General Council on Finance and Administration will provide data including the third year of the quadrennium and other appropriate information to delegates prior to the convening of the General Conference.

Rules of Order

I. Daily Schedule

Rule 1. Hours of Meetings

The following shall be the daily order for the General Conference, Sundays excepted:

- (1) 8:00 a.m. Choral music
- (2) 8:15 a.m. to 9:00 a.m. Devotional service under the direction of the Council of Bishops
- (3) 9:00 a.m. to 12:30 p.m. Conference business or committee meetings
- (4) 2:30 p.m. to 5:00 p.m. Conference business or committee meetings
- (5) 7:30 p.m. Evening programs as planned by the Commission on the General Conference, Conference business or committee meetings
- (6) Recess may be called during any plenary session at a time deemed appropriate by the bishop presiding.

Rule 2. Order of Business

After the devotional service, the daily sessions of the Conference shall be conducted as follows:

- (1) Reports of administrative and special committees
- (2) Agenda and calendar items
- (3) Consent calendar (See Rule 31.5)
- (4) Miscellaneous business

II. Presiding Officers

Rule 3. Authority of the Chairperson

(1) The bishop presiding shall be the chairperson of the General Conference session.

(2) The bishop presiding shall decide points of order raised by the delegates and shall rule on points of order not raised by delegates, as the chair deems necessary to conform to these rules of order, subject in both cases to an appeal to the Conference by any delegate without debate, except that the chairperson and the appellant, in the order here named, shall each have three minutes for a statement in support of their respective positions. A tie vote in the case of appeal shall sustain the chair. (See Rule 29.2) Any delegate who raises a point of order shall cite the rule believed to have been violated.

(3) At the discretion of the bishop presiding a time for prayerful discernment may be taken during deliberation. Such a time should be for personal meditation or for group prayer and shall end at the call of the bishop presiding, at which time normal deliberation shall be resumed.

(4) The bishop presiding shall have the right to recess a session of the General Conference at any time at the chair's

discretion and to reconvene at such time as the chair shall announce. The bishop presiding shall also have the right to stipulate that the session shall reconvene with only delegates, authorized personnel, and authorized guests permitted to attend such a session following recess.

Rule 4. Calling the Conference to Order

When the bishop presiding calls the Conference to order, no member shall speak, address the chair, or stand.

III. Rights and Duties Of Members

Rule 5. Attendance and Seating Reserves

No delegate, unless hindered by sickness or other emergency situation shall be absent from the sessions of the Conference without permission of the Conference. All absences shall be reported by the chairpersons of the several annual conference delegations to the Committee on Credentials on a form provided for this purpose. A reserve delegate may be seated upon authority of the chairperson of the delegation who shall report the substitution in writing to the Committee on Credentials on a form provided for this purpose. Reserves are chosen to be seated:

- (1) by reason of being of the same order as the absent member,
- (2) in order of their election as reserve delegates.

If the Committee disapproves the substitution, after consultation with the chairperson of the delegation, it may report to the General Conference with its recommendation. The chairperson of the Committee on Credentials shall make a daily written report to the Secretary of the General Conference, listing all changes of seating. (See Plan of Organization IA.4 and VIII-A.4.)

Rule 6. Voting When On The Platform

Electronic voting devices shall be available on the platform for delegates making a presentation to the Conference. Reserves shall not be seated for such delegates.

Rule 7. Directions for Securing the Floor

A delegate desiring to speak to the Conference shall hold up the appropriate placard provided for that purpose. A delegate shall not move to the microphone until recognized by the bishop presiding. Unless raising a point of order or parliamentary inquiry, the delegate shall not speak until given the floor. The bishop presiding shall consider the various sections of the auditorium in rotation. The delegate recognized shall proceed to the nearest microphone and shall first announce her or his name and the name of the conference represented, which in turn the bishop presiding shall then announce to the Conference.

Rule 8. Speakers For and Against

(1) When the report of a committee is under consideration, it shall be the duty of the bishop presiding to ascertain, when recognizing a member of the Conference, on which side the member proposes to speak; the chair shall not assign the floor to any member proposing to speak on the same side of the pending question as the speaker immediately preceding if any member desires to speak on the other side thereof.

(2) Except for non-debatable motions (Rule 20), no report shall be adopted or question relating to the same decided without opportunity having been given for at least two speeches for and two against the said proposal. After three speeches for and three against and provided no secondary motions come before the floor, the questions shall be put automatically. However, the vice chairperson and/or duly authorized member or members presenting the committee's report (and the minority report chairperson or representative, if there be one) shall be entitled to speak before the vote is taken. (See Rule 27.)

(3) The right of the chairperson and/or other member or members to close the debate shall prevail in like manner to a limit of three minutes when a vote is about to be taken on a motion to amend, to substitute, to postpone, to refer, or to lay on the table or any other motion whose adoption would vitally affect the report under consideration. (See Rules 10, 28.)

Rule 9. Interrupting the Speaker

No delegate who has the floor may be interrupted except for a point of order, a misrepresentation, a parliamentary inquiry, a point of information, to challenge a misrepresentation, or to call attention that the time has arrived for a special order.

Rule 10. Speaking More Than Once; Length of Speech

(1) No delegate shall speak a second time on the same question if any delegate who has not previously spoken on the question desires the floor.

(2) No delegate shall speak more than twice on the same subject under the same motion, except as provided in Rule 8.2

(3) No delegate shall speak longer than three minutes unless that time is extended by the Conference. (See Rule 8.3)

(4) The three-minute limit on delegate speeches may be amended by a majority vote of the Conference at any time and for any period of duration.

Rule 11. Point of Order

A delegate wishing to raise a point of order shall address the bishop presiding and say, "I rise to a point of order." The bishop presiding shall interrupt the proceeding. If a delegate is speaking, that one shall immediately yield the floor. The bishop presiding shall then direct the delegate raising the point of order to state the point as briefly and concisely as possible, citing the rule invoked in the point of order. The delegate shall not presume to decide the question or argue the point.

A point of order is decided by the bishop presiding without debate unless in doubtful cases the chair submits the question to the body for advice or decision. When the bishop presiding rules on a point, debate is closed, but the decision may be appealed.

Rule 12. Bar of the Conference

The bar of the conference shall provide for the integrity of the General Conference. It is for delegates, pages, and others who have been granted access to the area for General Conference business. Delegates are not to distract others near them by engaging in unrelated business activity.

Rule 13. Right to Make Motions

Voting members have the right to make or second motions in accordance with the rules and upon recognition by the presiding officer. A person seated in conference with the right to speak, but without vote, does not have the right to make or second motions.

Rule 14. Voting Procedure

(1) Voting shall be by electronic means unless otherwise ordered by the Conference, provided, however, that in elections, voting may be by written ballot.

(2) When electronic voting is not in use or operating, a standing count vote or vote by written ballot may be ordered on call of any delegate, supported by one-third of the delegates present and voting.

(3) In the event the electronic voting system is inoperable and a count vote is called for, the chairpersons of the delegations shall poll their respective delegations or pages may serve as tellers.

(4) Only delegates within the bar of the Conference when the vote is taken shall be entitled to vote. No delegate shall cast a vote in place of any other delegate.

(5) No other business shall be in order when a vote is

being taken or when the previous question has been called until the process is completed, except such as relates to the vote itself or such business as the chair may deem appropriate.

Rule 15. Elections

For any election requiring balloting, an election shall occur when the number of ballots cast for a nominee meets or exceeds the required percentage of the total valid ballots cast.

A ballot is valid if it meets the following standards:

(1) It is cast by a voting delegate or properly seated reserve delegate.

(2) It contains votes for the same number of nominees as there are vacancies to be filled.

(3) Every name receiving a vote has been properly nominated according to the provisions.

(4) No more than one vote is cast for the same nominee.

(5) No vote is cast for a person who has already been elected.

Rule 16. Division of Question

Before a vote is taken, any delegate shall have the right to call for a division of any question, if it is subject to such division as the delegate indicates. If no delegate objects, the division shall be made; but if there is objection, the chair shall put the question of division to vote, not waiting for a second.

IV. Business Procedure*Rule 17. Motion for Adoption of Reports*

Whenever a report of a committee signed by the chairperson and secretary is presented to the Conference for action, it shall be deemed in proper order for consideration by the Conference without the formality of a second.

Rule 18. Required Forms for Reports, Resolution, Motions, Amendments.

All resolutions and committee reports shall be prepared in accordance with instructions from the Secretary of the General Conference; and all motions, including amendments, shall be presented in writing. (See Rules 31.2, 32.2, 34.2, 36.)

Rule 19. Alterations of Motions

When a motion is made and seconded or a resolution is introduced and seconded or a committee report is read or is published in the *Daily Christian Advocate*, it shall be deemed to be in the possession of the Conference and may not be altered except by action of the Conference. (See Rule 35.)

Rule 20. Non-Debatable Motions

The following motions shall be acted upon without debate:

(1) To adjourn, when unqualified, except to adjourn the Conference finally

(2) To suspend the rules

(3) To lay on the table

No motion, which adheres to another motion or has another motion adhering to it, can be laid on the table by itself. Such motions, if laid on the table, carry with them the motions to which they adhere or which adhere to them.

(4) To take from the table

(5) To call for the previous questions

Any member who moves the previous question (that is, that the vote be now taken on the motion or motions pending) shall also indicate to what it is intended to apply, if any secondary motion or motions are also pending. If said member does not so indicate, it shall be regarded as applying only to the immediately pending question. This motion shall be taken without debate and shall require a two-thirds vote of those present and voting for its adoption. If it is adopted, the vote shall be taken on the motion or motions to which it applies without further debate, except as provided in Rule 8. (See also Rules 22, 26(5), 30)

(6) To reconsider a non-debatable motion (See Rule 30)

(7) To limit or extend the limits of debate

(8) To take time for prayerful discernment at the immediate moment.

Rule 21. Rights of the Main Question

The main question may be opened to debate under the following motions: to adopt, to commit or refer, to substitute, to postpone, and to reconsider. No new motion, resolutions, or subject shall be entertained until the one under consideration shall have been disposed of except as provided in Rule 14.5. The foregoing does not apply to secondary

motions if otherwise allowable.

Rule 22. Precedence of Secondary Motions

If any one or more of the following motions shall be made when one or more other motions are pending, the order of their precedence in relation to one another shall be the same as the order of their listing below:

(1) To fix the time the conference shall adjourn. (This motion is subject to amendment, or it may be laid on the table.)

(2) To adjourn

(3) To take a recess

(4) To lay on the table

(5) To order the previous question (See Rules 20.5, 26.)

(6) To limit or extend the limits of debate

(7) To postpone to a given time

(8) To commit or refer

(9) To amend or to amend by substitution (one amendment being allowed to an amendment)

(10) To postpone indefinitely

Rule 23. Motion to Adjourn in Order Except:

The motion to adjourn, when unqualified, shall be taken without debate and shall always be in order, except:

(1) When a delegate has the floor

(2) When a question is actually put or a vote is being taken and before it is finally decided

(3) When the previous question has been ordered and action thereunder is pending

(4) When a motion to adjourn has been lost and no business or debate has intervened

(5) When the motion to fix the time to which the conference shall adjourn is pending

The foregoing does not apply to a motion for final adjournment of the Conference.

Rule 24. Final adjournment

Final adjournment shall be *sine die*; therefore, all unfinished business shall remain unfinished.

Rule 25. Referring Reports, Etc.

It shall be in order for the Conference to refer to a committee a section or part of a report or resolution which is before the Conference for consideration of any amendment offered thereto.

Rule 26. Procedure for Amending by Substitution

(1) When a resolution or committee report is properly before the Conference for consideration and action, even if amendments are pending, a substitute may be offered by any member moving that the same be substituted for the report, resolution, or amendment under consideration. The substitute shall be an alternative to what is before the house and not simply a negation of the main motion.

(2) The Conference shall proceed first to perfect the original report or resolution, including consideration and action upon any amendments which may be offered to it.

(3) The same perfecting process shall be followed with respect to the substitute.

(4) The questions shall be put first on the motion to substitute, followed by the motion to adopt the report or resolution.

(5) The motion for the previous questions shall not be in order on the adoption of the report or recommendation or on making the proposed substitution until opportunity has been given for at least two members to speak on each side of the question of substitution or adoption. (Also see Rule 27 for handling minority reports.)

Rule 27. Minority Report

A minority report may be attached to a majority report from a legislative committee in the following manner:

(1) Notice to the chair of intent to offer a minority report must be given within two (2) hours (excluding breaks) of the adoption of the majority report

(2) The chair of the legislative committee shall receive the minority report signed by 10 persons or 10% of the legislative committee membership (whichever is less) who voted against the proposal, whose names shall be attached to the request. The majority and minority reports shall be sub-

mitted and presented together in the Daily Christian Advocate.

(3) A minority report shall be presented as a substitute for the report of the committee, in conformity with Rule 26 and Rule 34 respectively, and shall indicate the report number to which it relates.

The signers of the minority report shall select one of their number to present the report. This person shall have the same rights and privileges as the presenter of the committee report. In closing debate on the minority report, the member presenting the minority report shall speak first and the presenter of the majority report shall be last.

Rule 28. Unlawful Motion After Speech

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

Rule 29. Exceptions to Majority Vote

A majority of those voting, quorum being present (*Discipline*, ¶506), shall decide all questions, with the following exceptions:

(1) One-third of those present and voting shall suffice to sustain a call for a recorded vote in case the decision of the chair is challenged. (See Rule 14.2)

(2) A tie vote sustains the chair. (Rule 3.2.)

(3) A two-thirds vote shall be required to sustain a motion to suspend (Rule 38) or amend (Rule 39) the rules; to set aside a special order (Rule 31.1); to consider a special order before the time set therefor; to sustain the request of the Committee on Courtesies and Privileges for the presentation of any person after the sixth day of the General Conference. (Plan of Organization VIII.A.3.)

(4) A call for the previous question is a motion to suspend the rules and therefore requires a two-thirds vote.

(5) A two-thirds vote shall be required to approve a proposal for a constitutional amendment. (*Discipline*, ¶57-59.)

Rule 30. Reconsideration

A motion to reconsider an action of the Conference shall be in order at any time if offered by a delegate who voted with the prevailing side. If the motion proposed for reconsideration was non-debatable, the motion to reconsider shall be non-debatable. (See Rule 20.)

Rule 31. Regular Calendar and Consent Calendar

(1) The Secretary shall keep the Calendar which includes the orders of the day and the reports of committees (See Rule 35). Business placed on the calendar shall be considered in the order recommended by the Committee on Agenda and Calendar, unless by two-thirds vote of the Conference, an item is taken up out of order. (See Rule 29.3.)

(2) When a committee presents a report, it shall also list the numbers of all petitions relating to the report on which the committee voted non-concurrence so that all related matters may be considered together. (See Rules 33.3, 34, 36.)

(3) Action from a legislative committee shall be placed on the Consent Calendar if:

(a) No more than five votes were cast against the prevailing position in the Committee;

(b) The item has been previously printed in the *Daily Christian Advocate*;

(c) The item has been in the hands of delegates for at least 24 hours; and

(d) The item is neither a constitutional amendment nor one having financial implications.

(e) No minority report is attached (See Rule 27)

(4) The *Daily Christian Advocate* shall clearly identify the Consent Calendar, which will list items in three sections sub-headed as follows:

(a) *Discipline* Changes Concurrence

(b) *Non-Discipline* Items Concurrence

(c) *Discipline* and *Non-Discipline* Items Non-Concurrence

(5) The Consent Calendar shall be called up daily pursuant to Rule 2. Adoption of the Consent Calendar by vote of the Conference shall be deemed action on all calendar items on the Consent Calendar.

(6) Any five delegates may have a Consent Calendar item removed by having such a request on file with the Secretary by 3:00 p.m. of the day the calendar item first appears in the *Daily Christian Advocate*. Such items shall be called up in the regular order of business.

Rule 32. Rules of Order of Legislative Committees

The rules of order of the General Conference, except for Rule 8, shall be observed in meetings of standing legislative committees insofar as they apply.

Rule 33. Duties and Prerogatives of Legislative Committees

(1) Following election and orientation of officers, as its first order of business, each committee shall utilize the resources of its petitions coordinator (see Committee on Reference). Committee leadership shall evaluate the petitions assigned to the committee, establish priorities, and outline the committee's work on the basis of those priorities unless it is given special instructions by the General Conference. (See Plan of Organization VIII.A.(7)(a).

(2) When a petition or resolution or any similar item is referred to one of the several legislative committees, it shall be understood that the whole question with which the paper has to do is referred to that committee for such action as it may deem wise. In addition to concurrence and non-concurrence, a committee may recommend action or referral to the next General Conference or to a board, council, commission, or committee either for action or for report to the next General Conference.

(3) Committees shall report to the Conference upon all matters referred to them by the Conference, directly or through the Committee on Reference. Committee reports on resolutions, petitions, etc., shall cite the same, identifying them by numbers they bear respectively in the published reports of the Committee on Reference or in some other suitable manner.

(4) When a committee ascertains that another committee is, or in its judgment should be, considering a subject which the former is considering, it shall report the matter to the Committee on Reference for such adjustment as the situation may require.

(5) The chairperson of each legislative committee shall coordinate the report of the committee to the plenary.

(6) When the chairperson of a committee is not in harmony with a report adopted by the committee, it shall be the chairperson's duty to state the fact to the committee. The committee shall elect one of its members for the presentation and discussion of the report in the plenary. If, in such a case, the committee shall fail to select a representative, the chairperson shall designate a member to represent the committee, and said representative shall have all the rights and privileges of the chairperson in relation to such a report.

Rule 34. Legislative Committee Report to the Daily Christian Advocate

(1) As quickly as material can be prepared, each secretary of a legislative committee shall present each of the committee's reports to a recorder assigned to the committee. The recorder will prepare the report and the report will be approved and signed by the chair, vice chair and secretary. After the report has been approved, it will be electronically transmitted to the Coordinator of the Calendar. A calendar number will be assigned and it will be printed as approved.

(2) Committee and minority reports which propose changes in the *Discipline* shall give paragraph number to be affected and shall be prepared in the following manner:

Existing words used as reference points shall be in quotation marks; words to be deleted shall be in strike through; words to be added shall be bolded. In the publication of these reports, the *Daily Christian Advocate* will use the same convention. (See Rule 36.)

Rule 35. Published Reports in Possession of Conference

Reports submitted by the committee according to the deadline, as announced by the Secretary of the Conference, shall appear in the next day's *Daily Christian Advocate*. The report as printed in the *Daily Christian Advocate* becomes the official copy, subject only to grammatical or other obvious editorial changes and shall be regarded as in the possession of the Conference. On the day following its first appearance in the *Daily Christian Advocate* or any time thereafter, a report is in order for consideration at the pleasure of the conference. The same rule shall apply to a report of a minority of any committee. (See Rules 19, 27.)

Rule 36. Preparation and Printing of Reports

(1) All committee reports shall be prepared using the approved General Conference Legislative System. The committee reports shall bear at the top the name of the committee, its total membership, the number present at the time the report was adopted, the number voting for and against the report, respectively, and the number not voting. (See Rules 18, 31.2, 33.3, 34.)

(2) Consent Calendar items (see Rules 31.3, 4) shall be clearly marked with an identifying symbol on the report

cover and in the *Daily Christian Advocate* printing, this symbol to be supplied by the General Conference Secretary.

(3) Reports of the standing legislative committees shall be printed in the *Daily Christian Advocate* at least one day before being presented for consideration by the Conference. Committee reports to which minority reports are appended shall be printed in sequence, and so numbered.

(4) Every effort should be made by the secretary of the legislative committee to report consecutively all petitions which address the same issue.

Rule 37. Effective Date

All legislation of the General Conference of the United Methodist Church shall become effective January 1 following the session of the General Conference at which it is enacted, unless otherwise specified. (See *Discipline*, ¶508.)

VI. Suspending, Amending, and Supplementing

Rule 38. Suspension of the Rules

The operation of any of the provisions of the Plan of Organization or of these Rules of Order may be suspended at any time by two-thirds vote of the Conference. (See Rule 29.3)

Rule 39. Amending Rules

The Plan of Organization and these Rules of Order may be amended or changed by a two-thirds vote of the Conference; provided the proposed change or amendment has originated in the Committee on Plan of Organization and Rules of Order or has been presented to the Conference in writing and referred to this committee, which committee shall report thereon not later than the following day. (See Rule 29.3 and Plan of Organization VII.B.)

The Plan of Organization and Rules of Order as adopted at the opening session shall be printed in the next *Daily Christian Advocate*.

Rule 40. Robert's Rules of Order, Supplemental Authority

In any parliamentary situation not covered by the Plan of Organization or these Rules of Order, the General Conference shall be governed in its action by the current edition of Robert's Rules of Order.