

Part V

STANDING RULES

I. ORGANIZATION OF THE CONFERENCE

A. The following rules of procedure shall be observed to expedite the business of the Conference:

1. All reports and resolutions shall be typed for submission to the Annual Conference, and shall be submitted to the Secretary, or the Secretary's designate, in duplicate. All matters requiring action of the Annual Conference should reach delegates 20 days prior to the opening day of Annual Conference via the Conference Work Book.
2. Reports and resolutions not included in the Conference Work Book must be in the Conference office ten working days in advance of the opening of the Annual Conference in order to be included in the Welcome Book.
3. Any report, resolution or recommendation not included in the Conference Work Book or Welcome Book, requiring Conference action, must be before the Conference and the Conference Secretary in printed form for 24 hours before being acted upon. Such pages shall be prepared and duplicated for distribution at the expense of the submitting party.
4. Any resolution not coming from an established organization of the Conference shall be referred to the Committee on Resolutions before discussion on the floor of the Conference. The Committee on Resolutions shall not accept for consideration any resolution which is not properly identified as being either the proposal of a member of The United Methodist Church or from a group which is a recognized organization or fellowship within The United Methodist Church or one of its connexional congregations. Any resolution not properly submitted shall be returned to the sponsors for revision. The Committee on Resolutions shall authorize any resolution properly submitted to the Annual Conference to be presented by the sponsors of the resolution for consideration by the Annual Conference.
5. Any report or resolution presented by a regular organization of the Conference, in accordance with the provisions above, shall be properly before the body of the Conference, when it is presented without a motion or a second. Resolutions or any item of business to be presented to the Annual Conference from a ministry team, committee, or agency of the Conference Council on Ministries, must first come to a meeting of the Conference Council for its action, with such action reported with the reports and resolutions of the Annual Conference.
6. Every resolution requiring implementation shall carry the cost to the Conference, and shall include in the resolution the name of the implementing organization or persons. All resolutions for communication shall designate the person or persons responsible for the communication. (See also Section VIII, Article "D" & "E")

7. Before the following matters involving the potential legal rights or obligations of the Florida Annual Conference, or its agencies, may properly come before the Annual Conference for consideration, they shall first be timely referred to the Legal Advisory Council for opinion or comment; (a) Assumption by the Florida Annual Conference, or the potential for assumption whether expressed or implied, of any fiduciary duty as trustee, principal or otherwise; (b) use of the title "United Methodist," "Florida United Methodist," or any similar language, intended for use in the name of any program or activity; or (c) any agreement or contract by which the Florida Annual Conference undertakes responsibility, for any program, activity or property. Unless referred as required, any such matter shall not be considered by the Florida Annual Conference for approval.
 8. Every resolution upon which a count vote has been taken shall, if passed, have the vote count appended to it in all distribution of that resolution.
 9. Any member of the Annual Conference who wishes to be recognized shall stand at his or her place and wave the bright colored "Welcome Book." When the Bishop recognizes that person, you go to the designated numbered microphone and address the Conference, giving your name, whether lay or clergy, and if a lay member, give the name of the local church, district or conference organization represented.
 10. Debate and discussion of motions will be limited to three minutes per speech, and the speeches will alternate between those for and those against.
 11. A member of the Conference will be permitted to speak only one time in behalf of, or in opposition to, any motion before the Conference with the following exception: if no one wishes to speak opposite to the preceding speech, a member who has spoken on the motion may speak one more time. It is understood that this rule shall not be construed to preclude the maker of the motion from concluding the debate.
 12. A motion to call for the previous question may be made at any time, if no one desires to speak. However, as long as there are those desiring to speak, a motion for the call of the previous question may not be made until there have been two speeches for and two speeches against the pending motion. Debate shall be limited on any issue to three speeches for and three against. Then the vote shall be taken unless the rule is suspended.
- B. The Conference Secretary shall be elected quadrennially at the first session of the Annual Conference following the General Conference, assuming office on September 1, and shall be eligible to serve no more than two consecutive quadrennia. In event of a vacancy, the Cabinet shall have authority to appoint a successor, subject to confirmation by the next session of the Annual Conference.
1. Secretarial Assistants shall be nominated by the Secretary and elected by the Conference annually, as needed.

2. The Secretary shall edit and publish the Conference Journal.
 3. The Secretary shall be the custodian of the books and archives of the Conference and shall annually report where they are kept; and shall cooperate with the Commission on Archives and History in the discharge of this responsibility, and shall be an ex-officio member of that Committee.
 4. The Secretary shall be an ex-officio member of the Board of Pensions, and of the Service Years Committee of that Board.
 5. A Committee on Journal shall be elected at the beginning of each annual session upon nomination of the Secretary, and shall consist of three members of the conference session. Such committee shall examine the daily minutes, make any needed corrections, and report back to the next meeting, and the adoption of their report shall be the approval of the minutes.
- C. The Conference Treasurer shall serve as Conference Statistician and, in that role, shall:
1. Collect the statistics of the Annual Conference;
 2. Edit the Statistical Tables for publication in the Conference Journal;
 3. Report to each regular session of the Annual Conference.
 4. In consultation with the Office of the Bishop, the Conference Trustees, the Conference Council Director, and the organizations housed therein, the Treasurer shall be the administrator of the United Methodist Building.
- D. The number of Lay Members of the Annual Conference shall equal the number of Ministerial Members. To achieve this goal, the District Lay Leaders, District Presidents of United Methodist Men, and District Presidents of United Methodist Women shall be members, in addition to the Lay Members from Pastoral Charges, the Diaconal Ministers, the Conference Lay Leader, the Conference President of United Methodist Men, the Conference President of United Methodist Women, the Chairperson of the Conference Department of Youth Ministries, one youth representative between the ages of 13 and 18 and one young adult representative between the ages of 18 and 25 from each district. The Conference Secretary shall compute annually the number of additional Lay Members needed to equal the Ministerial Members, and shall distribute the number to be elected by each district on the basis of the percentage of Pastoral Charges in that district. The District Conference shall determine the manner of election. It is recommended that the Deaconesses within the district be given prior consideration.
- E. The Conference Committee on Nominations shall be composed of the Bishop, who shall be Chairperson, the administrative assistant to the Bishop, if any, the District Superintendents, the Conference Council Director, the Conference Secretary, the Conference Lay Leader, the Conference President of United Methodist Men, the Conference President of United Methodist Women, the Chairperson of the Council on Youth Ministry, one Lay Member elected annually by each District Conference.

Up to three persons may be named at large by the Board of Lay Ministry to provide for adequate diversity. All officers and members of District Boards and Agencies assume the responsibilities of their duties on January 1 following their election. In 1995, persons nominated and elected to serve under the existing structures shall take office with responsibility for the 1996 programs only, and persons elected under the reorganized structure shall immediately assume responsibility for the programs, budgets, and activities for 1997 and beyond, such persons may be then elected in 1996 to a full term and the transition time shall not in itself disqualify such persons from service for two quadrennia.

- F. On nomination of the Nominating Committee, or from the floor, the Annual Conference shall elect such Conference Council Ministry Teams, Committees, Commissions, and Chairpersons as may be needed for its work. Nominations for all known vacancies shall be solicited by the Nominating Committee by district contact with the lay and clergy leadership of each local church, and by solicitation of self-nomination at the District Conferences. In 1995 such solicitation shall be made at the orientation sessions for annual conference. To be eligible for nomination a person must submit a self-nomination form which shall list at minimum, the position sought, their name, address, telephone numbers and a brief statement of their experience or expertise in the area, and the signed recommendation of one of the following: the local church pastor, lay leader, chairperson of the administrative board or administrative council, or the chairperson of the local church council on ministries. The forms shall be submitted to the District Office, and shall form the pool of applicants from whom all District and Annual Conference nominations may be made. Nominations to the Ministry Teams or Committees of the Conference Council on Ministries shall be made by the District Nominating Committee submitting its nomination, if any, for each position to the Annual Conference Nominating Committee. The Annual Conference Nominating Committee shall then nominate a person from those submitted from the Districts as Chairperson for the area, or may nominate another person as Chairperson, provided that such person shall be a member of the pool of applicants submitted to the District Nominating Committees. All persons so nominated shall be published each year in the issue of the Florida United Methodist nearest to May 1, and election shall be at the regular session of Annual Conference; as to those persons chosen for reorganized structures in 1995, this publication requirement is waived for 1995. The persons chosen by the nominating committees in 1995 shall serve as interim task forces until their formal election in 1996; this is so that persons will be in place to begin the planning for 1997 as soon as possible, and to provide a proper transition.
- G. The Conference Committee on Nominations shall fill vacancies in the Conference organizations for which it has responsibility, from the pool of applicants, in the interim between sessions of the Conference, to be confirmed by the next regular session of the Conference. Each Ministry

Team or Committee of the Conference Council on Ministries may nominate for confirmation of election at the next regular session of the Conference such numbers of persons as they may deem appropriate, selected from the pool of applicants, in order to provide expertise and balance (gender, race, ethnicity, clergy/lay representation) to the Ministry Team or Committee; no committee shall have more than twenty-five (25) members, exclusive of those persons who are ex-officio without vote. Persons so nominated shall serve until their confirmation as if elected. The Conference Council on Youth Ministry shall elect, annually, youth representatives to all Conference organizations to which they are required by *Book of Discipline* to have representation.

- H. Annual Conference Committees shall include (quadrennial): Conference Counseling Network, District Boundaries, Conference Legal Advisory Council, Religion and Race, Status and Role of Women, Committee on Episcopacy (composed of three persons nominated by the Bishop, three laywomen, three laymen, three clergy and three at large persons selected to make possible the representation of ethnic minorities, youth and young adults and at least five of the fifteen shall be clergy), Episcopal Residence Committee, and Investigation (nominated by the Bishop), and the Discipleship, Church and Society, Mission and Events Ministry Teams, Ethnic Local Church Concerns Committee and Council on Youth Ministry. Annual: Nominations, Annual Conference Program, Resolutions, Courtesy, Memoirs, Standing Rules, Florida Methodist Foundation, and such others as the Conference may, from time to time, direct.
- I. Legal and financial agencies of the Conference are:
 - 1. The Trustees of the Florida Annual Conference. (See chapter page 22 ff, 1975 Journal; Standing Rule VIII, C,4)
 - 2. The Florida Methodist Foundation. (See charter page 246, 1966 Journal; page 123, 1967 Journal; page 141, 1972 Journal)
 - 3. The Florida Conference Credit Union.
 - 4. Other Conference corporations not otherwise represented in the Conference Council.
- J. It is intended that at every level of the Conference Structure the membership will be inclusive in terms of minority groups, race, sex, lay and clergy. Therefore, nominating committees, at every level of structure, are directed to strive for equitable numbers of laymen, laywomen, minority persons, clergy, and all groups.
- K. The Annual Conference shall meet upon invitation at such places as may be selected by the Conference, or by the Bishop and Cabinet.
 - 1. Entertainment for retired pastors of the Florida Conference, receiving pension, and pastors applying for Probationary Membership shall be provided or supplemented, as may, from time to time, be determined by the Council on Finance and Administration and the Cabinet.
 - 2. All other preachers and lay members shall provide for their own entertainment, but it is recommended to all churches, where possible, that they make provision for such expense, at least, in part.

II. DISTRICT SUPERINTENDENTS

- A. No District Superintendent shall be a member on any quadrennial Board, Commission, Ministry Team or Committee of the Conference, except Trustees of the Conference or Conference related institutions, unless the General or Annual Conference provides otherwise.
- B. Each District Superintendent shall, at the earliest possible date, file with the Chairperson of the Council on Finance and Administration, with the Conference Treasurer, and with the Statistician, a statement of the amount of apportionments asked of the various Charge Conferences within the district.
- C. Each District Superintendent shall file an annual statement or audit of all financial activity within the District with the Bishop and the Council on Finance and Administration.

III. CONFERENCE COUNCIL ON MINISTRIES, COMMITTEES AND COMMISSIONS

- A. There shall be a Conference Council on Ministries.
 - 1. The purpose of the Council shall be: a) to be a vital and welcome resource to the local churches; b) to be in Ministry where the local churches cannot be in Ministry, for missions and causes beyond the scope of the local church; c) to provide a vision for the future of the Conference; and d) to provide support for and administration of its ministries.
 - 2. Council membership shall be composed of the Chairperson, Vice-Chairperson and Secretary elected quadrennially by the Council, the Bishop or his/her designee, one Cabinet Representative, the Chairperson of the Ministry Teams and Committees (Discipleship, Church and Society, Mission, Events, Ethnic Local Church Concerns, Youth, Camp Facilities, Communications), Conference Lay Leader, Chairperson of the Board of Higher Education and Campus Ministry, Chairperson of the Commission on Religion and Race, Chairperson of the Commission on Status and Role of Women, President, Conference United Methodist Men, President, Conference United Methodist Women, and members of General or Jurisdictional Councils on Ministries who reside within the bounds of the Annual Conference. If a district is not represented from the voting membership listed above, that district conference may name a clergy or lay person to the Council in order to have representation from their district. Ex-officio members with voice but without vote shall be the Conference council Director, Conference Council staff, the Chairperson of the Council on Finance and Administration or the Conference Treasurer, and the Director of Facilities (LEC and Camps). The Council shall meet at least annually each calendar year.
 - 3. Members of the Council who are unable to attend a meeting may send a representative who shall have voice and vote. Any member of the

- Council who has been absent for one year without justifiable reasons shall be referred to the proper nominating committee for replacement.
4. Officers of the Council shall include a Chairperson, a Vice-chairperson and a Secretary elected quadrennially by the Council. The Chairpersons and members of the Council Ministry Teams and Committees, (except Council on Youth Ministry) shall be elected quadrennially by the Annual Conference on nominations of the Conference Committee on Nominations, as set out above. The Chairperson and members of the Council on Youth Ministry shall be elected annually by the Annual Conference on nomination of the Conference Committee on Nominations. Persons elected to the Council Ministry Teams and Committees shall not be disqualified from continued service if they relocate outside the District in which they reside at the time of their election, provided that such persons shall retain their membership and relation to the Florida Annual Conference, or one of its local churches. Chairpersons and members of the Internal Committees of the Council shall be elected quadrennially by the Council.
 5. The Council may from time to time establish such task forces as it deems necessary and proper to fulfill the functions of the Council. When requested by the Associate Directors for Leadership Development or Spiritual Formation, the council shall form a task force to aid in their work. To create a task force a resolution must be passed by a majority vote of the Council, which resolution must specifically set out the date upon which the task force will cease to exist, the clearly stated purpose or goals for the task force, the number of members of the task force (not in excess of eighteen (18) persons), and dates on which the task force shall report back to the Council on the progress of its work; the resolution shall specifically state the funding for the task force and the sources thereof. All reports of the task forces will be submitted to the next regular session of the Annual Conference for its information, and if requested, its action. The Council Director shall be an ex-officio member of all committees and task forces with voice but without vote. The Chairpersons and members, except as otherwise specified in the resolution creating the task force, shall be elected by the Council.
 6. Ministry Teams and Committees of the Council shall include:
 - a. **DISCIPLESHIP MINISTRY:** The Discipleship Ministry Team shall develop and implement ministries to assist the Local Churches, Districts and Conference in efforts to win persons to Christ, educate them in their faith, and fulfil their discipleship.
 - b. **CHURCH AND SOCIETY MINISTRY:** The Church and Society Ministry Team shall develop and implement ministries to assist the Local Churches, Districts and Conference in relating the Gospel of Jesus Christ to members of the churches and to the people and structures of the communities and the world in which we live.
 - c. **MISSIONS MINISTRY:** The Missions Ministry Team shall develop and implement ministries to assist the Local Churches, Districts and

Conferences in discerning where the Gospel has not been heard or heeded, and in witnessing to its meaning, inviting all persons to newness of Life in Christ.

- d. **EVENTS MINISTRY: CAMPING, CONFERENCES, AND RETREATS:** The Events Ministry Team shall develop and implement ministries to assist the Local Churches, Districts and Conference in special and specific events, planning and preparing for Camping, conferences, and special retreats, working in aid of the ministries developed and planned by Discipleship, Church and Society, Missions, and especially working closely with the Associate Council Directors for Spiritual Formation and Leadership Development as they develop and network in aid of the local churches.
 - e. **THE COMMITTEE ON ETHNIC LOCAL CHURCH CONCERNS:** There shall be a Committee on Ethnic Local Church Concerns constituted in accordance with the requirements of the *Book of Discipline*.
 - f. **COUNCIL ON YOUTH MINISTRY:** There shall be a Council on Youth Ministry constituted in accordance with the requirements of the *Book of Discipline*.
7. **INTERNAL COMMITTEES OF THE COUNCIL ON MINISTRIES**
- a. **EXECUTIVE COMMITTEE** which shall be composed of the officers of the council, the Bishop (or his/her designee), one District Superintendent selected by the Cabinet, the Council Director, the elected representative of the General Council on Ministries, and up to three additional members selected by the Council in order to balance the diversity, particularly of lay and clergy. In addition to its other responsibilities, the Executive Committee shall develop and recommend an Administrative Budget to the Council, determine the manner in which the budget is to be administered, and serve as Nominating Committee for the Council. The Executive Committee shall also serve as the Personnel Committee of the Conference Council on Ministries. It shall recommend personnel policies and standards to the Council, guide in the application of the policies and standards that are adopted, make recommendations concerning job descriptions, salaries to the Council. It shall also serve as the search committee for the Council Director and Conference Council Staff. The Executive Committee shall submit its actions to the Council for its approval as soon as may be practicable. The council shall meet at least annually each calendar year.
 - b. **COMMUNICATIONS COMMITTEE** which shall care for the publishing interests of the Annual Conference, interpretation of the Annual Conference budget and benevolence, and general public relations on behalf of the Florida Annual Conference, and which shall carry out such other functions as are assigned to it by the Conference Council, and perform such other tasks as relate to Paragraph 726.5b of the *Book of Discipline*, and cooperate in relating the Annual Conference to

the process of the General Church. The Chairperson of the Committee shall elect a Coordinator of Communications, who shall be a member of the Committee on Communications.

- c. CAMP FACILITIES COMMITTEE which shall have overall supervision of the Life Enrichment Center, Warren W. Willis Camp, Lake Asbury Retreat Center, South Florida Camp and other Conference camp properties. It shall report to and work with the Conference Trustees in matters of property maintenance and repairs. All building plans are to be subject to the approval of the Conference Trustees and the Conference Council on Ministries. It shall supervise mouth-to-mouth spending of budget monies for maintenance and repairs, and shall have authority to make line item adjustments in budgeted amounts for its budget during the year. It shall set the fees for the use of Conference-owned facilities and establish operating policies. The Committee shall report to and be amenable to the Conference Council on Ministries. The Committee shall respond to facility requests from the Events Ministries Committee, the Associate Council Directors for Spiritual Formation and Leader Development, and all other Agencies and Structures of the Conference as they plan and implement camping and retreat programs. Membership shall consist of a chairperson elected by the Council and one member from each District, who must continue to reside within their District to remain on the Committee; the committee may add at large members as set out for all other Conference Council on Ministries committees, the at large members need not continue to reside in any particular District. The membership shall serve one quadrennium. The Committee shall include: one youth member selected by the Conference Council on Youth Ministries; one representative each of the United Methodist Men, and the United Methodist Women. The Conference Associate Council Directors of Leader Development, Spiritual Formation and Discipleship shall be ex-officio members of the Committee. The Director of Facilities for the L.E.C., Youth Camps and other camping facilities, shall be the staff liaison to the Committee, this committee shall have no responsibility for programming or of programs; its responsibility is to provide for appropriate facilities for the program.
- d. VISION MINISTRY: The Vision Ministry Team shall be composed of the Conference Council Chairperson, who shall be the convener, the Chairpersons of the Discipleship, Church and Society, Missions and Events Ministries, the Conference Council Director, a member of the planning and research function, a cabinet representative(s), and the Conference Council Staff for Spiritual Formation and Leader Development. It shall serve to provide vision, innovation, and strategic planning for the Conference Council on Ministries. It shall act as the coordinator and resource group for planning and research projects.
- e. COMMITTEE ON NATIVE AMERICAN MINISTRY as set out in Paragraph 748 of the 1992 *Book of Discipline*. The chairperson and

members of the committee shall be elected by the Committee and ratified by the Council. It shall relate directly to the Mission Ministry Team.

- f. COMMITTEE ON HISPANIC MINISTRY whose chairperson and executive members shall be elected by the Committee and ratified by the Council. It shall relate directly to the Mission Ministry Team.
 - g. COMMITTEE ON HAITIAN MINISTRY whose chairperson and members shall be elected by the Council. It shall relate directly to the Mission Ministry Team.
8. STAFF OF THE CONFERENCE COUNCIL
- a. The Executive Officer of the Conference Council shall be the Conference Council Director. The Director shall articulate the vision of the CCOM, seek alignment and implementation of the Ministry system which gives life to the vision, and participate in and supervise the core processes of the Council. The Director shall function in a consultative relationship to the Cabinet on matters relating to coordination, implementation, and administration of the Conference Ministries. The Director leads the Conference Council Staff in implementing the shared vision and ministries of the CCOM. The Conference Council shall elect, upon nomination by the Personnel Committee of the Council, the Conference Council Director. The salary shall be the same as that of a District Superintendent, and if the person elected is clergy, the appointment limitations shall apply.
 - b. Other Council Staff shall be employed by the Council on the recommendation of the Director and the Personnel Committee. The Personnel Committee shall seek nominations from the Cabinet as well as other sources. Staff assignments to areas of work shall be reviewed annually by the Director and the Personnel Committee and confirmed by the Council. There shall be Associate Council Directors for Spiritual Formation and for Leader Development. These persons shall be selected as other personnel, and the specific job description shall be proposed by the Personnel Committee and approved by the Council, however they shall have primary responsibility as herein defined:
 - 1) **Spiritual Formation:** to devise tools to measure the spiritual effectiveness of the local churches and to develop or supplement activities within the local churches which deepen individual relationships with Christ, encouraging churches to share spiritual resources among themselves, and lighting paths to deeper spiritual understanding.
 - 2) **Leader Development:** to identify leader needs, both clergy and lay, and to give guidance to local churches in discovery and development of leaders within the local churches, encouraging the sharing of resources, and devising means to evaluate the effectiveness of church leaders, encouraging all to work for the enhancement of Christ's Ministry.

These persons shall have no assignment to any committee of the conference other than the Conference Council on Ministries as set out herein, but shall relate directly with the local church individually or in clusters, and shall work with and through task forces as approved by the Conference Council on Ministries.

Other Associate Council Directors may be assigned to support Council Ministry Teams and Committees as may be directed by the Council, and with concurrence of the affected committees, commissions, work areas, or task forces may act as staff support for Annual Conference Committees, Commissions or Task Forces which are not a part of the Conference Council on Ministries.

OTHER COMMITTEES AND COMMISSIONS OF THE ANNUAL CONFERENCE

A. HIGHER EDUCATION AND CAMPUS MINISTRY: There shall be a Conference Board of Higher Education and Campus Ministry in accordance with Paragraph 732 of the *Book of Discipline*. The membership shall be composed of twenty (20) members, nominated on the basis of their interest and expertise, taking into consideration, whenever possible, concerns of inclusiveness and geographical representation, without diminishing the effectiveness of the Board's ability to carry out its mission, and elected by the Annual Conference. The ex-officio members will include representatives from both the colleges and campus ministry units for whom the board has responsibilities of oversight and care.

The elected membership of the Board shall be nominated by the Conference Nominating Committee, in consultation with the Executive Committee of the Board of Higher Education and Campus Ministry. Nominations shall be obtained through application and/or recommendation.

The elected members of the Board shall be elected by the Annual conference for terms of four years, except the first Board, one fourth of whom shall be elected for a term of one (1) year, one fourth for two (2) years, one fourth for three (3) years, and one fourth for four (4) years. Ex-Officio members, with voice and no vote, shall include the presidents of the institutions of higher learning or their designated representatives, college chaplains, and campus ministers/directors, representing or otherwise serving the ministries within the bounds of the Florida Conference for which the Board has responsibilities of oversight and care and two United Methodist students, elected at the meeting of United Methodist Movement. Ex-officio members, with voice and vote, shall include a representative from the Cabinet and others designated by the *Book of Discipline*.

The Board of Higher Education and Campus Ministry shall have an Executive Committee Chairperson, Vice Chairperson, Secretary, and Subcommittee Chairpersons for the Subcommittee of Finance, Scholarship, and Assessment.

The Executive Committee shall have the responsibility and authority to act on behalf of the Board when the Board is not in session, with the exception of any business that may be reasonably postponed until the meeting of the full Board. A record of those actions shall be included in the Executive Committee Report and reported at the next Board meeting. The Board shall meet at least two times per year to fulfill the responsibilities of oversight and care of the campus ministries and institutions of higher learning, within the bounds of the Florida Annual Conference, as outlined in the *Book of Discipline*, Par. 732.

The Board shall present to the Council on Finance and Administration of the Annual Conference the financial needs for adequate support of the colleges and campus ministries as related to the Florida Annual Conference for apportionment to the local churches with the conference.

B. THE COMMITTEE ON NEW CHURCH DEVELOPMENT AND CHURCH REDEVELOPMENT

There shall be a Conference Committee on New Church Development and Church Redevelopment which is the successor Conference organization of the former Conference Council on Ministries Committee on Church Development and its Florida corporation, The Florida United Methodist Committee for Church Development, Inc. The membership of the committee shall be the chairperson, elected by the Annual Conference; the district chairpersons or their representatives of the fourteen (14) District Boards of Missions and Church Extensions (or their equivalent); and seven persons selected from across the conference because of their expertise in new church development and/or church redevelopment and to assure balance in the committee membership. In addition there shall be one representative of the Mission Ministry Team; one representative of the Cabinet with voice but without vote; the Executive Director of the United Methodist Development Fund with voice but without vote; and the Conference Council on Ministries Director with voice but without vote. The Committee shall constitute an executive committee composed of chair, vice chair, secretary plus two members of the committee selected by the Committee. The executive committee shall have the authority to handle business of the Committee needing action between meetings, and report such action to the next full meeting of the Committee. The Committee shall have the following responsibilities:

1. Approving all District plans for launching new congregations including mission congregations.
2. Administering all church development funds and approving all funding requests from Conference and General Board Funds. (To assure coordination with the Florida United Methodist Development Fund, Inc., the Chairperson and the Director of the Committee shall serve as ex-officio members of the Board of Directors of the Florida United Methodist Development Fund, Inc., with voice but without vote.)
3. Developing guidelines for church development and church redevelopment including relocations, mergers and discontinuations.

C. THE COMMISSION ON THE STATUS AND ROLE OF WOMEN

The Commission on Status and Role of Women shall have the responsibilities as outlined in Paragraph 741 of the *Book of Discipline*. Membership shall be no more than necessary and shall not exceed twenty-eight members (one-third lay women, one-third lay men, and one-third clergy) all of which are members of The United Methodist Church. Among these shall be: a member from each district, adequate representation of racial and ethnic minorities and the different age groups. The majority of the commission shall be women, including both clergy and lay. When there is not a sufficient number of clergywomen to meet the required balance, additional laywomen shall be elected beyond the one-third proportion to bring the total membership to a majority of women. One member shall be named by the Conference United Methodist Women. The chairperson shall be a women. Ex-officio members shall include one representative each from the Cabinet, Conference Council on Youth Ministry, and the Conference Church and Society Ministry.

D. THE COMMISSION ON RELIGION AND RACE: The Commission on Religion and Race shall be established in accordance with the *Book of Discipline*.

E. THE COMMISSION ON ARCHIVES AND HISTORY: The Commission on Archives and History shall have the responsibilities as outlined in Paragraph 738 of the *Book of Discipline*. Membership shall consist of one coordinator from each district and up to three at-large members elected by the Annual Conference.

V. DIVISION OF THE MINISTRY

A. THE BOARD OF ORDAINED MINISTRY shall be composed of not more than forty (40) persons. It shall be composed of five laypersons who are members of an United Methodist Church within the Florida Annual Conference, three ex officio members - the Executive Director of the Division of Ministry who shall serve as registrar, a district superintendent who shall serve as cabinet liaison, and the Ministerial Assessment Specialist, - and up to thirty-two (32) clergy in full connection and residing within the Florida Annual Conference, nominated at the beginning of the quadrennium by the presiding bishop, after consultation with the chairperson of the board, the executive committee, or a committee elected by the Annual Conference. Additional clergy in full connection of the Florida Annual Conference serving in special appointments outside Florida may be nominated by the Board as they are needed. The board shall organize by electing from its membership a chairperson, chairpersons of the Division of Deacons and the Division of Elders, secretary, registrars, and such other officers as it may deem necessary. The Board shall designate its executive committee.

1. It is recommended that each district be represented by a member of the board. Vacancies shall be filled by the presiding bishop after consultation with the chairperson or a committee of the board.

2. The board shall select from its own membership an official representative to serve on each district committee on ordained ministry, preferably from within said district.
3. If a member does not attend or does not fully participate in board responsibilities, such member shall be replaced; further, unless a member is excused by the chairperson, expenses will only be reimbursed if all sessions of the board meeting are attended.
4. The following rules shall assist the Board of Ordained Ministry in its work:
 - a. The Board of Ordained Ministry shall present to the Conference to be filed among its papers a complete biographical statement of all persons admitted into full connection and of all persons received by transfer; and of the latter, a description of the ministry up to the date when received by transfer.
 - b. The Board of Ordained Ministry shall require each applicant, including those being admitted from other churches, to present a certificate of good health from a practicing physician, a current background check, and an itemized statement of financial obligations.
 - c. Any graduate of a seminary accredited by the Association of Theological Schools (ATS) not approved by the University Senate desiring to enter the Florida Conference on probation under the Seminary Rule, must have completed 45 credited hours of study in a Seminary approved by the University Senate.
 - d. All candidates for Probationary Membership, and Full Connection status shall appear in person before the Board for interviewing.
 - e. All candidates for Full Connection shall have served full time under episcopal appointment in the Florida Annual Conference under the supervision of a District Superintendent satisfactorily to the Board of Ordained Ministry for at least two full annual conference years following the completion of the education requirements specified in the 1996 *Book of Discipline*, Paragraphs 321 and 326, except the faculty or staff in United Methodist colleges, universities, or seminaries may be permitted to render this service outside the bounds of the Florida Annual Conference.
 - f. Candidates from other denominations shall remain on Probation not less than two years.
 - g. Candidates for Admission on Probation from other conferences must also receive a recommendation by a District Committee on Ordained Ministry of the Florida Conference and have been a certified Candidate of the United Methodist Church for two years prior to the Executive Session of the Annual Conference. Such candidates must take any psychological assessments required for candidates by the Florida Annual Conference prior to appearing before a District Committee on Ordained Ministry. Candidates for Admission on Probation shall have satisfactorily completed the Psychological Assessment Program of the Conference; candidates transferred in on Probation shall comply with the Standing Rules of the Florida

Conference for candidates for Admission on Probation, including the Psychological Assessment Program.

- h. All candidates, except those applying for readmission for purpose of retirement or transfer, shall satisfactorily complete the Psychological Assessment Program of the Florida Conference.
 - i. The Board of Ordained Ministry shall require each applicant for full-time Local Pastor to:
 - 1) have been an active member of a local United Methodist church in the Florida Annual Conference for two years prior to the date of application for licensing as a local pastor
 - 2) present a certificate of good health from a practicing physician
 - 3) file an itemized statement of financial obligations
 - 4) complete satisfactorily the Psychological Assessment Program of the Conference for Local Pastors
 - 5) provide for his/her file a current background check prior to meeting with the District Committee
 - 6) appear in person before the Board of Ordained Ministry for interview and possible presentation for approval by clergy members in full connection at Annual Conference. If a person is to be appointed to a charge without these appearances, that appointment shall be considered interim until the Board and the clergy members of the Conference vote their approval.
 - j. All responsibilities of the former Board of Diaconal Ministry shall now be the responsibilities of the Board of Ordained Ministry. The chairperson of the Division of Deacons shall give leadership to the board for matters related to professional certification, continued candidates for diaconal ministry, and persons who remain consecrated diaconal ministers. The 1992 *Book of Discipline* shall serve as a guide in these matters.
- B. THE BOARD OF PENSIONS shall have the organization and function of the predecessor Board of Pensions. It shall nominate for election by the Annual Conference the Trustees of the Preacher's Relief Board or its successor corporation. In accordance the Book of Discipline, the Board shall consist of twenty-one members: one-third laywomen, one-third laymen, and one-third clergy, elected from a term of eight years and arranged in two classes as nearly as equal as possible so that one-half will rotate each quadrennium. The Health Insurance committee will be a sub-group of the Board with membership coming from the Board. Any ordained minister or Board approved Local Pastor of the Florida Annual Conference must serve in the Florida Annual Conference ten years before he/she qualifies for assistance with the Conference Sponsored Health Insurance Program (currently HEALTHFLEX) after retirement at age 65 or 40 years of service. Five of the ten required years of service must be immediately prior to retirement and the participate must be enrolled in the Conference Sponsored Health Insurance plan during those five years.

- C. THE COMMISSION ON EQUITABLE SALARIES shall be composed of an equal number of lay and clerical members and shall include the chairperson of the Division of the Ministry, a member of the Board of Ordained Ministry, two District Superintendents, one minister and one lay person serving a church assisted by Minimum Salary Funds with fewer than 200 members, two representatives of the Missions Ministry, and a representative of the Council on Finance and Administration. The persons above shall be elected annually by the Annual Conference upon nomination of the Conference Nominating Committee with the exception of those from a Mission Ministry and the Council on Finance and Administration, and they may or may not be members of the Division.
- D. THE JOINT COMMITTEE ON DISABILITY shall be selected by the Board of the Ministry and the Board of Pensions as described in the current *Book of Discipline*.

E. BOARD OF LAY MINISTRY

1. There shall be a Conference Board of Lay Ministry which shall be responsible for developing and implementing long-range and annual programs encompassing lay activities of men, women, and youth throughout the conference.
2. The Conference Lay Leader shall be the Chairperson and shall be responsible for guiding the overall work of the Conference Board of Lay Ministry. There shall be an Executive Committee composed of:
The Conference Lay Leader - chairperson; The Vice Chairperson; The Board Secretary; The Board Treasurer; The Conference Staff Person - no vote; one District Superintendent – no vote; two members of the Board, elected at Annual Conference Meeting by the Board of Lay Ministry; The Executive Committee will consider and approve business that incurs prior to the next Board Meeting that does not require the full Board's action.

The Work of the Board of Lay Ministry will be coordinated by the Board of Lay Ministry's Membership. To be included: The Conference Lay Leader - chairperson; The Vice-chairperson; The Conference President of United Methodist Women or a Representative; The Conference President of United Methodist Men or a Representative; A Young Adult Representative; An Older Adult Representative; Chairperson of Conference Council on Youth Ministry; One District Superintendent, representing the Cabinet; The District Lay Leaders; The Director of Lay Speaking; The Director of Lay Renewal; Six Lay member representatives of Conference Ministries, Committees or other elected or appointed Lay Members of the Annual Conference (two men, two women, one youth and one older adult); The Secretary of the Board of Lay Ministry; The Treasurer of the Board of Lay Ministry; The immediate past Conference Lay Leader; The Bishop, who is an ex-officio member.

3. The Board of Lay Ministry, with the exception of the Bishop, shall act as the Nominating Committee for the Board. A Search Committee shall be elected annually by the Board of Lay Ministry to receive names of

qualified persons for the office of Conference Lay Leader, Secretary of the Board, Treasurer of the Board, the three lay members representatives of Conference Ministries and committees (one man, one woman, one youth) and three lay member representatives of the elected and appointed lay members of the Annual Conference (one man, one woman, one youth). This committee shall be composed of five members of The Board of Lay Ministry. (The convener to be appointed by the Conference Lay Leader and a Chairperson to be elected by the members of the Committee, with respect to the inclusiveness of the church membership.) No later than four weeks prior to the spring meeting of the Board, the names of the members of the Search Committee shall be published in the Florida United Methodist inviting names of qualified persons to serve in the offices of the Board of Lay Ministry. The Search Committee shall present all the names of the persons submitted (at least one for each position) to The Board of Lay Ministry at the spring meeting of The Board of Lay Ministry. Other names may be added to the selected list from the floor if it has been previously ascertained that the nominee is qualified and has evidenced a willingness of serve. The Board of Lay Ministry, shall select from the list of proposed names a slate of nominees, at the spring meeting of the Board of Lay Ministry. This selection shall be by secret ballot. These nominees, with the exception of the Conference Lay Leader, shall be elected at the Annual Conference Lay Orientation Session.

The Board of Lay Ministry shall also elect a vice-chairperson at the Fall meeting to serve only as a convener of, and presider at, meetings of The Board of Lay Ministry when the Conference Lay Leader cannot be present. This term of office shall coincide with the conference year for two years and no more than four years in any one office.

4. The Conference Presidents of United Methodist Women, United Methodist Men, the Chairperson of Conference Council on Youth Ministry, the District Lay Leaders, the Director of Lay Speaking and the Director of Lay Renewal serve on The Board of Lay Ministry by virtue of their office. The District Superintendent, representing the Cabinet in The Board of Lay Ministry, is appointed by the Bishop.
5. The Conference Lay Leader shall be elected biannually by the Annual Conference, lay and clergy, upon nomination of The Board of Lay Ministry.
 - a. Nominations from the floor shall be allowed at all times through the election process for the Conference Lay leader as well as the other officers elected by the Laity at the Annual Conference Lay Orientation Session.
 - b. The Conference Lay Leader shall be elected for a two year period beginning in 1992. The tenure of the Conference lay leader shall be limited to a maximum of four consecutive years.
 - c. Vacancies occurring between annual conference sessions shall be filled by The Board of Lay Ministry. However, the temporary

appointment shall not extend beyond the next Annual Conference session.

- d. The Conference Lay Leader shall be authorized to appoint, subject to concurrence of The Board of Lay Ministry, various Conference Directors of specific lay activities as might be required to assist the Conference Lay Leader in carrying out the duties and responsibilities of this office.
 - e. The Conference Lay Leader shall be ex-officio member of other Conference Ministries, Committees, and Commissions and may delegate this membership to a Conference Director of Lay Ministry if it is deemed advisable.
 - f. The Conference Lay Leader shall guide the work of the Conference Board of Lay Ministry so that it will be coordinated with the comprehensive program of the conference.
 - g. The Conference Lay Leader shall present a written report annually to The Board of Lay Ministry and to the Annual Conference.
6. There shall be a District Lay Leader in each district who shall be nominated by the District Committee on Nominations, elected by the District Conference, and presented to the Annual Conference. Tenure in office of the District Lay Leader shall be limited to four consecutive years.
7. The work of the Conference Board of Lay Ministry shall be financed by an allocation of funds from the Annual Conference Administrative Budget. A Board of Lay Ministry Annual Budget shall be prepared by the Board Treasurer, assisted by The Board of Lay Ministry, and submitted for approval by the Conference Lay Leader.

UNITED METHODIST MEN

There shall be a Florida Conference Committee of United Methodist Men, Inc., as provided in Paragraph 744 of the 1992 *Book of Discipline* which shall, "...work with the district organizations and the local units of United Methodist Men to meet the needs and interests of men and the concerns and responsibilities of discipleship..." The Conference Committee shall include all district presidents of United Methodist Men. Officers, committees, elections and the voting body shall be in accordance with the organization's bylaws.

VII. COUNCIL ON FINANCE AND ADMINISTRATION

There shall be a Conference Council on Finance and Administration, as provided in Paragraphs 707-716 of the *Book of Discipline*, which shall work cooperatively with the Conference Council on Ministries in matters of staff, administration and program. The President of the Council on Finance and Administration shall be the convener of the Committee. The President shall be an ex-officio member of the Conference Council on Ministries with voice but without vote.

- B. Make adjustments within the administrative budgets, with the consent of the agencies involved. The Council on Finance and Administration shall have authority to designate recipients of contingency funds, except

contingencies in the program budget, which shall be allocated by the Council on Ministries, or its Executive Committee.

- C. The Conference Treasurer shall not issue checks for any expenditure of the Annual Conference that will exceed line item budgets as approved by the Annual Conference or balances held in designated or restricted funds. Checks drawn to Boards, Districts, Committees, Commissions or Institutions shall be made payable in the name of the particular entity and not to any individual related to the entity.

At the beginning of each year, each organization shall in its budget designate an administrative budget (which shall include all fixed costs, including employee payroll and benefits, taxes, utilities, debt service, etc.) and a program budget. Administrative costs shall have priority of payment. Advances against anticipated income for a program may be made if funds are otherwise available, with the approval of the Conference Council Director and the Conference Treasurer.

Amendments to the Administrative Budgets may be made with approval of the Council on Finance and Administration. Fund transfers within a Program budget may be made by submission of the Ministry, Task force, or organization chairperson, with the approval of the Conference Council Director (for all CCOM organizations) or the Bishop or the Administrative Assistant to the Bishop (for all other organizations.) A financial accountability policy—outlining methods for requesting payments for budgeted items and for making changes in budgets and for funding of unbudgeted projects or programs shall be promulgated and effective when approved by the Cabinet, the Council on Finance and Administration, and the Conference Council on Ministries.

- D. The annual budgets for the Conference Benevolence and the Conference Service and Administration Funds shall be prepared on a “zero-base.” It is intended that all programs, projects and functions, old and new, be analyzed and re-evaluated on a year-to-year basis; that groups requesting budgeted funds be required to justify those requests in detail to explain why money is needed, specifically what it will be used for, the resulting benefits and what would result if the request were denied. The groups requesting budgeted funds shall propose alternative courses of action, levels of funding to fulfill pre-stated goals and rank proposed activities in their order of importance. The Council on Finance and Administration shall prepare detailed guidelines to assist the groups requesting budgeted funds in their preparation of annual budget requests in accordance with this Standing Rule.
- E. All agencies receiving funds through the Conference Council on Finance and Administration shall present an Annual Report and/or audit to the Council on Finance and Administration within 120 days of the close of the Conference Fiscal year, including a statement of all monies held in reserve accounts. Unless there is compliance with this rule, the Council cannot consider requests for funds for the following year.
- F. There shall be a Conference Reserve Fund which shall consist of:

1. Funds which may be budgeted for that purpose.
 2. Funds received from whatever source for activities which have been terminated and which remain unused for those activities when transferred by the Council on Finance and Administration.
 3. Year-end unused balances in the budget of the Conference Benevolence Fund and the Conference Service and Administrative Funds.
 4. Income earned by the investment of the cash flow in the Conference Treasury except amounts earned by the Church Development Financial Campaign, the Florida Methodist Foundation and other funds as designated by the Annual Conference.
- G. The Council on Finance and Administration, in the interim of Annual Conference sessions, with the approval of the Cabinet, shall have authority to allocate the use of the Conference Reserve Fund. Such allocations shall be reported to the next regularly scheduled session of the Annual Conference.
- H. In addition to other responsibilities, the Conference Treasurer shall coordinate the following activities:
1. Bring together in one place and maintain a record of all properties owned by the Conference and keep a list of current valuations.
 2. Keep an up-to-date inventory of all office equipment, including a full description and serial and/or model numbers of machinery and equipment.
 3. After consultation with the proper agencies keep a record of all insurance for those agencies involving coverage of fire, accident, and fidelity bonds.
- I. The Conference fiscal year shall be the calendar year.
- J. SELF INSURANCE COMMITTEE which shall have overall supervision of the Property, Liability, Workers' Compensation, and other related insurance and self-insurance programs of the Florida Annual Conference. The Committee shall report to and be amenable to the Conference Council on Finance and Administration. The Committee will respond and serve as an intermediary in explaining, negotiating, and implementing the self-insurance program with all related church entities that are involved as a part of the program. The Committee will have the responsibility of negotiating continuing contracts with the broker of record for placing of the insurance as well as designating the quality of the insurance companies to be used in supporting the self-insurance plan. The positions of Risk Manager and support staff will be established within the office of the Conference Treasurer. Budgeting of the Risk Management Department and the expenses of this Committee are contained within the administrative management fee of the self-insurance program. These fees are to be reviewed by the Committee and are subject to approval of the Conference Council on Finance and Administration.

The Committee is to consist of at least five (5) and not more than eleven (11) members. The Committee will not be limited to, but must include members with insurance, legal, and financial experience. The Chairperson of the Committee will be an ex-officio member of the Conference Council on Finance and Administration with voice and vote.

VIII. CONFERENCE TRUSTEES

- A. The title to all Annual Conference owned property shall be held by the Board of Trustees of the Florida Annual Conference of the United Methodist Church, Inc., except those properties held by other incorporated bodies authorized by the Annual Conference.
- B. The legal status of all property belonging to the Annual Conference, including the tax status, shall be the responsibility of the Trustees.
- C. The Trustees hold responsibility for seeing that adequate insurance coverage as determined by the Trustees is provided for all conference owned property.
- D. The Trustees shall work cooperatively with all conference agencies in plans for responsible use of conference owned property. All extensions and improvements of conference owned property shall be reported to the Trustees. The Trustees shall require that conference agencies which control the use of conference owned property shall provide adequate insurance to cover all legal liability of the Trustees and those using the property.
- E. The Annual Conference Trustees are responsible for the repairing and maintenance of all conference owned property titled to them. They will determine within their organization, the means and methods suitable for this purpose.
- F. The Trustees shall cooperate in providing staff housing for clergy as follows: a. Where residences are owned by the conference and available for the use of staff persons employed by the conference, staff persons are to reside in them. b. In cases where appropriate conference owned housing is not available, the employing agency shall negotiate a satisfactory housing arrangement with the staff person.
- G. A certificate of insurance shall be furnished to the Conference Board of Trustees by companies performing work on Conference property.
- H. The purchases and plans for all buildings built or acquired by an institution of The Florida Annual Conference to which the Trustees of the Conference will hold title, or any building in which direct appropriations from the budget of the Florida Conference are used to pay for the building must be reviewed at both preliminary and final drawing stages and the plans approved before said building can be built, altered or purchased. The cost of said review will be assessed against the projects involved.

IX. MISCELLANEOUS RULES REGARDING CONFERENCE ORGANIZATIONS

- A. Each organization of the Conference shall give advance notice of its regular meeting place and time, through the Conference publications, and shall welcome any person(s) who may desire to visit or to discuss and/or offer program suggestions related to the work of such organization.
- B. Each organization of the Conference shall make available to the members of the Annual Conference, upon written request, an exact statement of the salaries and expenses paid on account of any person employed by the said organization.
- C. When an organization or individual member recommends to the Conference that a Committee be appointed, or that a task force be formed by an existing organization or individual, they either have the financial cost of such project covered in an existing budget asking or present to the Conference the estimated cost, before final action is taken.
- D. No organization of the Conference shall be allowed to obligate itself beyond its anticipated annual income, or \$10,000, whichever is less, except by $\frac{3}{4}$ vote of the Council on Finance and Administration, the Council on Ministries Executive Committee, and the Cabinet; provided this restriction does not apply to Florida Southern College, the Florida Methodist Children's Home, or a District Board of Church Extension.
- E. 1. No person shall be a member of an Conference organization, if in private business there is conflict of interest with the purposes or business of such organization, or does or proposes to do business with the same.
2. No person may receive an honorarium, nor be paid a fee, for services rendered, if that person is a member of the sponsoring or planning organization.
- F. Membership of the Conference or Conference Council Organization, quadrennial and annual, shall be limited to eight (8) consecutive years for both clerical and lay members. Membership on Boards of Trustees of Conference institutions shall be limited to nine (9) years for clerical members. Members of the Annual Conference Board of Trustees (twelve) shall be elected in four classes, each of which shall serve for a four-year term in accordance with the provisions of paragraph 2513.1 of the 1992 *Book of Discipline*. Members of the Legal Advisory Council may serve for an unlimited number of years. Members rotating off any organization under these provisions shall become eligible for re-election to such organizations after a period of two (2) years. Membership shall not be held in more than one of the quadrennial organizations, provided, however, that this rule does not apply to trustees, to members of the Conference Committee on Investigation, Conference Counseling Center Committee, Committee on Episcopacy, Committee on Publication of the Conference Journal, Florida Methodist Foundation, or ex-officio members, or to other established by the *Book of Discipline* or the Standing Rules of the Conference. No person shall serve longer than four (4) years as chairperson of the same annual or quadrennial organization.
- G. All elections must be reported immediately to the Conference Secretary by the Secretary of the electing group; and, should it appear any person has

been elected to two responsibilities, the Conference Secretary shall notify the person and groups involved; and, in turn, shall be notified as to which responsibility shall be accepted.

- H. Persons serving on General Boards or agencies of the United Methodist Church who are members of the Florida Conference or are members of any church in the Florida Conference may be full members of the comparable Conference Board or Agency; and of any comparable District Work Area. The rotation rule will not apply for such term of service; but the rule regarding service on two boards shall apply.
- I. It shall be the duty of every organization holding property to provide the District Superintendent with a complete list of its holdings within the district. The list shall include the title under which the property is held, a description of the land, and whether or not the property is exempt from taxes. The secretary of the organization shall report any changes in the list promptly.
- J. The Charter and By-Laws of each incorporated Conference Board or Institution shall be filed with the Conference Secretary, who shall print each year in the Conference Journal a notation of where said charter may be found in prior Journals. The Conference Secretary shall be notified immediately of any proposed change in said Charter or By-Laws.
- K. The delegates' packet shall contain only those materials from official boards and agencies of the United Methodist Church. Within the lobby, only those materials that the delegates will use during the Annual Conference shall be distributed.
- L. Any group desiring display space at the Annual Conference Session facilities must be approved and make reservations through the Annual Conference Program Committee.
- M. When a board or agency brings a recommendation to the Annual Conference, which also carries the suggestion of referral, that board of agency shall be responsible for such referral.
- N. Uniform personnel policies, including for compensation of all lay employees in the United Methodist Building, shall be established by a committee composed of the Conference Treasurer, the Conference Council Director, the Chairperson of the Conference Council on Ministries, one representative of the Council on Finance and Administration, one representative of the lay employees appointed by the conference council director, and one representative of each of the other organizations or agencies which maintain offices in the United Methodist Building. The Conference Treasurer shall chair the committee.
- O. Conference-owned equipment shall not be loaned or rented to profit-making organizations, because such action might endanger the tax-exempt status of the Annual Conference.

X. DISTRICT STRUCTURE

- A. There shall be in each district a District Conference or some other District-wide annual meeting representative of all the church. It shall be the unit responsibility for the election of the District Council on Ministries and for representatives to the Conference agencies as detailed in Articles III and V. The membership shall consist of the following: The District Superintendent, who shall be chairperson; from each local church: the Pastor(s), the Church Lay Leader, the Lay Members of the Annual Conference, the Council on Ministries chairperson, the President of United Methodist Women, the President of United Methodist Men, the President of United Methodist Youth, the Administrative Board Chairperson, the Administrative Council Chairperson, and such other representatives as the district may direct. From the District at large shall be the District lay Leader, the District President of United Methodist Men, the District President of United Methodist Women, the President of the District Department of Youth Ministries, the chairperson of the District Trustees, the President of the District Board of Missions or its equivalent, and such other District officers as the district may direct.
- B. Each group dealing with finances shall present a financial report to District Conference, including a report of the budget, income, expenditures of the past year, and a recommended budget for the coming year. There may be an advisory District Committee on Finance for the purpose of coordinating district funds. We call attention to Section VIII Paragraph E., requiring a written annual report and/or audit to be presented to the Conference Committee on Finance and Administration within 120 days of the close of the Conference fiscal year, including a statement of all monies held in reserve accounts.
- C. Each district shall have a District Committee on Nominations and Personnel, of which the District Superintendent shall be chairperson. Nine persons, at least five of whom shall be lay persons, shall be elected in classes of three for three year terms.
- D. There may be in each district a District Council on Ministries in accordance with the *Book of Discipline*.
- E. Each District may organize ministries, work areas, task forces, and committees as it shall deem advisable to carry out its purpose. Chairpersons of task forces or other special committees may be voting members of the District Council while that group exists.
- F. There shall be a District Committee on Ministry as provided in the *Book of Discipline*, which shall be related to the Board of Ministry as described in Article V:A.1.
- G. There shall be a Committee on the District Superintendency composed of eleven persons, including the district lay leader, two lay women, two lay men, two clergy, two at large members selected to make possible the representation of ethnic minorities, youth, and young adults, and two additional persons appointed by the District Superintendent; provided that at least three of the eleven shall be clergy, and seven shall be lay persons. The Bishop of the Area shall be an ex-officio member.

XI. FINANCIAL APPEALS

- A. No financial appeal or fund-raising effort whatsoever shall be made beyond the local charge unless first authorized by action of the Annual Conference, or, if in a District, by the District Conference. Authorization for instituting such a fund-raising effort shall be valid for no longer than twelve (12) months unless dated otherwise by the Annual Conference.
- B. Authorization of the Conference shall be secured by presenting, prior to the Annual Conference session, the purpose and plan of the appeal to the organization involved, to the Council on Finance and Administration and the Cabinet.
- C. Upon authorization of the Annual Conference, the Cabinet or Council shall assign the appeal to a place on the calendar of the Conference.
- D. Emergency appeals between sessions of the Conference may be authorized in clearly unusual circumstances of great emergency, only after the combined approval of the Bishop and Cabinet, the organization involved, and the Council on Finance and Administration.
- E. In the interim of Annual Conference sessions, the Trustees of the Annual Conference may be authorized to make emergency sale or purchase of property with valuations under \$200,000 and execute necessary mortgages with that limitation by a 4/5th vote each of the Cabinet, of the Trustees, of the Council on Finance and Administration and of the Conference Council on Ministries.
- F. In the interim of Annual Conference sessions, in the event of a major disaster or emergency, the Trustees of the Annual Conference may be authorized to borrow up to \$200,000 and execute necessary notes and mortgages within that limitation by a four-fifths (4/5) vote of each of the following: Cabinet, Trustees, and Conference Council on Finance and Administration. In such a situation, with the approval of the groups as described above, the Conference Council on Finance and Administration, with the consent of the causes and agencies involved, may reallocate items within the Conference budget to help meet such disaster.

XII. YEARS FOR ANNUITY CREDIT—PRIOR TO 1982

Questions regarding annuity credit for years of service prior to January 1, 1982, shall be resolved according to the rules in effect on January 1, 1982.

XIII. AMENDMENTS AND SUSPENSIONS

- A. Proposed amendments or changes to the Standing Rules shall be referred to the Committee on Standing Rules for consideration and presentation to the Conference for action.
- B. The Standing Rules may be suspended at any time by a two-thirds majority of the members present and voting.
- C. A two-thirds vote of the members present and voting is necessary to amend or change the Standing Rules.

