

XII. STANDING RULES

TABLE OF CONTENTS

I. STRUCTURE OF THE ANNUAL CONFERENCE	320
A. GENERAL PROVISIONS	320
1. Primacy of the Book of Discipline and Standing Rules	
2. “Agency” Defined	
3. “Conference Year” and “Conference Fiscal Year” Defined	
4. Election of Members	
5. Membership Diversity	
6. Terms	
7. Failure to Attend Meetings	
8. Vacancies	
9. Term Limits for Members	
10. Term Limits for Agency Chairs	
11. Limits on Multiple Agency Membership	
12. Coordination of Nominations	
13. Record Keeping	
14. General Agencies	
15. Appeals	
16. Clergy	
B. SPECIFIC AGENCIES	321
1. Mission of the Annual Conference.....	321
a. Core Leadership Team	
b. Center for Leadership Development	
1) Committee on Religion and Race	
2) Committee on Status and Role of Women	
c. Center for Church Development	
d. Center for Missional Outreach	
1) Board of Church and Society	
2) Committee on Ethnic Local Church Concerns	
3) Board of Global Ministries	
4) Commission on Christian Unity and Interreligious Concerns	
e. Center for Connectional Resources	
2. Administrative Oversight Responsibility	326
a. Council on Finance & Administration	
b. Board of Trustees	
3. Special Concerns of the Laity	327
a. Board of Laity	
b. Conference Lay Servant Ministries Committee	
c. United Methodist Women	
d. United Methodist Men	
e. Council on Youth Ministries	
4. Ministerial Training, Certification, and Discipline.....	328
a. Board of Ordained Ministry	
b. Committee on Administrative Review	
c. Committee on Joint Review	

- d. Committee on Investigation (Clergy)
- e. Committee on Investigation (Diaconal)
- 5. Episcopal Support329
 - a. Committee on Episcopacy
 - b. Episcopal Residence Committee
- 6. Personnel Matters329
 - a. Board of Pension and Health Benefits
- 7. Conference Structure and the Annual Conference Session330
 - a. Conference Nominating Committee
 - b. Memoirs Committee
 - c. Commission on Archives and History
 - d. Standing Rules Committee

II. POLICIES OF THE ANNUAL CONFERENCE331

- A. FINANCIAL PRACTICES 331**
 - 1. Conference Fiscal Year
 - 2. Apportionments Based on Conference Fiscal Year
 - 3. Conference Books
 - 4. Disposition of Interest
 - 5. Agency Spending
 - 6. Conference-Wide Appeals
 - 7. Auditing
 - 8. Apportionments
 - 9. Ethical Fiscal Principles
 - 10. District Superintendent Salaries
 - 11. Annual Conference Move Effective Date
- B. REPORTING REQUIREMENTS 332**
 - 1. Death Records
 - 2. Biographical Information
 - 3. Legal Descriptions of Conference Property
 - 4. Statistics
- C. VACATION STANDARDS 333**
 - 1. Method of Calculation
 - 2. Further Guidelines
- D. CLERGY DIVORCE 333**
- E. CLERGY HOUSING 334**
 - 1. Housing Allowances and Parsonages
 - 2. Moving Procedures
- F. SEXUAL MISCONDUCT 334**
- G. CHILDREN AND YOUTH SAFETY SYSTEM 335**
- H. MISCELLANEOUS 335**
 - 1. Conflict of Interests
 - 2. Local Church Officers
 - 3. Amending or Suspending Standing Rules
 - 4. Confidentiality Policy of Conference Contact Records

III. PROCEDURES FOR MEETINGS OF THE ANNUAL CONFERENCE	336
A. PRE-CONFERENCE PROCEDURES.....	336
1. Lay-Clergy Equalization	
2. Election of Local Church Members to Annual Conference	
3. Notice of Legislative Items	
4. Proposed Amendments to Standing Rules	
5. Notice of Procedural Rules	
B. RULES OF ORDER FOR ANNUAL CONFERENCE SESSIONS	337
1. Purpose of Rules of Order	
2. Definitions	
3. Order of Business	
4. Authority of the Presiding Bishop	
5. Opening a Question for Debate	
6. Obtaining the Floor	
7. Limits on Speakers	
8. Types and Precedence of Motions	
9. Tabling Related Motions	
10. Referring Matters to Agency	
11. Substitutes	
12. Moving for a Vote on the Previous Question	
13. No Motion After Speech	
14. Reconsideration	
15. Voting Generally	
16. Dividing the Question	
17. Robert's Rules of Order	
Charts: Motions: Ranking and Requirements	342
a. By Function	
b. By Rank	

STANDING RULES OF THE NORTH TEXAS ANNUAL CONFERENCE

These standing rules are composed of three parts: 1) structure of the North Texas Annual Conference (“Annual Conference”); 2) policies of the Annual Conference; and 3) rules of procedure for the conduct of Annual Conference sessions.

I. STRUCTURE OF THE ANNUAL CONFERENCE

A. GENERAL PROVISIONS

1. *Primacy of Book of Discipline and Standing Rules.* These General Provisions apply to all Agencies except where the current version of *The Book of Discipline of the United Methodist Church* (“*Book of Discipline*”) or specific Standing Rules otherwise provide.

2. *“Agency”* In these Standing Rules, the word “Agency” means a conference-level group that performs the work of the North Texas Annual Conference, whether that group is called a Council, Board, Division, Commission, Committee, Team, Group or Task Force. It does not include boards of trustees or boards of directors of Annual Conference related institutions.

3. *“Conference Year; Conference Fiscal Year.”* “Conference year” means the period from the close of one regularly scheduled session of the Annual Conference through the close of the following year’s regularly scheduled session of the Annual Conference. “Conference Fiscal Year” means January 1 through December 31.

4. *Election of Members.* Members and Chairs of the Agencies shall be nominated by the Conference Nominating Committee and elected by the Annual Conference. There shall be an opportunity for additional nominations from the floor. When persons are nominated from the floor of the Annual Conference, the nominator will indicate which person from the Conference Nominating Committee’s report is to be replaced by the nominee. Substitute nominations should be in the same category of inclusivity as the person in the Conference nominating Committee’s report. Votes on substitute nominees will be made individually prior to the vote on the full report.

5. *Membership Diversity.* Except where the *Book of Discipline* or these Standing Rules otherwise provide, membership on all Agencies shall include one third clergy, one third laywomen, and one third laymen insofar as possible. In addition, special attention shall be given to inclusive representation from the ethnic churches, districts, small membership churches, and town and country churches.

6. *Terms.* Persons shall be nominated to serve a four year term on an Agency. No person shall be nominated for a position without previously agreeing to serve if elected. Persons elected shall begin their terms of office at the close of the Annual Conference session at which they are elected. In the event of new agencies being formed, shorter terms may be permitted to allow for rotation of members to maintain agency continuity.

7. *Failure to Attend Meetings.* Persons who are absent without cause for half or more of an Agency’s meetings during the Conference Year will thereby automatically remove themselves from the membership of the Agency and shall be replaced by the Conference Nominating Committee.

8. *Vacancies.* The Conference Nominating Committee is authorized to fill any Agency vacancies between sessions of the Annual Conference, unless the *Book of Discipline* otherwise provides. Persons appointed to fill vacancies shall serve only the remainder of the Conference year in which they are appointed. They may be elected to that position at the first regularly scheduled Annual Conference session following their appointment, in which case they will serve the remainder of the term of the person they replace. If the term of the person they replace would normally expire at the Annual Conference, then they may be elected to a

full term either as member or chair without the partial year they served filling the vacancy counting toward the term limit as covered in Provision 9 and Provision 10 below.

9. *Term Limits for Members.* No elected person may serve more than eight successive years on any one Agency. A person may, however, be re-elected to an Agency on which that person has previously served his or her term limit after non-membership for four years.

10. *Term Limits for Agency Chairs and Team Representatives.* No person may serve as Chair or Team Representative of any Agency for more than four consecutive years, nor may any person chair or be a team representative on any combination of Agencies for a total of more than six years in any eight year period.

11. *Limits on Multiple Agency Membership.* No person shall serve on more than two Agencies at the same time, except as an *ex officio* member. In computing these limits, membership which occurs by virtue of holding some other Agency position shall not be counted. In applying these limits, the nominators shall be guided by the policies of diffusing power throughout the Annual Conference and limiting the agency workload required of any particular individual. Therefore, both the responsibilities and the workload of the various Agencies shall be taken into consideration in making Nominations.

12. *Coordination of Nominations.* All nominations of persons to Agencies shall be reported to the Assistant to the Bishop/Director of Missional Outreach and the Core Leadership Team in order to promote inclusivity and compliance with the Standing Rules on Limits on Multiple Agency Membership.

13. *Record Keeping.* In order to assist the Annual Conference in enforcing these General Provisions, each Annual Conference *Journal* shall indicate after the name of each Agency member the year in which the person's current term expires and whether it is the person's first or second consecutive term with that Agency. Each Annual Conference *Journal* shall also indicate member ethnicity after the name of each Agency member. The report of the Annual Conference Nominating Committee shall indicate member ethnicity after the name of each person in its report.

14. *General Agencies.* Members of the general agencies of the United Methodist Church from the Annual Conference will be *ex officio* members of the corresponding Agency.

15. *Appeals.* Any Agency has the right to appeal to the Annual Conference regarding a decision affecting its work made by any other Agency, except where otherwise provided in the *Book of Discipline*.

16. *Clergy.* In these Standing Rules, the word "clergy" refers to the following members of the North Texas Annual Conference unless some specific Standing Rule otherwise provides: (1) elders in full connection; (2) deacons in full connection; (3) provisional members; (4) commissioned ministers; (5) associate members; and (6) local pastors under full-time and part-time appointment to a pastoral charge.

B. SPECIFIC AGENCIES

1. Mission of the Annual Conference

a. *Core Leadership Team*

The Core Leadership team will oversee the implementation of the decisions of the Annual Conference, working through four Centers: the Center for Leadership Development, the Center for Church Development, the Center for Missional Outreach, and the Center for Connectional Resources. The priorities of the Core Leadership Team will be accountability, advocacy, goal-setting, planning,

coordination, communications and making decisions between annual conference sessions as permitted by the *Book of Discipline*.

The Core Leadership Team will develop measurable outcomes for being and becoming an anti-racist, multi-cultural church, where racial and cultural differences are viewed and utilized as assets. It will be responsible for integrating anti-racist thinking into our process and structure. The Core Leadership Team will provide for the functions and maintain the connectional relationships required by ¶654 (Commission on Native American Ministries) and ¶646 (Commission on Communications) of the *BOD*.

The Core Leadership Team will consider recommendations from the Directors of the Four Centers for any additional work groups needed to address the priorities of their Centers, requesting that those approved be “populated” initially during the 2010-11 conference year by the new Conference Nominating Committee and thereafter elected by the Annual Conference upon nomination by the Conference Nominating Committee.

The Core Leadership Team will be convened by the Bishop and will include the Conference Lay leader, one lay member elected by each district, three at-large members appointed by the Bishop, one District Superintendent and the four Center Directors.

b. *Center for Leadership Development*

The Center for Leadership Development will address the priority of developing young, diverse, lay and clergy principled Christian leaders. It will encourage faith development and discipleship and provide a system that creates, empowers and supports a culture of principled Christian leaders.

It will include the Board of Ordained Ministry (BOM) which is required by *BOD* ¶635.1, the Committee on Administrative Review which is required by *BOD* ¶636 and other BOM Sub-Committees as determined by BOM. It will include the Board of Laity (¶631.1), the Committee on Lay Servant Ministries (¶631.6), the United Methodist Women which is required by *BOD* ¶647, and the United Methodist Men which is required by *BOD* ¶648. It will also include the Conference Council on Youth Ministries (CCYM) (¶649.1).

The Center for Leadership Development will also provide for the functions and maintain the connectional relationships required by ¶625.1 (Commission on Equitable Compensation), ¶630 (Board of Discipleship), ¶650 (Council on Young Adult Ministry), and ¶634.1 (Board of Higher Education and Campus Ministry).

It will also provide for the functions and maintain the connectional relationships required by *BOD* ¶643 (Committee on Religion and Race) and ¶644 (Committee on the Status and Role of Women).

i. *Committee on Religion and Race*

The NTC Committee on Religion and Race (BOD ¶643) shall be constituted and function in accordance with the *Book of Discipline* to provide for the functions of this ministry and maintain the connectional relationship between the General Commission on Religion and Race and the conference, district, and local church by empowering the Church to pursue racial equity and cultural competency thus building more vital and vibrant UM congregations.

The NTC Committee on Religion and Race shall be composed of eight members elected by the annual conference (with attention to inclusion of clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities. This membership should reflect the widest sense of racial, ethnic, tribal, and cultural diversity). The elected members shall serve for one or two quadrenniums. The elected members shall be divided into two classes (four persons for a 4-year term; four persons for an 8-year term) in order to provide for the rotation of participation while maintaining board continuity. Work and funding of the NTC Committee on Religion and Race shall be coordinated through the Center for Leadership Development.

The NTC Committee on Religion and Race shall adhere to the guiding purpose, mission, direction and responsibilities outlined in the BOD ¶643, focusing on major priorities of issues related to promoting equity in the systems, policies and processes of the institution; and equipping the church's leaders and ministries to demonstrate inter-cultural competency so that, a) local churches will be relevant in changing communities and diverse cultures, b) annual conference clergy and laity, Cabinet, Board of Ordained Ministry and Board of Laity, and staff parish committees will create systems that promote inclusiveness and are equitable for all, and c) developing culturally competent leaders and ministries to serve the community and world (BOD ¶643). The committee members will determine the frequency of their meetings as well as the location and duration.

ii. Committee on the Status and Role of Women

The NTC Committee on the Status and Role of Women (BOD ¶644) shall be constituted and function in accordance with the *Book of Discipline* to provide for the functions of this ministry and maintain the connectional relationship between the General Commission on the Status and Role of Women and the conference, district, and local church to ensure gender bias and discrimination against women is challenged, confronted and justice prevails for female clergy and laity serving in the local church, community and world.

The NTC COSROW Committee shall be composed of eight members elected by the annual conference (with attention to inclusion of clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons, BOD ¶610.5) and, by virtue of their offices, the person or persons(s) serving as member(s) of the General Commission on the Status and Role of Women from the annual conference shall be a member of the conference COSROW, as well as a member named by the conference United Methodist Women (BOD ¶644.2 and 710.6). The chairperson of the commission shall be a woman. The elected members shall serve for one or two quadrenniums. The elected members shall be divided into two classes (four persons for a 4-year term; four persons for an 8-year term) in order to provide for the rotation of participation while maintaining board continuity. Work and funding of the Board shall be coordinated through the Center for Leadership Development.

The NTC COSROW shall adhere to the guiding purpose, mission, direction and responsibilities outlined in the BOD ¶2101-2103. The NTC COSROW will focus on major priorities of issues related to women (BOD ¶644), a) to gather, interpret and transmit information on the status and role of all women at the conference, district and local church level, b) work in tandem with the UMW to champion full inclusion of women in decision-making structures, c) develop processes to inform and sensitize leadership within the conference at all levels on issues that affect women, d) to review sexual harassment policies and procedures, by working in consultation with the NTC CART Crisis Team(s) and enlisting the support of the bishop, cabinet and conference staff in policies, plans and practices related to those priorities, e) remain a feedback loop with GCOSROW on progress and effectiveness of efforts at the local level, and f) participate in connectional programs, plans and resources from the GCOSROW as needed.

The committee members will determine the frequency of their meetings as well as the location and duration.

c. ***Center for Church Development***

The Center for Church Development will address the priority of starting new faith communities and transforming existing congregations.

It will also provide for the functions and maintain the connectional relationships required by BOD ¶645 (Commission on the Small Membership Church).

d. ***Center for Missional Outreach***

The Center for Missional Outreach will address the priorities of ministry with the poor and improving global health.

It will also provide for the functions and maintain the connectional relationships required by *BOD* ¶632.1 (Ethnic Local Church Concerns), ¶642 (Commission on Christian Unity and Interreligious Concerns), ¶653 (Committee on Disabilities), ¶629.1 (Board of Church and Society), ¶ 633.1 (Board of Global Ministries), and ¶633.5 (Committee on Parish Community Development).

i. ***Board of Church and Society***

The Board of Church and Society (*BOD* ¶629.1) shall be constituted and function in accordance with the *Book of Discipline* to provide for the functions of this ministry and maintain the connectional relationship between the General Board of Church and Society and the conference, district, and local church.

The Board of Church and Society shall be composed of eight members elected by the annual conference (clergy, laywomen, and laymen, with intentional effort to include clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons [*BOD* ¶610.5]) and, by virtue of their offices, the mission coordinator for social action of the conference United Methodist Women and member(s) of the General Board of Church and Society from the annual conference (*BOD* ¶629.2). The elected members shall serve for a quadrennium. Initially, the elected members shall be divided into two classes (four persons for a 2-year term; four persons for a 4-year term) in order to provide for the rotation of participation while maintaining board continuity. Work and funding of the Board shall be coordinated through the Center for Missional Outreach.

The Board of Church and Society shall name a conference Peace with Justice Coordinator (*BOD* ¶629.2) and shall develop and promote programs on church and society within the bounds of the conference that include prison ministry and reform concerns. The Board may divide its membership into committees which shall cooperate with one another to advance the respective and mutual concerns of their respective areas in social education, service, witness, and action (*BOD* ¶629.3). Programs shall be developed that provide education and action on issues confronting the Church consistent with the Social Principles and the policies adopted by the General Conference. (¶629.4), with primary attention to empowering the local church and to implement the missional priorities and focus areas of the North Texas Conference.

ii. *Committee on Ethnic Local Church Concerns*

The Committee on Ethnic Local Church Concerns shall be constituted and function in accordance with the *Book of Discipline*.

The Committee on Ethnic Local Church Concerns shall be composed of eight members elected by the annual conference (clergy, laywomen, and laymen, with the majority of the membership being representative of racial and ethnic people, reflecting the racial and ethnic constituencies and local churches of the Annual Conference.) Care shall be taken, where feasible, to ensure balance of membership with clergy and laity, men and women, youth and young adults (*BOD* ¶632.3). The members shall serve for a quadrennium. Initially, the elected members shall be divided into two classes (four persons for a 2-year term; four persons for a 4-year term) in order to provide for the rotation of participation while maintaining board continuity. Work and funding of the Committee shall be coordinated through the Center for Missional Outreach. Additionally, the Center for Leadership Development and the Center for Church Development are available to partner with the Committee in the development and implementation of the Committee's goals and priorities.

The Committee on Ethnic Local Church Concerns shall provide for (a) keeping the vision of the ethnic local church concerns before the annual conference; (b) providing guidance and resources to churches in the annual conference as they minister with and to ethnic constituencies; (c) coordinating annual conference strategies related to ethnic local church concerns, including general church emphases and initiatives; (d) providing a forum for dialogue among the ethnic constituencies, as well as with annual conference agencies; (e) providing training for annual conference and congregational leaders; (f) promoting and interpreting ethnic local church concerns to the annual conference; (g) working to identify and nurture leaders, lay and clergy, of ethnic communities (*BOD* ¶632.2); and (h) maintaining primary attention to empowering the local church to implement the missional priorities and focus areas of the North Texas Conference.

iii. *Board of Global Ministries*

The Board of Global Ministries shall maintain the connectional relationship and provide for global ministry responsibilities related to the objectives and scope of work of the General Board of Global Ministries (*BOD* ¶¶1302-1303) in accordance with the *Book of Discipline*.

The Board of Global Ministries shall be composed of twelve members elected by the annual conference (1/3 clergy, 1/3 laywomen, and 1/3 laymen, with intentional effort to include clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons [*BOD* ¶610.5]) and, by virtue of their offices, the Mission Coordinator of Education and Interpretation of the conference United Methodist Women and member(s) of the General Board of Global Ministries from the annual conference (*BOD* ¶633.2). The elected members shall serve for a quadrennium. Initially, the elected members shall be divided into two classes (six persons for a 2-year term; six persons for a 4-year term) in order to provide for the rotation of participation while maintaining board continuity. Work and funding of the Board shall be coordinated through the Center for Missional Outreach.

The Board of Global Ministries shall designate the necessary committees, individual secretaries, coordinators, and other leaders to carry out the policies and promote all phases of the work.

iv. ***Commission on Christian Unity and Interreligious Concerns***

The Commission on Christian Unity and Interreligious Concerns shall provide for the functions and maintain the connectional relationships with the General Commission on Christian Unity and Interreligious Concerns in accordance with the *Book of Discipline*.

The Commission on Christian Unity and Interreligious Concerns shall be composed of eight members elected by the annual conference [with the recommendation of two United Methodists from each district (also complying with *BOD* ¶610.5), one of whom shall be the district coordinator for Christian unity and interreligious concerns]. Laypersons shall be professing members of The United Methodist Church. Membership shall also include any United Methodists residing within the conference bounds who are members of the following: the General Commission on Christian Unity and Interreligious Concerns, the governing board of the National Council of the Churches of Christ in the U.S.A., the World Methodist Council, the United Methodist delegation to the most recent World Council for Churches Assembly, and the United Methodist delegation to the most recent plenary meeting of the Churches Uniting in Christ (*BOD* ¶642.2). The elected members shall serve for a quadrennium, initially, one person from each district for a 2-year term and one person from each district for a 4-year term in order to provide for the rotation of participation while maintaining board continuity. Work and funding of the Commission shall be coordinated through the Center for Missional Outreach.

e. ***Center for Connectional Resources***

The Center for Connectional Resources will provide the necessary services to leverage our resources and support our efforts to address the priorities of the Annual Conference.

It will include the Council on Finance and Administration (¶611), the Board of Trustees which is required by *BOD* ¶640, the Board of Pension and Health Benefits which is required by *BOD* ¶639.1, and the Committee on Archives and History which is required by *BOD* ¶641.1.

2. **Administrative Oversight Responsibility**

a. ***Council on Finance & Administration***

The Council on Finance and Administration shall be constituted and shall function in accordance with the *Book of Discipline*. The Director of the Center for Connectional Resources shall be accountable to the Annual Conference through the Council on Finance and Administration and shall have responsibilities and rights accorded by the *Book of Discipline* to the Conference Treasurer. No member of the Council on Finance and Administration shall be a member of any other Agency, or a trustee or member of the board of directors of a conference institution that is supported either partially or totally by the Council on Finance and Administration.

b. ***Board of Trustees***

The Board of Trustees shall function and be constituted in accordance with the *Book of Discipline*. The Board of Trustees will provide for the administrative oversight functions previously performed by the Property and Liability Insurance Committee, the Bridgeport Camp & Conference Center Board of Directors, and the Prothro Center at Lake Texoma Board of Directors.

3. Special Concerns of the Laity

a. ***Board of Laity***

The Board of Laity shall be constituted and function in accordance with the *Book of Discipline*.

The Chair of the Board of Laity is the Conference Lay Leader. The members of the Board of Laity are: the District Lay Leaders; the District Associate Lay Leaders; the Conference Associate Lay Leaders; the President of United Methodist Women; the President of United Methodist Men; the President of the Council on Youth Ministries; the Chair of the Conference Lay Servants Committee; and the Conference Lay Leader Elect.

Selection of Annual Conference Lay Leader: The Board of Laity shall nominate a Lay Leader Elect who will serve as the Associate Lay Leader for a four year term. The Associate Lay Leader will help with the duties of the Lay Leader as set forth in the guidelines established by the Board of Laity. On the expiration of the term of the incumbent Lay Leader, the Lay Leader Elect will become Lay Leader and will serve a four year term.

Duties: In addition to the duties and responsibilities as determined by the *Book of Discipline* and other sections of the Annual Conference Rules, the Conference Lay Leader shall be part of the non-appointed cabinet (or equivalent) and represent the Laity during the Ordination Service of the Annual Conference.

b. ***Conference Lay Servant Ministries Committee***

The Conference Lay Servant Ministries Committee will develop and administer the Certified Lay Servant Program, including recruiting, training, certifying, and re-certifying lay servants and lay speakers. The Conference Lay Servant Ministries Committee will also work to promote the use of lay speakers to fulfill the purposes and functions described in the *Book of Discipline*.

The Committee consists of a Chair plus twenty members. The Chair will be the Conference Director of Lay Servant Ministries. The members will be the Director of Lay Servant Ministries from each district, a clergy person from each district appointed by the respective District Superintendent, and three at large members from each district appointed by the respective District Director of Lay Servant Ministries. At the discretion of the Conference Director, non-voting members may be appointed to the committee. These ad hoc members must be renewed after each annual conference. The Conference Director of Lay Servant Ministries, the District Directors of Lay Servant Ministries, and the at large members must be currently Certified Lay Servants.

The Conference Committee on Lay Servant Ministries shall recommend a qualified and willing candidate for the Conference Director Lay Servant Ministries to the Conference Committee on Nominations for election at the following Annual Conference.

c. ***United Methodist Women***

The Annual Conference United Methodist Women shall be constituted and function according to the *Book of Discipline*. Representatives from United Methodist Women shall also be designated to other Agencies of the Annual Conference as recommended by the *Book of Discipline* or as provided by these Standing Rules.

d. ***United Methodist Men***

The Annual Conference United Methodist Men shall be constituted and function according to the “Manual for Annual Conference and District Boards of Discipleship.” Representatives from United Methodist Men shall also be designated to other Agencies of the Annual Conference when these Standing Rules so provide.

e. ***Council on Youth Ministries***

The Council on Youth Ministries shall be constituted and function according to the *Book of Discipline*. Representatives from the Council on Youth Ministries shall also be designated to other Agencies of the Annual Conference when these Standing Rules so provide.

4. Ministerial Training, Certification, and Discipline

a. ***Board of Ordained Ministry***

The Board of Ordained Ministry shall fulfill the functions described in the *Book of Discipline*. It shall study and interpret the ministerial resources and needs of the Annual Conference with due regard to the church as a united, multi-cultural, and anti-racist institution in consultation with the Bishop and the Cabinet. Duties shall be those assigned to it in the *Book of Discipline*. The Board of Ordained Ministry will discuss and take action as it deems appropriate regarding proposals from its divisions and committees. The Board of Ordained Ministry shall inquire of each District Superintendent about the life and official administration of each member of the Annual Conference in his or her District and report to the Annual Conference as to whether all clergy members are blameless in their life and official administration.

The Board of Ordained Ministry consists of a Chair and up to sixty-three members. They shall be nominated and elected according to the *Book of Discipline*. At the beginning of each quadrennium there shall be at least one member from each district on the Board of Ordained Ministry. Persons shall not be added to the Board of Ordained Ministry or its divisions during the quadrennium except to fill vacancies or new divisions. However, when for any reason a district no longer has a representative on the Board of Ordained Ministry, the Board of Ordained Ministry shall designate one of its members to be a liaison with that district, pending the appointment of a new district representative in accordance with ¶635(1)(a) of the 2016 *Book of Discipline*. The Board of Ordained Ministry may assign additional duties to each division.

The Board of Ordained Ministry shall organize itself into divisions and committees so as to carry out its responsibilities effectively and to fulfill the requirements of the *Book of Discipline*.

b. ***Committee on Administrative Review***

The Committee on Administrative Review shall be constituted and function in accordance with the *Book of Discipline*.

c. ***Committee on Joint Review***

The Committee on Joint Review shall be constituted and function in accordance with the *Book of Discipline*.

d. ***Committee on Investigation (Clergy)***

The Committee on Investigation (Clergy) shall be constituted and function in accordance with the *Book of Discipline*.

e. ***Committee on Investigation (Diaconal)***

The Committee on Investigation (Diaconal) shall be constituted and function in accordance with the *Book of Discipline*.

5. Episcopal Support

a. ***Committee on Episcopacy***

The Committee on Episcopacy will function as provided in the *Book of Discipline*. It will meet at least annually. The Committee on Episcopacy shall be convened by the Bishop and shall elect a chair, a vice-chair, and a secretary. The Bishop and the Chair are authorized to call additional meetings when desired.

The Committee on Episcopacy shall be elected at the Annual Conference session following the General Conference. The Committee on Episcopacy consists of three laywomen, three laymen, three clergy members, and three at-large members nominated by the Committee on Nominations and elected by the Annual Conference. One of the lay members must be the Conference Lay Leader. The Bishop will appoint three additional members of the Committee on Episcopacy. The lay and clergy members of the Jurisdictional Committee on Episcopacy serve as *ex officio* members with vote.

b. ***Episcopal Residence Committee***

The Episcopal Residence Committee will function as provided in the *Book of Discipline*. It will consist of the Chair of the Committee on Episcopacy, the Chair of the Board of Trustees, and the Chair of the Council on Finance and Administration.

6. Personnel Matters

a. ***Board of Pension and Health Benefits***

The Board of Pension and Health Benefits shall be constituted and function in accordance with the *Book of Discipline*. It will provide for and contribute to the support, relief, assistance and pensioning of clergy and their families, other church workers and lay employees, except as otherwise provided by the General Board of Pension and Health Benefits. It will also provide to all clergy who qualify and other persons who qualify access to the best life, hospital, accident, and disability insurance coverage possible with the funds available for that purpose. The Board of Pension and Health Benefits shall discuss and take action as it deems appropriate regarding proposals under its jurisdiction.

The Board of Pension and Health Benefits should consist of twenty-one members: one-third laywomen, one-third laymen, and one-third clergy. They will be elected for terms of eight years and arranged in classes. A vacancy in the membership of the board may be filled by the board for the remainder of the conference year in which the vacancy occurs. At its next session, the Annual Conference shall fill the vacancy for the remainder of the unexpired term. The Director of Connectional Resources/Treasurer/Benefits Officer, a representative of the cabinet, and a representative of the Council on Finance and Administration also serve as *ex-officio* members.

7. Conference Structure and the Annual Conference Session

a. *Conference Nominating Committee*

The Conference Nominating Committee is responsible for developing and implementing a plan to identify persons who are willing, qualified, and able to serve as members of the Agencies of the Annual Conference, with attention given to representing the cultural and ethnic diversity of conference membership, in order to have available the knowledge of all cultures within the conference. The Conference Nominating Committee nominates members and Chairs of Agencies for election by the Annual Conference except where otherwise provided in the *Book of Discipline* or these Standing Rules. The Conference Nominating Committee will also maintain a list of persons willing to serve on Agencies, thus acting as a resource for the Core Leadership Team and the Bishop.

The Conference Nominating Committee is comprised of the Assistant to the Bishop who shall serve as Chair, the Conference Lay Leader who shall serve as the Vice-Chair, the Conference Lay Leader elect, the District Superintendents, and one at-large lay member from each district to be nominated by the district and elected by the Annual Conference.

Prior to the nomination of the at-large lay members by the districts, the District Superintendent will remind the district meeting of the need for inclusiveness in the election of the members of the Conference Nominating Committee. The District Superintendent will also remind the district meeting of the limits on multiple agency membership contained in these Standing Rules. At-large lay members of the Conference Nominating Committee will be elected for a four-year term. A person so elected may serve only one four-year term, and will be eligible to be elected again only after being off the Conference Nominating Committee for at least two years.

b. *Memoirs Committee*

The Memoirs Committee shall ensure the publication in the Conference *Journal* of suitable memorials for deceased professional members of the Annual Conference and their spouses.

The Memoirs Committee consists of a Chair, a retired member of the Annual Conference, and the Conference Secretary.

c. *Commission on Archives and History*

The Commission on Archives and History shall be organized and function in accordance with the *Book of Discipline* and shall relate to the General Commission on Archives and History. It consists of a Chair plus ten members. The Commission on Archives and History may, if necessary, select up to three additional members.

d. *Standing Rules Committee*

The Standing Rules Committee oversees and recommends structural changes in the standing rules of the Annual Conference. The Standing Rules Committee consists of a Chair and seven members.

II. POLICIES OF THE ANNUAL CONFERENCE

A. FINANCIAL PRACTICES

1. *Conference Fiscal Year.* The fiscal year of the Annual Conference is January 1 through December 31.
2. *Apportionments to be made based on Conference Fiscal Year.* The apportionments to the local churches shall be made on the basis of the Conference Fiscal Year.
3. *Conference Books.* The Conference Treasurer's books shall be closed annually at 12:00 noon on January 11 (or the next working day, if January 11 falls on a weekend or holiday), and no funds received by the Conference Treasurer after that time shall apply toward Conference Apportionments of the year just completed.
4. *Disposition of Interest.* Interest earned on any funds (excluding designated trusts) managed by the Conference Treasurer shall be declared general funds of the North Texas Annual Conference and administered by the Conference Council on Finance and Administration.
5. *Agency Spending.* No Agency shall incur financial obligations that exceed current appropriations, and beginning balances where applicable, for any reason except by specific approval of the Core Leadership Team and the Council on Finance and Administration. New items must be submitted first to the Core Leadership Team and, if approved, must also be submitted to the Council on Finance and Administration for appraisal and consideration for the current year. No Agency shall include requests for funds other than those required for its own operation or program, except that Teams and Groups may request funds for the benefit of their own Task Forces. Requests for funds for the same cause or concern shall be granted to only one Agency.
6. *Conference-Wide Appeals.* When application is made to the Annual Conference for the privilege of special conference-wide financial appeal, whether by special collection, campaigns, or otherwise, the application shall be referred to the Council on Finance and Administration before final action is taken thereon. The Council on Finance and Administration shall investigate the application and its possible relation to other obligations of the conference, and in light of the facts make recommendations to the Annual Conference.
7. *Auditing.* The Council on Finance and Administration shall nominate to the Annual Conference an auditing firm which shall audit the Conference Treasurer's books annually. All institutions receiving financial support from the Annual Conference, either by direct apportionment or by special offerings, shall, if requested, submit an annual auditor's report acceptable to the Council on Finance and Administration reflecting the receipt and disbursement of the financial support received from the Annual Conference. Such reports shall be provided to the Council on Finance and Administration by October 1 of each year for the previous fiscal year.
8. *Apportionments.* The Conference Treasurer, with the assistance of the District Superintendents, shall annually compute the apportionment decimal for each church. By September 1, the Conference Treasurer shall provide the amounts for each church's apportionments for the following year.
9. *Ethical Fiscal Principles.* The following ethical principles apply to the appropriation and disbursement of funds by the Annual Conference:
 - a. Funds contributed for a designated purpose should be used strictly for the purpose designated, and administered efficiently, without waste or duplication, in order to obtain maximum effect from the use of available funds.

- b. Net proceeds from the sale of Annual Conference property are capital funds and should be appropriated to the use which the property was intended to serve. If this is not feasible, priority should be given to the most similar purpose for which the funds can be used effectively or to capital improvements within reasonable geographical proximity; but district lines should not be controlling and the entire community or metropolitan area should be considered. Likewise, funds received by way of indemnity for loss or destruction of any capital assets of the Annual Conference should be treated as capital assets and should be used for similar purposes if restoration of the property is feasible.
10. The salary of a district superintendent shall be adjusted annually by the average percentage change in the base compensation of all full-time pastors appointed to serve local churches or appointments for which the conference is responsible as calculated by the conference treasurer. This adjustment shall begin in 2008, using the 2007 base compensation level as the initial base. In addition, the compensation level is to be evaluated by the Council on Finance and Administration every five years in relationship to North Texas Conference pastoral salaries and other annual conferences.
11. The effective date for Annual Conference moves and clergy retirements is July 1. Thus when a pastoral change comes at Annual Conference, the salary of the previous appointment shall be paid through June 30, and the salary in the new appointment shall begin July 1. The official moving day for Annual Conference moves is the Thursday after the last Sunday in June. The first Sunday at the new appointment for Annual Conference moves is the first Sunday in July.

B. REPORTING REQUIREMENTS

1. *Death Records.* The minister who is in charge of the funeral services of any clergy member of the Annual Conference, or the spouse, widow, or widower of a clergy member of the Annual Conference, will supply the Conference Secretary with a memoir containing the date of birth, date of death, date of final rites, and place of burial of the deceased. To the extent possible, the minister will also supply a recent photograph of the deceased and date of entrance into the Annual Conference. For clergy members who transferred into the Annual Conference, the minister will, if possible, inform the Conference Secretary the deceased's date of transfer into the Annual Conference, the conference from which transferred, and appointments in other conferences. If the minister in charge of the funeral cannot supply this information, the Conference Secretary will use his or her best efforts to supply the missing information. All of this information should be sent to the Conference Secretary immediately following the funeral.
2. *Biographical Information.* Each member of the clergy and each diaconal minister shall file with the Conference Secretary a historical sketch of his or her life on a form to be furnished by the Conference Secretary. This document will become that person's record.
3. *Legal Descriptions of Conference Property.* Each District Superintendent shall furnish to the Secretary of the Board of Trustees a legal description of each piece of property in his or her District on or before December 1 of each year. The District Superintendents shall also provide a statement as to where the deeds evidencing ownership of these properties are kept. The information provided annually shall be accurate as of December 1.
4. *Statistics.* Each District Superintendent shall furnish the required district statistics to the Conference Statistician. In order to facilitate these reports, the following procedures will be followed:
 - a. Each church and pastor shall submit the Annual Conference report for auditing on the Check-Out Day specified by the Cabinet. Check-Out Day is the date when local churches turn in statistical information for the preceding year on forms provided by the Conference Statistician. The Annual

Conference report shall be submitted to the District Statistician (see below).

- b. Each District Superintendent shall appoint a District Statistician. The District Statistician shall check each Annual Conference report for accuracy, consistency, and completeness. The District Statistician then forwards the Annual Conference reports to the District Secretary, who in turn forwards them to the Conference Statistician.
- c. Each pastor in charge shall also report to his or her District Superintendent on Check-Out Day any money borrowed necessary to pay current church obligations for the Conference Fiscal Year, or any delinquent church bills which have not been paid by the close of the Conference Fiscal Year.

C. VACATION STANDARDS

The following are minimum vacation standards for clergy and diaconal ministers of the North Texas Annual Conference.

1. Method of Calculation

The vacation is calculated according to the number of years of service, using the following formula:

- 1 - 4 years of service --- two weeks (two Sundays)
- 5 - 9 years of service --- three weeks (three Sundays)
- 10+ years of service --- four weeks (four Sundays)

2. Further Guidelines

In applying the standards:

- a. "Years of service" shall be determined by years served as a full-time United Methodist commissioned minister, provisional member, diaconal minister, local pastor, associate member, deacon in full connection, or elder in full connection. In computing a person's "years of service," time spent in all categories shall be cumulated and all shall count toward the person's total "years of service."
- b. The length of vacation is set by the Annual Conference, but the most suitable time for both the employing entity and the clergy or diaconal ministers and their families must be determined by consultation between the clergy or diaconal minister and the employing entity.

D. CLERGY DIVORCE

"Where marriage partners, even after thoughtful consideration and counsel, are estranged beyond reconciliation, we recognize divorce as regrettable, but recognize the right of divorced persons to remarry. We express our deep concern for the care and nurture of the children of divorced and/or remarried persons. We encourage that either or both of the divorced parents be considered for custody of minor children of the marriage. We encourage an active, accepting, and enabling commitment of the church and our society to minister to the members of divorced families," (*The Book of Discipline of the United Methodist Church*, 1984)

The *Discipline* rightly makes no distinction between divorce occurring among the laity or clergy. We recognize the possibility of congregations being nurturing communities, and, thus for Christian love to grow in the midst of the painful circumstances surrounding a clergy or layperson's divorce.

The North Texas Conference also can be a caring and nurturing community for the clergy at divorce. The conference recognizes its responsibility to respond to divorcing clergy in as pastoral a manner as possible. To this end, the North Texas Conference of the United Methodist Church suggests the following for our clergy as well as their spouses in the event of divorce.

1. The clergy member will have taken every action possible toward reconciliation within the marriage. This shall include extensive counseling with a reputable marriage counselor, preferably with both partners to the marriage participating but, where impossible, with at least the clergy member's participation.
2. In consultation with the District Superintendent, the divorcing clergy and/or spouse may request a meeting of the following persons:
 - a. The Chairperson of the Division of Conference Relations, president.
 - b. The District Superintendent of the clergy member's district.
 - c. The district member of the Division of Conference Relations.
 - d. Two peers chosen by the clergy member involved.
3. This meeting will:
 - a. Pastorally respond to the divorce
 - b. Offer help/guidance, if requested, to:
 - 1) The clergy member
 - 2) The divorcing spouse
 - 3) The clergy member's peers, and/or
 - 4) The respective Pastor-Parish Committee
 - c. Refer divorcing persons to special seminars and workshops on divorce which are available periodically in the community.

E. CLERGY HOUSING

1. Clergy shall be provided with either a parsonage or a housing allowance in accordance with the minimum standards as presented in the Policy Manual (ntcumc.org/NTC_Policies_2019.pdf) and in compliance with Section 107 of the Internal Revenue Code.
2. Moving Procedures

The North Texas Annual Conference shall maintain a "Moving Fund" to pay the moving expenses of clergy serving in the itinerant appointive system. The amount needed to fund these moves shall be assessed through a Conference apportionment. The following clergy shall be eligible for the moving fund: elders in full connection, provisional elders, associate members, and fulltime local pastors. All clergy eligible for the moving fund at the time of retirement are eligible for one last conference-funded move. The funding particulars, eligibility parameters, moving procedures, and current-year allowance amounts can be found in the Conference Policy Handbook of The North Texas Annual Conference at ntcumc.org/NTC_Policies_2019.pdf.

F. SEXUAL MISCONDUCT

All churches, camps, and agencies in the North Texas Conference of The United Methodist Church shall abide by the Sexual Misconduct Policy adopted in legislative session on June 9, 2015, at its Annual Conference Session at St. Andrew United Methodist Church located in Plano, Texas.

Consistent with the Book of Discipline and the policy statement of the North Texas Annual Conference, each local church shall establish a policy statement on sexual misconduct and shall

establish guidelines and procedures for resolving incidents of sexual misconduct by persons other than clergy, including paid staff, counselors, lay volunteers, and others.

The policy statement for defining sexual misconduct, procedures for reporting clergy sexual misconduct, education within the conference relating to sexual misconduct, responsibility of the local church, and priority of the *Book of Discipline* can be found in the Sexual Misconduct Policy on The North Texas Conference website policy page at ntcumc.org/NTC_Policies_2019.pdf.

G. CHILDREN AND YOUTH SAFETY SYSTEM

The North Texas Annual Conference Safety System policy and its provisions shall apply to all persons including paid and unpaid persons, whether lay or clergy, who have any direct or indirect contact with children and youth who participate in any activities or events sponsored by the North Texas Annual conference of The United Methodist Church and/or its Districts.

The Annual Conference policy is effective as of July 1, 2012, for all Conference and District Events. The North Texas Annual Conference policy shall be applicable at all Conference and District activities. The local congregation's policy may expand the Conference policy but may not/should not alter the minimum standards established by the Conference or those standards mandated by the State of Texas' licensures. The Safety System for all Conference and District events of the North Texas Conference of The United Methodist Church can be found in the Children and Youth Safety System Policy on the North Texas Conference website policy page at ntcumc.org/NTC_Policies_2019.pdf.

H. MISCELLANEOUS

1. *Conflict of Interests.* In order to avoid conflicts of interest, the following rules shall apply:
 - a. No one shall be a voting member of an Agency who is in the salaried employment of an institution that receives support from that Agency.
 - b. No member of an Agency shall participate in that Agency's deliberation of or vote on a proposed grant to his or her local church.
 - c. Each member of an Agency shall disclose to all other members of that Agency all potential conflicts of interest in which they find themselves placed because of church, business, or personal relationships with persons affected by the decisions of the Agency.
 - d. No clergy member or diaconal minister member of this Annual Conference who is a salaried employee of any institution to which this conference contributes shall be a member of the board of trustees of the institution by which that person is employed.
2. *Local Church Officers.* The term of office of local church officials elected by the Fall Charge Conference shall begin on January 1 and run for the length of their term.
3. *Amending or Suspending Standing Rules.* It shall require a two-thirds vote of all lay and clergy members present and voting to suspend or to amend any of these Standing Rules.
4. *Confidentiality Policy of Conference Contact Records.* Confidential contact information about members of United Methodist Churches is held in trust as protected by local churches or by the North

Texas Conference of The United Methodist Church. Distribution of this information to entities beyond the North Texas Annual Conference is prohibited without specific approval of the Office of the Bishop.

III. PROCEDURES FOR MEETINGS OF THE ANNUAL CONFERENCE

A. PRE-CONFERENCE PROCEDURES

1. *Lay-Clergy Equalization*. The following formula is the procedure used to determine the number of lay and clergy members of the Annual Conference.
 - a. Subtract the total number of lay members prior to equalization from the total number of clergy members. In making this calculation, the lay members required by section III(A)(1)(c) below shall be included. These people are described in section (c) below. The remainder is the Lay Equalization Factor (LEF).
 - b. Compute the District Membership Percentage (DMP) for each district as follows. If a district has *more* lay members than clergy members prior to equalization, subtract the number of local church members in this district from the total of local church members for the Annual Conference. Such districts will not compute a DMP. The resulting number is the Adjusted Lay Membership (ALM). Next, for each district that has *fewer* lay than clergy members, divide the total number of local church members in each district by the ALM. The resulting quotient is the DMP for that district.
 - c. The *Book of Discipline* provides that certain persons shall be lay members to Annual Conference. According to ¶32 of the *2016 Book of Discipline*, these are: Conference President of United Methodist Women; Conference President of United Methodist Men; Conference Lay Leader; District Lay Leaders; President of the Conference Council on Youth Ministries; and one youth between the ages of twelve and eighteen and one young adult between the ages of eighteen and thirty from each district. In addition, Deaconesses, Home Missioners, all Diaconal Ministers, all members of the Core Leadership Team not otherwise provided for, and all elected Chairs of Agencies of the Annual Conference not otherwise provided for are lay members of the Annual Conference with voice and vote. These persons shall be elected to the lay membership of the Annual Conference by the District Section.
 - d. For each district with fewer lay than clergy members, multiply the LEF by the DMP. The product is the District Adjusted Lay Equalization Factor (DALEF). The DALEF is the number of additional lay members to be elected by the District Section to achieve lay/clergy equalization. Districts with more lay than clergy members do not calculate a DALEF.
 - e. The DALEF shall be computed as of January 1. The equalization lay members shall be elected by the lay members present at the District Conference from nominations made by the District Lay Leader, the District Superintendent, and the lay members of the District Nominating Committee. Nominations may also be made from the floor of the District Section.
 - f. If the actual number of clergy in the Annual Conference increases after January 1, the District Lay Leader of a district in which the imbalance occurs shall select lay member(s) from within the district to equalize the increase of clergy members.
 - g. If the formula fails to compute the exact number of additional lay persons per district to equalize lay and clergy numbers (due to the use of fractions in calculations), the Board of Laity shall be authorized to correct the imbalance through negotiation.

h. After the DALEF has been determined, the Board of Laity as a courtesy may rearrange among districts the number of lay members to be elected, in order that a district that has more lay members than clergy prior to equalization may elect additional lay members in its District Section.

i. Lay members elected under an equalization process by the District Section shall take office immediately and shall serve until the District Section elects lay members for the succeeding year.

2. *Election of Local Church Lay Members to Annual Conference.* The lay members to the Annual Conference may be elected annually or quadrennially at the Charge Conference preceding the regular quadrennial meeting of the General Conference. The term of office of lay members to Annual Conference shall begin on January 1 after their election at the Fall Charge Conference. If, for any reason, the Charge Conference is delayed until after January 1, their term of office shall begin immediately upon election.

3. *Notice of Legislative Items.* Agencies shall submit reports to the conference office in the form requested no later than April 1 for inclusion in the *Conference Workbook*. Agencies and Annual Conference members shall submit legislation to the conference office in the form requested no later than April 1. Legislation submitted after April 1 will not be permitted unless it is related to an event that has occurred on or after March 15. Any Annual Conference member or Agency may initiate legislative items at Annual Conference concerning matters which are not part of the *Conference Workbook* only if they are related to an event that has occurred on or after March and they are duplicated and distributed to Annual Conference members by the beginning of the day they are to be considered. This rule shall not be construed so as to preclude proper subsidiary motions or privileged motions.

4. *Proposed Amendments to Standing Rules.* In order that the Standing Rules Committee have time to consider proposals and forward them to the conference office by the April 1 deadline, proposed new standing rules and proposed changes in existing standing rules shall be submitted to the Standing Rules Committee no later than March 1.

5. *Notice of Procedural Rules.* Each year, the charts entitled “Common Motions: Ranking and Requirements (by function)” and “Motions: Ranking and Requirements (by rank)” shall be included in the Pre-Conference Workbook.

B. RULES OF ORDER FOR ANNUAL CONFERENCE SESSIONS

1. *Purpose of Rules of Order.* These rules of order are intended to allow the orderly consideration of the business of the Annual Conference, extend courtesy and fairness to all, ensure the right of the majority, protect the rights of the minority, and defend the rights of individual members.

2. *Definitions.* As used in these Standing Rules, the following definitions shall apply.

a. *Adjourn.* End a meeting officially. Adjournment is accomplished either by direct majority vote or by unanimous consent.

b. *Agenda.* List of items of business that the members of Annual Conference will consider. An agenda has a specific arrangement and content.

c. *Amend.* Change a resolution or motion by adding, striking out, or substituting a word or phrase.

d. *Appeal.* A question that occurs when a member of Annual Conference questions (appeals) a decision by the presiding bishop because the member believes that an error in procedure has occurred. An appeal must have a second. The decision of the presiding bishop is sustained by a majority vote or a tie vote.

- e. Call for orders of the day. A motion that brings to the presiding bishop's attention the fact that a specific item of business was due to come up in the meeting at a specified time.
- f. Dividing the question. Separation of the parts of a motion to be considered and voted on as if they were separate motions.
- g. Floor. The right of a person to address the Annual Conference and have the members' undivided attention.
- h. Main motion. Method of introducing new business to the Annual Conference session. Only one main motion can be under consideration at a time.
- i. Majority. More than half of the members present and voting on an issue. Those who do not vote are not counted in the final tally.
- j. Motion. Proposal for action by the Annual Conference. A motion is introduced with the words, "I move that _____," (with the wording intended to become the Annual Conference's official statement of action taken if the motion is passed).
- k. Parliamentary inquiry. A request for an immediate answer to a question concerning the rules of procedure. It is directed to the presiding bishop.
- l. Point of information. A request directed to the presiding bishop for an immediate answer to a question concerning the background or content of a motion or resolution. The information requested does not pertain to procedure.
- m. Point of order. A point raised against any proceeding or motion that the member believes is a violation of the rules. It must be raised at the time of the alleged infraction. The presiding bishop rules on the validity of the point of order. This ruling can be appealed.
- n. Precedence of motion. Claim of a motion to the 'right of way' over another motion. The attached charts summarize the precedence of various motions.
- o. Presiding bishop. The Bishop of the North Texas Annual Conference, or another bishop designated by that Bishop, shall preside over sessions of the Annual Conference.
- p. Previous question. Motion to close debate and vote immediately on a motion. Moving the previous question requires a second, is not debatable or amendable, and needs a two-thirds vote for adoption.
- q. Question of privilege. If there is something wrong with the physical surroundings or a situation arises that affects the rights of the entire assembly, any individual member can interrupt the motion under consideration to bring the matter to the attention of the presiding bishop. If the situation cannot be resolved informally, then the presiding bishop rules on whether the matter is a question of privilege and should be considered before business is resumed.
- r. Reconsider. Motion to review a previous decision and vote on it again. It must be made by a person who voted on the prevailing (winning) side, and it requires a majority vote. Reconsideration may not be moved more than once on the same motion.
- s. Second. Indication that a member wants a motion discussed by the members. The member says, "I second the motion" or "Second."
- t. Table. Motion to place a main motion and all pending amendments aside temporarily, with the

intention of bringing them back at a later time for action. Tabling a motion requires a second, is not debatable, cannot be amended, and requires a majority vote.

u. Take from the table. Motion to bring a previously tabled motion back before the Annual Conference. It requires a second, is not debatable, cannot be amended, and requires a majority vote.

v. Two-thirds vote. This occurs when there are twice as many people voting “Yes’ as those who are voting “No.”

w. Withdraw a motion. Take back a motion one has made. A person may withdraw a motion by merely requesting to do so up until the time it is stated by the presiding bishop.

After the presiding bishop has stated the motion, the person who made it can withdraw it only by the consent of the members.

3. *Order of Business.* The order of business of the meeting of Annual Conference shall be determined by the Annual Conference Planning Committee, which shall set an Agenda. The session shall open with a period of devotion, followed by a call of the roll, including the roll of the local pastors.

4. *Authority of the Presiding Bishop.*

Calling the Conference to order. When the presiding bishop stands in his or her place and calls the Annual Conference session to order, no member shall speak, address the chair, or stand while the presiding bishop stands.

Raising points of order. Any member of Annual Conference may raise a point of order. In order to do so, the member must cite specifically the rule he or she judges to have been violated.

Ruling on points of order. The presiding bishop shall decide points of order, whether raised by a member or by the presiding bishop, as necessary to conform to these Standing Rules.

Appealing a ruling on a point of order. Any member may appeal a decision on a point of order to the Annual Conference. In the event of such an appeal, there shall be no debate. However, the presiding bishop shall have five minutes to make a statement in support of his or her position, and then the person appealing shall have five minutes to make a statement in support of his or her position. Following the statements, the Annual Conference shall vote on the appeal; a tie vote shall sustain the presiding bishop.

Recessing the session. The presiding bishop shall have the right to recess a session of the Annual Conference at any time at his or her discretion and to reconvene at such times as he or she shall announce.

5. *Opening a Question for Debate.* Before any subject is open to debate, three things must happen. First, a member must actually make a motion that the Annual Conference consider a particular issue. Second, in most instances, the motion must also be seconded. (Calls for orders of the day, calling a member to order, Agency recommendations, nominations, parliamentary inquiries, points of information, and withdrawal of motions do not require a second.) Third, the presiding bishop must restate the motion. For example, the presiding bishop may say, “A motion has been made and seconded that _____. The motion is open to debate.”

6. *Obtaining the Floor.* When a member desires the floor, he or she shall proceed to a microphone and wait to be recognized by the presiding bishop. Each speaker should begin by stating his or her name and the church, charge, or other entity he or she represents. A member with the floor may be interrupted only to call for orders of the day, a point of order, a point of information, a parliamentary inquiry, or an appeal of the decision of the chair. A person who cuts off another speaker must state the reasons for the interruption.

It is the sense of the Annual Conference that a speaker with the floor should not be interrupted, even for these listed reasons, unless the issue cannot wait until the speaker yields the floor.

7. *Limits on Speakers.* A member may speak for up to five minutes at one time on any question under discussion and only twice on the same question. No member shall speak for the second time until all members seeking recognition have had the opportunity to speak. The Annual Conference, by two-thirds vote, may change the rules about how often and how long members can speak during a debate.

8. *Types and Precedence of Motions.* There are four main types of motions: (1) main motions; (2) subsidiary motions; (3) incidental motions; and (4) privileged motions. Each type of motion accomplishes a different purpose and is treated differently.

a. *Main motions.* A main motion introduces a new item of business. Only one main motion can be considered at a time. Generally, main motions are secondable, debatable, amendable, require a majority vote, and can be reconsidered.

b. *Subsidiary Motions.* Subsidiary motions are motions applied to other motions to help the members dispose of the main motion. Here are the five subsidiary motions: table; previous question; postpone to a certain time; refer to Agency or committee; amend. These subsidiary motions fit into an order of precedence. This means that some subsidiary motions take precedence over others, and all subsidiary motions must be decided before the members can act on the main motion. This is the order of precedence for the subsidiary motions: 1) to table; 2) to move the previous question; 3) to postpone to a certain time; 4) to refer to committee; and 5) to amend. You can make any of these subsidiary motions when a lower order motion is on the floor, but you cannot make a subsidiary motion if a higher order one is being considered.

c. *Incidental Motions and Inquiries.* Incidental motions must relate directly to the business on the floor. Incidental motions take precedence over all other motions except privileged ones. They are: appeals; divisions of the question; and suspending the rules. In addition, incidental inquiries are proper and have precedence over main and subsidiary motions. Parliamentary inquiries, points of order, and points of information fall into this category. All three are answered by the presiding bishop.

d. *Privileged Motions.* Privileged motions are different from subsidiary and incidental motions, because they do not deal with business on the floor. Rather, they deal with special matters of pressing importance. The three privileged motions (in order of precedence) are: adjourning, questions of privilege, and orders of the day.

The attached charts set out the precedence of motions and specify which motions need a second, which can be debated, which can be amended, and what vote is necessary for passage.

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

10. *Referring Matters to Agency.* It shall be proper for the Annual Conference to refer to an Agency or specially created committee a motion, resolution, report, or a part of a motion, resolution, or report which is before the Annual Conference for consideration, or any amendment offered thereto.

11. *Substitutes.* When a motion, resolution or Agency report is properly before the Annual Conference for consideration and action, even if amendments have been proposed, a substitute motion, resolution, or report may be offered by any member moving that the same be substituted for the

report or resolution under consideration. The Annual Conference shall then proceed first to perfect the original motion, resolution or report, including consideration and action upon any amendments which may be offered to it. The same perfecting process shall then be followed with respect to the substitute. The question shall then be put first on the motion to substitute, followed by the motion to adopt the motion, resolution, or report. However, a motion for the previous question shall not be in order on the adoption of the report or recommendation or on making the proposed substitution until opportunity has been given for at least two members to speak on each side of the question of substitution or adoption.

12. *Moving for a Vote on the Previous Question.* No member may call for a vote on the previous question until at least three members have been given the opportunity to speak on each side of a question. When any member moves the previous question (that is, that the vote be now taken on the motion or motions pending), that member shall indicate the question to which they intend it to apply. If the movant does not so indicate, the motion shall apply only to the immediately pending question. A motion for a vote on the previous question is not debatable. It requires a vote of two-thirds of those present and voting for its adoption. If the motion for a vote on the previous question passes, the vote shall be taken on the previous question without further debate.

13. *No Motion After Speech.* It shall not be in order for a member immediately after discussing a pending question, and before relinquishing the floor, to make a motion whose adoption would limit or stop debate.

14. *Reconsideration.* A motion to reconsider an action of the Annual Conference shall be in order at any time, but only if offered by a member who voted with the prevailing side. If the motion proposed for reconsideration is non-debatable, the motion to reconsider may not be debated.

15. *Voting Generally.* Voting rights shall be governed by the *Book of Discipline*. Voting procedures shall be determined by the Annual Conference Planning Committee, depending on the technology available at the site of the Annual Conference session. If the method generally used is not already secret, a vote by secret ballot may be ordered on call of any member, supported by one-third of the members present and voting. No other business shall be in order when a vote is being taken or when the previous question has been called until the voting process is completed, except such as relates to the vote itself, or business that can be appropriately fitted into the time while waiting for the report on the vote.

16. *Dividing the Question.* Before a vote is taken, any member shall have the right to call for a division of any question, if it is subject to such division as they indicate. If no member objects, the division shall be made. If any member objects and is seconded, the presiding bishop shall put the question of division to vote.

17. *Robert's Rules of Order.* Questions of procedure not answered by these Standing Rules shall be determined in accordance with *Robert's Rules of Order Newly Revised (2000)*, except when they are inconsistent with these Standing Rules or the *Book of Discipline*.

<i>Motion</i>	<i>What to say</i>	<i>Second?</i>	<i>Debate?</i>	<i>Amend?</i>	<i>Vote?</i>
Adjourn	"I move that we adjourn."	Yes	No	No	Majority
Adopt a report	"I move that the report be adopted."	Yes	Yes	No	Majority
Amend a motion on the floor	"I move to amend by [describe]."	Yes	Yes	Yes	Majority
Complain about air conditioning, noise, etc.	"I rise to a question of privilege."	No	No	No	No vote. Chair rules
Divide motion into parts to be voted on separately	"I move that we divide the question to consider separately [specify]."	Yes	No	Yes	Majority
End debate	"I move the previous question."	Yes	No	No	Two-thirds
Introduce a main motion	"I move that . . ."	Yes	Yes	Yes	Majority
Give closer study	"I move to refer the matter to committee."	Yes	Yes	Yes	Majority
Protest a breach of rules or conduct	"I rise to a point of order."	No	No	No	No vote. Chair rules
Reconsider an action	"I move to reconsider the vote on [specify]."	Yes	same as original motion	No	Majority
Request information	"Point of information."	No	No	No	No vote. Chair responds
Suspend an issue	"I move to table the motion."	Yes	No	No	Majority
Suspend the rules	"I move to suspend the rules so that [specify]."	Yes	No	No	Two-thirds
Take up a tabled matter	"I move to take from the table [specify]."	Yes	No	No	Majority
Vote on a chair's ruling	"I appeal from the decision that [specify]."	Yes	No	No	Majority

<p>Ranking Motions The ranking motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below it are not in order.</p>	<p>Principal Requirements</p>
---	--------------------------------------

<i>Privileged Motions</i>	Second Required?	Debatable?	Amendable?	Vote Required
Adjourn	Yes	No	No	Majority
Raise a question of privilege	No	No	No	No vote. Chair rules
Call for order of the day	No	No	No	No vote. Chair rules
<i>Subsidiary Motions</i>				
Table	Yes	No	No	Majority
Move the previous question	Yes	No	No	2/3
Refer to committee	Yes	Yes	Yes	Majority
Amend	Yes	Yes	Yes	Majority
<i>Main Motions</i>	Yes	Yes	Yes	Majority

<p>Non-Ranking Motions Whether these non-ranking motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.</p>	<p>Principal Requirements</p>
---	--------------------------------------

<i>Incidental Motions</i>				
Appeal	Yes	No	No	Majority
Divide the question	Yes	No	Yes	Majority
Parliamentary inquiry	No	No	No	No vote
Point of order/point of information	No	No	No	No vote. Chair rules/responds
Suspend the rules	Yes	No	No	2/3
Withdraw a motion	No	No	No	Majority
<i>Motions that Bring a Question Back</i>				
Reconsider	Yes	per original	No	Majority
Take from the table	Yes	No	No	Majority

