

# **RULES OF THE ANNUAL CONFERENCE SESSION**

**2007 Revision**

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## 2006 ROCKY MOUNTAIN CONFERENCE JOURNAL

### 1 SECTION 1: RULES OF THE ANNUAL CONFERENCE SESSION

#### 2 I. The Annual Conference Session

3 (source – action of the 2004 Annual Conference Session, same as 2001 Journal, pp. 209-220)

#### 4 A. Parliamentary Rules

- 5 1. The Bishop or presiding officer shall decide all questions of order, subject to an appeal to the  
6 Conference. In case of such an appeal the question is not debatable, except that the presiding  
7 officer may state the grounds for the decision, and the appellant may state the ground for the  
8 appeal.
- 9 2. The presiding officer of the Conference shall appoint all committees, unless otherwise ordered  
10 by the Conference.
- 11 3. When any member is about to speak in debate or deliver any matter to the Conference, the  
12 member shall arise and respectfully address the presiding officer, but shall not proceed until  
13 recognized by the presiding officer. When a member desires to speak to a question or  
14 privilege, that member shall briefly state the question, but it shall not be in order for that  
15 member to proceed until the presiding officer shall have decided it to be a privileged question.
- 16 4. Debate on all issues shall be limited to three speeches for and three speeches against with a  
17 maximum presentation of three minutes each. No member shall speak more than twice on the  
18 same question, nor more than three minutes at one time, without leave of the Conference, nor  
19 shall any person speak more than once until every member choosing to speak within the  
20 allowed number of speeches shall have spoken. In addition, the presenter of the motion, or  
21 person designated by the presenter, shall be entitled to no more than three minutes to close  
22 the debate. It shall be the privilege of the presiding officer to request the following procedure  
23 for debate: to recognize alternately someone for and someone against the issue, and to  
24 recognize alternately lay and clergy members. It is suggested that interested, but non-voting  
25 persons outside the bar of the Conference, in both legislative committees and in plenary  
26 sessions, who nevertheless have a stake in the issues being discussed, occasionally be  
27 included in the rotation of speakers. Only a member has the right to make a motion and to  
28 vote.
- 29 5. It shall not be in order for a member immediately after discussing a pending question and  
30 before relinquishing the floor, to make a motion, which, if adopted, would limit or stop debate.
- 31 6. Resolutions and motions shall be written in triplicate and passed to the Conference Secretary.
- 32 7. All written reports and communications to the Conference shall be passed to the Conference  
33 Secretary.
- 34 8. When a motion is made and seconded or a resolution introduced and seconded, or a report  
35 presented or read by the Secretary and then stated by the presiding officer, it shall be deemed  
36 in possession of the Conference. The following motions are not debatable:
  - 37 a. Fix the time to adjourn. Note: This motion is amendable.
  - 38 b. Adjourn
  - 39 c. Recess
  - 40 d. Raise a question of privilege
  - 41 e. Call for the order of the day
  - 42 f. Lay on the table
  - 43 g. Previous question
  - 44 h. Limit or extend the limits of debate

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- 1 i. Division of the assembly
- 2 j. Suspend the rules
- 3 k. Reconsider a non-debatable motion
- 4 l. Take from the table
- 5 9. No new motion or resolution shall be entered until the one under consideration has been
- 6 disposed of, which may be done by adoption or rejection, but one or more of the following
- 7 motions may be made, and they shall have precedence in the order in which they are given,
- 8 namely:
- 9 a. Fix the time to which to adjourn
- 10 b. Adjourn
- 11 c. Recess
- 12 d. Lay on the table
- 13 e. Order the previous question
- 14 f. Postpone to a definite time
- 15 g. Commit (or refer)
- 16 h. Amend (by addition, deletion or substitution)
- 17 i. Postpone indefinitely
- 18 10. A main motion may have only one primary amendment and one secondary amendment at any
- 19 one time.
- 20 11. The motion "to move the previous question" is used to bring the assembly to an immediate
- 21 vote on one or more pending questions. A two-thirds affirmative vote is required.
- 22 12. The motion to adjourn is not debatable, and shall always be in order except:
- 23 a. When a member has the floor;
- 24 b. When a question is put, or a vote is being taken or until decided;
- 25 c. When the question is pending on sustaining the demand for the previous question;
- 26 d. When the previous question has been called and sustained, and action under it is still
- 27 pending;
- 28 e. When a motion to adjourn has been negative and no business has intervened.
- 29 13. When any motion or resolution shall have been acted upon by the Conference, it shall be in
- 30 order for any member who voted with the prevailing side to move a reconsideration.
- 31 14. The final vote on the budget shall be by written ballot.
- 32 15. Every member who is within the bar of the Conference at the time a question is put shall vote,
- 33 unless for special reasons, the member is excused by the Conference. No member shall be
- 34 allowed to vote on any question who is not within the bar at the time when such question shall
- 35 be put by the presiding officer, except by leave of the Conference, when such member has
- 36 been necessarily absent.
- 37 16. These rules may be suspended at any time by a vote of two thirds of the members present and
- 38 voting. Any rule not specifically covered will automatically be governed by Robert's Rules of
- 39 Order, Newly Revised, 1990.
- 40 **B. General Rules**
- 41 1. Conference Procedures

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- a. The Journal, after correction and approval of the presiding officer of the Conference, shall be the official record of the Conference. The Conference Secretary shall see that the Journal is annually published. Copies will be mailed no later than the first week of the third month following that conference year.
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- b. The Conference fiscal year shall be from January 1 to December 31. All reports from the charges to the Conference shall be mailed to the Officers of the Conference by the deadline required by the work.
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- c. No member shall absent herself or himself from the sessions of the Conference without permission. See ¶602.7 and ¶602.8, The Book of Discipline, 2004.
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- d. ~~Pre-Conference reports~~ **Petitions** shall be in the hands of the Conference Coordinator eight weeks in advance of the opening day of the Conference. ~~Pre-Conference reports~~ **Petitions** will be reproduced, and six weeks prior to the opening date of Annual Conference, will be sent to clergy, Diaconal ministers, lay members, youth members, the presiding Bishop, retired clergy (**on request**), and clergy in special appointment. Pre-Conference reports will be presented to the Annual Conference first. Other reports will receive consideration only upon the vote of the Conference. Local church, sub-district and district Conferences shall provide an arena for discussion of ~~Pre-Conference Reports of~~ **Petitions** and other vital issues using available resource persons to disseminate information, clarify issues, and register concerns with the members of the Annual Conference.
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- e. All matters prepared by Annual and District Conferences, Boards and Agencies, local churches, or individuals for action at Annual Conference or General Conference or other outside agencies are to be submitted in petition form, **via electronic format via appropriate conference computer disk, or camera ready**, to the Petitions Coordinator by or ~~postmarked by~~ March 10<sup>th</sup>.
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- 1) These petitions are to be included in the mailing of Conference members' packets.
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- 2) The form of any petition may be revised by the ~~Conference Secretary and/or the~~ **Petitions Coordinator** ~~Petitions Coordinator~~ **Petitions Committee** in consultation with the submitter prior to printing and distribution.
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- 3) Paragraph 612.2 of the 2004 Book of Discipline requires the Conference Council on Finance and Administration "To receive, consider, report, and make recommendations to the annual conference regarding the following, prior to final decision by the annual conference: (b) funding considerations related to any proposal that may come before the conference." To comply with this requirement, the Annual Conference Petitions Coordinator shall forward to the Director of Finance and Administration, for review and comments by the Council on Finance and Administration, a copy of each petition, which if adopted will require funding in the next year. Such petitions will be forwarded as soon as available and in no case later than two weeks before the deadline date for the mailing of Conference members' packets. A record of the action of the Council on Finance and Administration shall be made a part of the petition when it comes to a Legislative Committee of the Annual Conference. Action may involve:
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- a) Acceptance of the petition funding for inclusion in the Conference Budget proposed for the next year, or for addition to the Conference Budget if so directed by the Conference, or
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- b) Opposition to the funding, either as a whole or in part, with attached reasoning. Opposition shall not be construed as a veto of such funding.
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- 4) Any matter not processed as described above will require a two-thirds vote by members of the Conference to receive Annual Conference consideration during its current meeting. Late petitions will be considered by the next succeeding Annual Conference and not by the current Annual Conference, unless the Agenda Committee finds a compelling interest for consideration in the present year.
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- 5) The Petition Coordinator, **the Conference Secretary**, the Chairperson of the Legislative Process, the Conference Parliamentarian, Conference Lay Leader, and the Chairperson of the Conference Agenda Committee or his/her representative shall constitute a Committee on Petition Coordination, chaired by the Petition Coordinator. The duty of this committee shall be to adopt appropriate parliamentary procedures and determine the order of presentation of related petitions, which should be introduced in concert at a Legislative Committee of the Annual Conference. Such related petitions may include:
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- a) Petitions in which one or more sections of one petition will amend or modify one or more sections of another petition if adopted; or
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- b) Petitions which have sections which overlap or duplicate each other, either in whole or in part, or which are opposite in action.
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- c) The committee shall have the authority, in consultation with the submitters of the petitions, to divide such related petitions if appropriate, or to make editorial changes in wording to one or more of the petitions to facilitate their joint consideration by the Annual Conference.
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- The committee shall have the authority and responsibility to prescribe the format and submission instructions for all petitions.**
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- d) The effective date of all adopted petitions shall be July 1, immediately following the conference session unless otherwise stated in the petition.**
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- f. Concerning reports being presented on the floor of the Annual Conference Session:
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- 1) Conference groups having action items for Annual Conference consideration shall be given first priority by the Agenda Committee in arranging the schedule of the business sessions. Up to fifteen minutes shall be allowed for the initial presentation of such reports.
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- 2) At the discretion of the Agenda Committee, Conference groups not having action items to present to the Annual Conference will be allowed, as time permits, ten minutes for presentation to the Conference.
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- 3) Conference groups making presentations are asked to inform the Agenda Committee of the medium of presentation in order to assist the committee in planning an agenda that enhances the attention span of the members of the Conference.
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- 4) No report shall be read verbatim.
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- g. During the Annual Conference session in which delegates to General and Jurisdictional Conferences are to be elected, endorsements for Clergy Delegates to such Conferences may be made from the floor at the Clergy Session and for Lay Delegates at the Laity Session. Prior to that session of the Annual Conference, district, sub-district and coalitions may also endorse Lay and Clergy delegates. Voting shall take place in the regular sessions of the Annual Conference, written and secret, with results reported as soon as possible. General Conference delegates shall be elected first. The first ballot shall be cast for the total number of delegates and balloting shall continue until the authorized number

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- 1 shall be elected. Balloting for delegates to Jurisdictional Conference, and reserve  
2 delegates, shall follow in a similar manner until the needed number have been elected.  
3 The first Clergy and Lay delegates shall be the Reserve delegates to General Conference.  
4 ~~Delegate Election Tellers will not be members of the Annual Conference.~~
- 5 h. A standing rules committee shall be responsible to review annually the Rocky Mountain  
6 Conference Rules of Order and Procedure, proposing such changes and additions as they  
7 deem necessary. The members of the rules committee shall be named in three classes.  
8 The Bishop shall appoint a committee of six members, consisting of three clergy and three  
9 laity (in three classes so that no more than one-third shall retire in any one year) to serve  
10 a three-year term, with a limitation of two consecutive terms. The Conference Secretary,  
11 the Conference Parliamentarian, Conference Lay Leader, and the Chairperson of the  
12 Legislative Process shall be ex-officio members.
- 13 i. All new propositions which require funding and which are presented for action at the  
14 Conference Session shall include the amount needed to fund such program or operation.
- 15 j. The Rocky Mountain Conference Rules of Order and Procedure as adopted by the most  
16 recent session of the Annual Conference shall remain in effect after the adjournment of  
17 that session of Annual Conference until rescinded or changed by subsequent sessions of  
18 the annual conference.
- 19 2. Policies and Procedures Regarding Equalization Of Lay and Clergy Membership (Lay  
20 Members-At-Large)
- 21 a. The 2004 Book of Discipline directs that: "If the lay membership should be less  
22 than the clergy members of the Annual Conference, the Annual Conference  
23 shall, by its own formula, provide for the election of additional lay members to  
24 equalize lay and clergy membership of the Annual Conference." (Par. 32 Article  
25 l)
- 26 The 2004 Book of Discipline directs that all voting lay members of the Annual  
27 Conference Session must be a member of the United Methodist Church within  
28 the bounds of the Annual Conference for two years preceding their election (Par.  
29 32, Article 1)
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- 31 The 2004 Book of Discipline directs the following positions, if held by lay persons,  
32 are voting members of the Annual Conference Session (par. 32, Article 1)
- 33 Diaconal Ministers – Active and Retired,  
34 Active deaconesses under Episcopal appointment within the bound  
35 of the Annual Conference,  
36 Conference President of United Methodist Women,  
37 Conference President of United Methodist Men,  
38 Conference Lay Speaking Director,  
39 Conference Lay Leader,  
40 District Lay Leaders,  
41 President of Young Adult Organization,

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- 1 President of Conference Youth Organization,  
2 Chair of Conference College Student Organization,  
3 One Young Person (ages 12 – 17) by district  
4 One Young Adult Person (ages 18 – 30) by district
- 5 b. Rocky Mountain Conference guidelines and Procedures for equalizing lay and clergy  
6 membership:
- 7 ~~Lay persons of our Annual Conference who are members of General and/or Jurisdictional~~  
8 ~~Conference Boards and Agencies and who are not lay members from local churches~~  
9 ~~be counted as equalization lay members of the Annual Conference.~~
- 10 ~~Lay persons who are officers of the Annual Conference, members of the Board of~~  
11 ~~Stewards, or chairs of the following Annual Conference boards, committees, and~~  
12 ~~agencies who are not otherwise members of the Annual Conference be designated as~~  
13 ~~lay equalization members of the Annual Conference on a year-by year basis during~~  
14 ~~their term of office:~~
- 15 Board of Higher Education and Campus Ministry  
16 Council on Finance and Administration  
17 Board of Pensions  
18 Board of Trustees  
19 Religion and Race  
20 Status and Role of Women  
21 Conference Nominating Committee  
22 Board for a Racially Diverse & Inclusive Church
- 23 ~~Retired Diaconal Ministers be designated as lay equalization members of the Rocky~~  
24 ~~Mountain Annual Conference.~~
- 25 1) **Lay persons of Rocky Mountain Conference who are not other wise members**  
26 **of Annual Conference Session be designated as lay equalization members**  
27 **of the Annual Conference Session on a year-by year basis during their term**  
28 **of office:**  
29 **Conference Treasurer**  
30 **Conference Chancellor**  
31 **Conference Secretary**  
32 **Conference Director of Mission & Ministry**  
33 **Chair of Agenda Committee**  
34 **Chair of Legislative Committee**  
35 **Petition Coordinator**  
36 **Chair of Rules Committee**  
37 **Chair of Council on Finance & Administration**  
38 **Chair of Nominations Committee**  
39 **Members of Board of Stewards**  
40 **Lay delegates elected to General and Jurisdictional Conferences**
- 41 2) For each church not represented by a member to Annual Conference from multi-  
42 churches/fellowships of the charge there shall be an Annual Conference member

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- 1 designated as a lay equalization member for each church(es) other than the charge  
2 church lay member of the Rocky Mountain Annual Conference
- 3 3) Persons holding more than one office [2 (a or b1)] shall be counted as a lay  
4 equalization member in only one category.
- 5 4) That the balance of lay members to equalize lay and clergy membership be elected  
6 by (the) District (Sub-District) Conferences on a percentage of the number of local  
7 church members in each District (Sub-District) to the total number of members in the  
8 Conference. Each District (Sub-District) shall elect at least 20% of the equalization  
9 members to be youth (~~under the age of twenty five at the time of Annual Conference~~  
10 ~~Session); ages 12 to 17.~~ ~~but the total of youth from each District (sub-District) can~~  
11 ~~be more than, but shall not be less than two persons. Each District shall elect one~~  
12 ~~person, ages 18 – 30. The total of youth and young adults from each District~~  
13 ~~can be more.~~
- 14 5) The Conference Lay Leader will be responsible to advise the District  
15 Superintendents of the number of equalization lay members each District is entitled  
16 to elect by February 1 each year..
- 17 6) Equalization lay members, unless designated to that position by virtue of an office or  
18 position held, are to be nominated by the District (sub-District) Nominating  
19 Committee, which shall receive names from the local churches. They shall be  
20 elected for a four-year term, without regard to quadrennium. It is recommended that  
21 members be elected to serve a maximum of two consecutive terms. That the District  
22 Nominating Committee shall be aware of persons involved in district and sub-district  
23 functions; with intentional regard to a balance of male, female, youth, young adult,  
24 persons with handicapping conditions, ethnic background and urban and rural  
25 congregations. Membership of equalization lay members shall be reviewed annually  
26 by the District Nominating Committee in order to fill vacancies and replace inactive  
27 lay members based on their participation during the previous year.
- 28 7) Equalization lay members shall attend Pre-Conference Orientation Sessions and the  
29 Annual Conference Session.
- 30 8) Alternate Equalization Lay Members:  
31 Term: To be elected annually and in the same manner as Annual Conference  
32 equalization lay members.  
33 Duties: Attend Pre-Conference Orientation Sessions and the Annual Conference  
34 Session if representation is needed by the District ).
- 35 9) Costs of attending the Annual Conference session
- 36 a) For those named above [2.a &b]cost of registration and housing may be paid as  
37 determined by their respective board. committee, commission or agency.
- 38 ~~Where an equalization lay member is a member of a church reporting~~  
39 ~~membership of 200 or more (the previous reporting year), it is~~  
40 ~~recommended that the costs of registration, campus housing and campus~~  
41 ~~meals (excluding banquets) be paid by the local church of which the~~  
42 ~~person is a member.~~
- 43 ~~Where an equalization lay member is a member of a church reporting a~~  
44 ~~membership of 200 or less (the previous reporting year) and where the~~  
45 ~~District Superintendent considers it a hardship on that local church for~~

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~~costs of registration fees, campus housing and campus meals (excluding banquets), that local church may apply for reimbursement from a fund to be instituted by the Conference Council on Finance and Administration and administered by the Appointive Cabinet. There shall be no more than two equalization members funded from any one local church in a given year.~~

- b) **Equalization Lay Members elected by District Conferences are eligible to receive a rebate as determined by the Board of Lay Ministry each year. Funds for rebates are provided by the additional \$25.00 to each Registration Fee for all persons registering as members of the Annual Conference Session.**

In all cases mileage will be paid from the Annual Conference Travel Fund as per current policy.

### C. Legislative Committees

1. There shall be Legislative Committees composed of Conference members, divided in approximately equal numbers of laity and clergy. Their task shall be to review, discuss, and act on any legislative petition to the Annual Conference that is assigned to the Committee. Official observers and those invited to present information, but who are not members of Annual Conference, may be permitted to participate in the discussion. Only a member of the committee to which the member has been assigned, has the right to make a motion and to vote. **A petition presenter must be a member of the present annual conference session and can only present one petition.**
2. Leadership of Legislative Committees shall include a chairperson, vice chairperson, secretary and parliamentarian.
3. The purpose and responsibility of a Legislative Committee is to provide to the Plenary Session one of the following three positions for each legislative petition assigned to it:
  - a. CONCURRENCE: Acceptance of a petition, with or without amendments, by at least 80% of members present and voting. Such a petition will proceed to a Consent Calendar for adoption (see paragraph 5 below).
  - b. NON-CONCURRENCE: Rejection of a petition, with or without amendments, by at least 80% of members present and voting. Such a petition will proceed to a Consent Calendar for adoption (see paragraph 5 below).
  - c. WITHOUT RECOMMENDATION: A petition [with or without amendments] lacks 80% concurrence or non-concurrence by a vote of those members present and voting. Such a petition will be placed on the agenda of a Plenary Session for action. The report on such petitions will include the count of votes "for" and "against" the petition.
  - d. AMENDMENTS. All amendments will be adopted by majority action of those members present and voting in a legislative committee. The amended petitions will be made available to conference members in written form, and substantive changes will be read, in Plenary Session, by the chairperson of the appropriate Legislative Committee.
4. The Legislative Committee shall not have the power to:
  - a. Initiate or propose legislative items to the Conference;
  - b. Voice or vote in the selection of General and Jurisdictional Conference delegates;
  - c. Review, consider or act upon the report of the Nominating Committee;

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- 1 d. Conduct official business of Annual Conference agencies;
- 2 e. Take final action on the Conference budget.
- 3 5. Two Consent Calendars shall be presented to a Plenary Session of the Annual Conference.  
4 These calendars shall, between them, contain all petitions that received a vote of at least 80%  
5 in favor (concurrence), whether or not amended, or at least 80% against (non-concurrence), in  
6 their assigned Legislative Committee. Calendar A will consist of those "Internal" petitions, the  
7 action or outcome of which affects only the Rocky Mountain Annual Conference, and will  
8 require approval by a majority of members present and voting to complete action. Calendar B  
9 will consist of those "External" petitions, the action or outcome of which refers to General  
10 Conference or affects non-conference entities outside of the Rocky Mountain Conference, and  
11 will require approval by 80% of members present and voting to complete action. All petitions  
12 which have not been voted "concurrence" or "non-concurrence" shall be referred to a Plenary  
13 Session.
- 14 Individual petitions that have been placed upon the Consent Calendars may be removed from  
15 the calendars by a motion from the floor of the Conference for such action, a second, and  
16 support by at least one-third of those members present and voting.
- 17 6. All petitions coming before a Plenary Session may be debated, amended, referred to  
18 committee, or postponed to a later session of the same Conference, following normal  
19 parliamentary procedures. Amendments and corrections made in a Legislative Committee will  
20 be included as part of the petition when it is presented to a Plenary Session for action. Final  
21 action on all petitions which affect the Annual Conference, including all local churches, and  
22 any board, agency or committee of the Conference, will require a majority vote in favor in order  
23 to be adopted as final action of the Conference. A petition which affects any group or activity  
24 outside of the Annual Conference will require a vote of at least 80% in favor in order to be  
25 adopted. An opportunity will be given to the presenters of those petitions that do not receive  
26 80% approval to present their petitions, outside of the meeting room, for individual signatures.
- 27 7. Definitions:
- 28 a. Legislative Committee- A gathering of approximately 100-200 conference members  
29 meeting to consider petitions coming before the Annual Conference.
- 30 b. Plenary Session - The total Annual Conference membership meeting as one body to  
31 conduct the business of the Conference.
- 32 c. Consensus - Agreement, by members of a Legislative Committee of at least 80% of those  
33 members present and voting for or against a petition, whether or not amended.
- 34 d. Abstention - The number of those members who choose not to vote may be noted, but this  
35 number is NOT counted in arriving at percentage totals for the vote. All members of  
36 Legislative Committees are encouraged to vote their conscience.
- 37 e. Consent Calendar - A method, adopted by Robert's Rules of Order, Newly Revised, to  
38 deal with a large number of routine matters in a timely manner. The items on the Consent  
39 Calendar shall be considered as one, without debate or amendment. Individual items  
40 (petitions) may be removed in perfecting the Consent Calendar before the vote on its  
41 adoption is taken (see paragraph 5 above).
- 42 f. Parliamentary Procedure - The Parliamentary Rules, as stated in Section I, of these  
43 Conference Rules, will be followed in all Legislative Committee and Plenary Sessions,  
44 except where otherwise indicated.

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- 1 g. A petition becomes the property of the Annual Conference Session when it is stated  
2 by the chair of the Legislative Committee in which it is considered.

### 3 D. Election of Lay Delegates to General and Jurisdictional Conferences

- 4 1. Eligibility: ¶136. Article V. The Constitution. The Book of Discipline of the United Methodist  
5 Church, 2004.

6 "The lay delegates to the General and Jurisdictional or central Conferences shall be elected by  
7 the lay members of the annual conference or provisional annual conference without regard to  
8 age; provided such delegates shall have been members of The United Methodist Church for at  
9 least two years next preceding their election, and shall have been active participants in The  
10 United Methodist Church for at least four years next preceding their election, and are members  
11 thereof within the annual conference electing them at the time of holding the General and  
12 jurisdictional or central conferences."

#### 13 2. Nominations

14 a. Each nominee wishing to be included in pre-conference and annual conference  
15 introductions shall submit his/her candidacy on the form provided by the Board of Lay  
16 Ministry. No other form will be permitted. Instructions on the form must be followed.

17 b. All nomination forms must be received or postmarked by the same deadline as set for  
18 petitions by the Annual Conference. This date ensures that a complete packet of resumes  
19 will be included in the pre-conference mailing to all annual conference lay members. No  
20 late nomination forms will be accepted.

21 c. Nominations will be accepted from the floor during a laity session of annual conference  
22 prior to the commencement of any balloting. The consent of such nominees must be  
23 obtained in writing on the form provided in (a) above. Such nominees shall not be eligible  
24 to participate in introductory speeches or campaign activities.

25 d. Write-ins shall be permitted on the ballot, as long as that individual has not formally  
26 withdrawn his/her name.

#### 27 3. Jurisdictional delegates

28 A layperson may choose to be nominated only as a jurisdictional delegate. This shall be noted  
29 on the nomination form. Persons choosing to be nominated only as jurisdictional delegates  
30 shall have their names added to the election ballot after the completion of the election of  
31 General Conference lay delegates.

#### 32 4. Withdrawal from the ballot

33 Any nominee who withdraws from the election of General and Jurisdictional delegates shall not  
34 be re-nominated during the remainder of the election. Votes cast for a person who has  
35 withdrawn will be invalid, but will not invalidate the rest of the ballot.

#### 36 5. Introduction and Campaigns

37 a. All nominees who have proceeded through the process as outlined above by the Board of  
38 Lay Ministry will be introduced during the Laity Session. The form of introduction will be  
39 determined by the Board of Lay Ministry. In the event the presiding officer (of laity session)  
40 is a nominee, another lay member will be asked to preside.

41 b. The Board of Lay Ministry will provide common identification for each nominee to be worn  
42 during the Annual Conference.

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- 1 c. There shall be no public display of support for nominees in the form of posters, buttons,  
2 banners, printed flyers, pre-conference mailings, etc., prior to and during the Annual  
3 Conference.

### 4 E. Nominating Rules

5 1. The purpose of the Conference Nominating Committee is to assist the conference in the  
6 selection of members for the council, boards and agencies, to include conference standing  
7 committees and commissions. Paragraph 605.3, 2004 Book of Discipline. The Conference  
8 Nominating committee shall nominate and the Annual Conference elect such bodies and  
9 officers as are required by the current Discipline, by these rules, and by the Structure Plan.

10 2. The election process for The Rocky Mountain Conference Nominating Committee shall consist  
11 of two members (1 Lay and 1 Clergy) from each District. They shall represent all areas of  
12 diversity and be members of a United Methodist Church within the Rocky Mountain  
13 Conference. They shall be elected at the District/Sub-District Conference, to serve a four-year  
14 term and may be elected for a second four-year term. A replacement of any committee  
15 member is the responsibility of that District/Sub-District's Nominating Committee. The  
16 Chairperson and Vice-Chairperson shall be elected from within the Committee.

17 **Editor's Note:** The Episcopal Office has stated that: Persons presently serving as members  
18 may complete their full term; and, If a person moves from a District while serving as a  
19 Nominating Committee Member they shall surrender their membership and the vacant position  
20 will be filled by this process.

21 3. Tenure - a person shall not hold office on the same conference board, council, commission, or  
22 other conference agency for more than eight years unless an interval of at least four years  
23 intervenes (except the Board of Ordained Ministry, which is set as a maximum of three  
24 consecutive four-year terms). The term for conference officers is set by the Book of Discipline.  
25 Council, boards, commissions, and other agencies may set tenure limitations for periods less  
26 than eight years. A person may serve a third (four years) term for mission reasons with  
27 approval of the Nomination Committee.

28 4. A person shall not be elected a member of more than one of the following organizational units  
29 of the conference at any given time:\*

30 Board of Stewards, Board of Pensions, Committee on Nominations,  
31 Board of Ordained Ministry, Board of Trustees, Board of Lay Ministry,  
32 Council on Finance and Administration

33 \* *This applies only to persons elected to be a member of one of the organizational units. This  
34 rule shall not apply to persons who are ex-officio members of one of the organizational units or  
35 those who are members of an organizational unit by virtue of that office.*

36 5. Performance of members of boards, councils, commissions, or agencies: The Nominating  
37 Committee shall contact the chairperson of each board and agency annually, before it begins  
38 its work, to inquire concerning the participation of persons related thereto. When an agency of  
39 the conference considers a person inactive, it shall recommend the Nominating Committee  
40 review the matter and determine whether a vacancy exists.

41 6. Representation of clergy, laymen, laywomen, youth, racial, ethnic, and rural groups: The  
42 Nominating Committee will prepare nominations which will encourage equitable representation  
43 of clergy, laymen, laywomen, youth, racial and ethnic groups in all agencies of the conference.  
44 The Nominating Committee shall actively strive for representation from small town and rural  
45 churches from across the annual conference.

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- 1 7. The Conference Nominating Committee seeks to be aware of persons with handicapping  
2 conditions and seeks to nominate them for responsible leadership when appropriate.
- 3 8. Agencies of the Conference, which elect their own officers and/or membership, are asked to  
4 submit their names to the Conference Nominating Committee and the Conference Secretary  
5 as soon as these elections (or vacancies) occur.
- 6 9. A single slate of officers shall be nominated by the Nominating Committee for election by the  
7 Annual Conference, and nominations, where appropriate, shall be invited from the floor of the  
8 conference.
- 9 10. Where district representation is mandated, a position shall be declared vacant when a person  
10 moves from the district in which he/she was elected. Further, the vacated position shall be  
11 filled by a person elected from the district where the vacancy occurred.
- 12 11. When a position is declared vacant, the chairperson of the committee, board, agency, or  
13 commission shall notify the chairperson of the Conference Nominating Committee. The person  
14 elected or designated to fill the position shall serve for the unexpired term. This shall count as  
15 the first full term.
- 16 12. When a chairperson moves from the district in which he/she was elected he/she may be  
17 permitted to continue in that office until the present term expires. The vacated position shall be  
18 filled according to normal procedures.
- 19 13. The Conference Committee on Nominations affirms as policy the eligibility of retired clergy to  
20 continue in elected positions in the same manner of retired laypersons, except as The Book  
21 Discipline may prohibit.
- 22 **F. Nominations for Episcopal Elections** (2005 Petition AC 11, Journal page 365)
- 23 1. Deciding whether to participate in the nominating process
- 24 a. In the calendar year proceeding the year in which the Jurisdictional Conference meets, the  
25 Annual Conference shall ballot on this question: "Shall the Annual Conference Secretary  
26 distribute forms for the nomination of Episcopal candidates to the lay and clergy members  
27 of next year's Annual Conference, provided there is to be an Episcopal election?" A  
28 majority of the valid ballots cast shall be sufficient to instruct the Conference Secretary.
- 29 b. If the Annual conference votes affirmatively on this question, but there is doubt as to  
30 whether there will be an Episcopal election, the Conference Secretary shall ask for the  
31 opinion of the Jurisdictional College of Bishops. If, in the judgment of the College of  
32 Bishops, it is likely there will be an Episcopal election, the Conference Secretary shall  
33 distribute the forms.
- 34 c. If the forms are not distributed, it is presumed the Annual Conference will not name  
35 nominees for the Episcopacy the following Session, and a statement to that effect will be  
36 shared in Conference communications vehicles.
- 37 2. Developing an Annual Conference ballot
- 38 a. If forms are to be distributed, the Conference Secretary shall distribute them by mail and  
39 through all Conference communication vehicles and shall contain at least the following:  
40 "Each current lay and clergy member of the Annual Conference is invited to list up to three  
41 elders for the Annual Conference to nominate for Episcopal election. All elders who are  
42 full members of any Conference are eligible for nomination. Names must be received by  
43 the Conference Secretary no later than **March 10**. Those submitting names shall sign the  
44 form identifying the local church or group by which they are elected as members of the  
45 Conference."

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- 1 b. The Conference Secretary shall prepare a preliminary alphabetical list using the forms  
2 received, including the name, age, sex, ethnic background, conference membership and  
3 complete service record of elders named by twenty-five or more members of the Annual  
4 Conference. The Conference Secretary shall contact all potential nominees, to secure  
5 their willingness to be listed on the ballot. A list of willing nominees shall be published on  
6 the Conference Web Site, through Conference communications vehicles, and in the  
7 Annual Conference packet, and reported to members of the Conference during the  
8 opening session.
- 9 c. Up to the beginning of the setting of the bar during the opening session of the Annual  
10 Conference session, preceding the Jurisdictional Conference, names may be added by  
11 petitions bearing the signature of twenty-five or more members of the Annual Conference  
12 and a signed statement of willingness of the potential nominee.
- 13 3. Pre-Balloting Procedure
- 14 a. The process for Episcopal election shall be explained to the full Conference session  
15 before the balloting begins. The explanation shall be by the head of the most recently  
16 elected Jurisdictional Conference delegation or his or her designee and shall include the  
17 processes of the annual conference and the Jurisdictional Conference Episcopal elections  
18 and the effect of expected retirements on the Western Jurisdictional College of Bishops.  
19 Members from the floor shall be invited to ask questions or make points of information in  
20 accordance with the rules of the conference.
- 21 b. Each nominee or representative of a nominee shall be given time, not to exceed five (5)  
22 minutes, to describe his or her vision for The United Methodist Church before the full  
23 Conference session.
- 24 c. The full Conference session shall join in prayer before each balloting.
- 25 4. Selection of nominees
- 26 a. On every ballot, each member of the Annual Conference may vote for one clergy on  
27 the list. The Bishop shall report the results. Any elder receiving a majority of valid  
28 ballots shall become a nominee of this Annual Conference for Episcopal election by the  
29 Jurisdictional Conference. Those not receiving twenty-five or more votes shall not be listed  
30 on future ballots.
- 31 b. After the results of each ballot are announced, the Annual Conference shall vote on the  
32 following question before balloting again: "Shall the Annual Conference continue to ballot  
33 in order to nominate elders for Episcopal election?" Balloting shall continue if a majority  
34 supports it.
- 35 c. When the process is completed, the Conference Secretary shall notify the Jurisdictional  
36 Conference Secretary of the results.
- 37 **G. Election of the Conference Lay Leader** (source - 2004 Petition AC 15, 2004 Journal page 360)
- 38 The election process is as follows:
- 39 1. Eligibility: The lay leader candidates shall be elected by the lay members of the annual  
40 conference without regard to age; provided candidates shall have been members of the United  
41 Methodist Church for at least two years next preceding their election, and shall have been  
42 active participants in The United Methodist Church for at least four years next preceding their  
43 election, and are members thereof within the annual conference electing them.
- 44 2. Term: The Conference Lay Leader shall be elected in the same year as General Conference  
45 for a four-year term. They may be re-elected one time for a total of eight consecutive years.

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1 The initial election under this process shall be in 2005 but after that it shall be held on the  
2 same year as the General Conference.

3 3. Requirements: A candidate must be confident that he/she can perform the responsibilities  
4 described in the Book of Discipline and set forth as follows:

5 "Par. 603.9.) The conference lay leader is the elected leader of conference laity. The lay leader  
6 will have responsibility for fostering awareness of the role of the laity both with the  
7 congregation and through their ministries in the home, workplace, community, and world in  
8 achieving the mission of the Church and for enabling and supporting lay participation in the  
9 planning and decision-making processes of the annual conference, district, and local church in  
10 cooperation with the bishop, district superintendents, and pastors. The lay leader shall be a  
11 member of the annual conference, the conference council on ministries, the conference  
12 committee on nominations, the conference committee on episcopacy, the executive  
13 committee, if any, of the conference council on ministries; and the committee planning annual  
14 conference sessions; and may be designated by virtue of office to membership on any  
15 conference agency by the annual conference."

16 "Par. 603.9.) The conference lay leader shall be the chairperson of the conference board of  
17 laity, or its equivalent, and shall relate to the organized lay groups in the conference such as  
18 Lay Speaking Ministries, United Methodist Men, United Methodist Women, and United  
19 Methodist Youth and support their work and help them coordinate their activities. The  
20 conference lay leader shall also have the general responsibility in : (1) developing the  
21 advocacy role for the laity in the life of the Church; (2) increasing participation of the laity in the  
22 sessions and structure of the annual conference; and (3) encouraging layperson in the general  
23 ministry of the Church."

24 4. Candidacy:

25 a. Each candidate wishing to be included in pre-conference and annual conference  
26 introductions shall submit his/her candidacy on the form provided by the Board of Lay  
27 Ministry. No other form will be accepted.

28 b. All candidate forms must be received or postmarked by the same deadline as set for  
29 petitions by the Annual Conference. This date ensures that a complete packet of resumes  
30 will be included in the pre-conference mailing to all annual conference lay members. No  
31 late candidate forms will be accepted.

32 5. Withdrawal from the ballot: Any candidate who withdraws from the election of Conference Lay  
33 Leader shall not be re-instated as a candidate during the remainder of the election.

34 6. Introductions and Campaigns:

35 a. All candidates who have proceeded through the process as outlined above will be  
36 introduced during the Laity Session. The form of introduction will be determined by the  
37 Board of Lay Ministry. In the event the presiding officer (of the laity session) is a nominee,  
38 another lay member will be asked to preside.

39 b. There shall be no public display of support for candidates in the form of posters, buttons,  
40 banners, printed flyers, pre-conference mailing, etc. prior to and during the annual  
41 conference.

42 7. The Conference Lay Leader elected by majority vote at the Laity Session will be included in  
43 the Conference Nominating Committee Report to the Annual Conference Session.

44 **H. Conference Theme and Educational Event**

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1 The Program and Arrangements Committee shall establish the theme and educational component  
2 of each Annual Conference Session. Recommendations for the theme and educational component  
3 of an Annual Conference Session may be submitted to the Program and Arrangements Committee  
4 by the end of the Annual Conference Session at least two years previous.

5 **I. Child Care** (source - 1994 Petition 621, Journal page 214)

6 Childcare, which meets the standards of the state in which the sessions are held, shall be provided  
7 for all sessions of the Rocky Mountain Conference. Such childcare also should conform to the  
8 appropriate Rocky Mountain Conference Policies and Procedures.

9 **J. Future Location for Annual Conference** (source – 2006 Petition AC05)

10 Annual Conference session shall be held in the Denver metropolitan area for three out of every  
11 four years. On the fourth year the Conference session shall be held in another location within the  
12 Conference.

13 In 2009, the Annual Conference session shall be held in Grand Junction, Colorado. In 2013, the  
14 Conference session shall be held in Southern Colorado. In the future, Utah and Wyoming  
15 locations shall be considered, as well as other locations with Colorado.

16

## AMEND THE RULES BY ADDITION

**The Council on Finance and Administration offers the following amendment by addition to Rule B2, Sections j through l (The current section “j” would become Section “m”).**

- 1 j. Before final action is taken on any item of Conference finances,  
2 > except those dealing with pensions and benefit programs, whether  
3 > introduced anew or by amendment to the reports before the  
4 > Conference, such shall be referred to the Council on Finance and  
5 > Administration for study and its recommended action be reported to  
6 > a later business session of the Conference for action.  
7 >  
8 > k. Before final action is taken on any item of Conference finances  
9 > dealing with pensions and benefit programs, whether introduced anew  
10 > or by amendment to the reports before the Conference, such item  
11 > shall be referred to the Board of Pensions and Group Insurance for  
12 > study and its recommended action be reported to a later business  
13 > session of the Conference for action.  
14 >  
15 > l. Before final action is taken on any item bringing about changes in  
16 > program, property, conference budget or personnel, whether  
17 > introduced anew or by amendment to the reports before the  
18 > Conference, such shall be referred to the appropriate board, etc.  
19 > for study and its recommended action be reported during a later  
20 > business session of the Conference for action.

### **RATIONALE:**

24 The Council on Finance and Administration and the Board Of Stewards are now  
25 implementing the budgeting process that had to be altered by the passage of AC14,  
26 Conference Structure, at the 2005 Annual Conference Session. Any Conference budget  
27 changes or personnel changes should follow the protocol of review, prioritization and  
28 funds allocation that these two groups have gone through this past year.

30 For that reason, action in plenary sessions that might lead to budget or staffing changes  
31 would be counter to the intended process now employed by the new structure and role  
32 definitions.

33