

V. GOVERNANCE

LEGISLATION APPROVED BY THE MEMBERS OF THE GREATER NEW JERSEY ANNUAL CONFERENCE AT ITS FIFTEENTH SESSION

Greater New Jersey Annual Conference, United Methodist Church
May 2014

Paragraph (§) references are to the *2012 Book of Discipline, as corrected by Errata notations issued by the General Conference*

Portions in “quotations marks” are Disciplinary wording.

RULES OF ORDER

GENERAL

These Rules (hereafter called the "Rules") shall be standing rules for the governance of the Greater New Jersey Annual Conference. At all times, the Rules shall be subject to the provisions of the applicable provisions of the Book of Discipline of The United Methodist Church (hereafter called the "Discipline". Unless otherwise indicated, all paragraph references below shall refer to the paragraph numbers and letters indicating provisions of the Discipline). Except as they may be inconsistent with applicable provisions of the Discipline, the Rules shall remain applicable unless and until modified or suspended as set forth below.

I. MEMBERSHIP

1) **Composition** – “The annual conference shall be composed of clergy and lay members. The clergy membership shall consist of deacons and elders in full connection, provisional members, associate members, and local pastors under appointment. The lay membership shall consist of professing lay members elected by each charge, the diaconal ministers, the active deaconesses, and home missionaries under episcopal appointment within the bounds of the annual conference, the conference president of United Methodist Women, the conference president of United Methodist Men, the conference lay leader, district lay leaders, the conference director of Lay Speaking Ministries, conference secretary of Global Ministries (if lay), the president or equivalent officer of the conference young adult organization, the president of the conference youth organization, the chair of the annual conference college student organization and one young person between the ages of twelve and seventeen and one young person between the ages of eighteen and thirty from each district. Each charge served by more than one clergy shall be entitled to as many lay members as there are clergy members.” (§ 32) Each church shall elect a lay member and an alternate lay member as outlined in Rule 3a. Additional lay members, as provided in Rule 6, shall be members under the lay equalization formula.

2) **Clergy Membership** – “The clergy membership of an annual conference (§ 370) shall consist of deacons and elders in full connection (§ 333), provisional members, associate members (§ 327), affiliate members (§§ 344.4, 586.4), and local pastors under full-time and part-time appointment to a pastoral charge (§ 317). (See also § 32).” (§ 602.1)

a. “Clergy members in full connection shall have the right to vote in the annual conference on all matters except in the election of lay delegates to the general and jurisdictional or central conferences, and shall have sole responsibility for all matters of ordination, character, and conference relations of clergy.” (§ 602.1a)

b. "Provisional clergy members shall have the right to vote in the annual conference on all matters except constitutional amendments, election of clergy delegates to the General and jurisdictional or central conferences, and matters of ordination, character, and conference relations of clergy. (§602.b) Provisional clergy members who have completed all of their educational requirements may vote to elect clergy delegates to General and jurisdictional or central conferences. (See Judicial Council Decision #1181 and § 35, Article IV)."

c. Associate clergy members shall have the right to vote in the annual conference on all matters except constitutional amendments, and matters of ordination, character, and conference relations of clergy. When associate members are members of the conference Board of Ordained Ministry, they have the right to vote at clergy session on matters of ordination, character, and conference relations of clergy. (§ 602.c) Affiliate clergy members shall have the right to vote in the annual conference on all matters except the constitutional amendments, election of clergy delegates to the General, jurisdictional or central conferences, and matters of ordination, character, and conference relations of clergy. (See Judicial Council Decision #1181 and § 35, Article IV).

d. Full-time and part-time local pastors under appointment to a pastoral charge shall have the right to vote in the annual conference on all matters except constitutional amendments; election of delegates to the General and jurisdictional or central conferences and matters of ordination, character, and conference relations of clergy. When local pastors are members of the Conference Board of Ordained Ministry, they have the right to vote at clergy session on matters of ordination, character, and conference relations of clergy. (§ 602.d). Local pastors who have completed course of study or an M.Div. degree and have served a minimum of two consecutive years under appointment before the election may vote to elect clergy delegates to General and jurisdictional or central conferences. (See Judicial Council Decision #1181 and § 35, Article IV).

3) **Election and Qualifications of Lay Members**

a. Lay members and one or more alternate lay members for each church shall be elected quadrennially at the regular meeting of the charge conference following the meeting of the general conference. “Both the lay members and the alternates shall have been professing members in good standing of The United Methodist Church for at least two years and shall have been active participants for at least four years next preceding their election (see § 32), except in a newly organized church, which shall have the privilege of representation at the annual conference session.” (§ 251.2) There shall be no restriction as to the number of terms for which a qualified person may be elected a lay member or alternate lay member.

b. District youth and young adult representatives may be elected annually by the Ministries with Young People Team (or its successor, however named).

4) **Seating of Lay Members** – Lay members and alternate lay members shall take office as of January 1 following their election, and the term of office shall be for the ensuing quadrennium. If the regular meeting of a Charge Conference is delayed beyond the year of the meeting of the General Conference, the lay member and alternate lay members shall take office immediately upon election. If the office of lay member or alternate lay member of any church becomes vacant during the quadrennium, a replacement for the unexpired term shall be elected at the next regular meeting of the Charge Conference or at a special meeting thereof. Each District Superintendent shall provide the Conference Secretary with a correct list of lay members from charges within the district by January 15 prior to the first meeting of the Annual Conference in the quadrennium. It shall be to the lay members so listed that credentials shall be issued for seating at sessions of the Annual Conference.

5) **Lay Representation of a Local Church** – If the church’s lay representative to the Annual Conference “shall cease to be a member of the charge or shall for any reason fail to serve, an alternate lay member in the order of election shall serve in place.” (§ 251.2) If there is no alternate lay member who can attend, another lay member or alternate lay member may be elected by the Charge Conference.

a. The pastor may request the District Superintendent to authorize a special session of the Charge Conference for the purpose of electing a lay member or alternate lay member. A special session of the Charge Conference requires the written consent of the District Superintendent in his/her absence, and at least ten days advance notice to its members. (§ 250)

b. The pastor shall report to the District Superintendent and the Conference Secretary, in writing, the name and address of the elected lay member or alternate lay member.

c. Under no circumstances shall a person who is not duly elected as stated above be seated at sessions of the Annual Conference.

6) **Equalization of Lay Members** – “If the lay membership should number less than the clergy members of the annual conference, the annual conference shall, by its own formula, provide for the election of additional lay

members to equalize the number of lay and clergy membership of the Annual Conference.” (§ 32) Members will be added in the order nominated or recommended for selection until the required number of additional lay members is reached. All terms will be for the quadrennium with the exception of category “i” below which shall be annually.

a. The following persons shall be named as additional Lay Members to Annual Conference:

i. The Conference Secretary, Conference Treasurer, and Conference Statistician, when persons elected to these offices are lay persons who meet the disciplinary requirements for Conference membership and are not otherwise elected.

ii. Elected Lay Delegates to General and Jurisdictional Conferences not otherwise elected as Lay Members of the Annual Conference.

iii. Lay Chairpersons of the following agencies not otherwise elected as Lay Members of the Annual Conference: Council on Finance and Administration, Commission on Archives and History, Commission on Equitable Compensation, Committee on the Episcopacy, Board of Pensions, Board of Trustees, Board of Church and Society, Board of Discipleship, Board of Global Ministries, Board of Higher Education and Campus Ministry, Commission on Camps and Conferences, Commission on Christian Unity and Interreligious Concerns, Commission on Religion and Race, Commission on the Status and Role of Women, Commission on Communications, and Commission on the Ethnic Local Church.

iv. The past conference Lay Leaders not otherwise elected as Lay Members of the Annual Conference. This includes the former Northern New Jersey and Southern New Jersey Conferences as well as the Greater New Jersey Annual Conference.

v. Laity members of the Council on Finance and Administration not otherwise elected as Lay Members of the Annual Conference.

vi. Laity members of the Sessions Committee not otherwise elected as Lay Members of the Annual Conference.

vii. The District Presidents of United Methodist Women and District Presidents of United Methodist Men not otherwise elected as Lay Members of the Annual Conference.

viii. Lay Missionaries not otherwise elected as Lay Members of the Annual Conference.

ix. The District Directors of Lay Speaking Ministries not otherwise elected as Lay Members of the Annual Conference.

x. The co-secretaries of the Ministries with Young People Team, the Youth Service Fund Chairperson and one additional Youth and Young Adult from each District not otherwise elected as Lay Members of the Annual Conference.

b. Nominations for additional Lay members from local churches: In the year preceding the beginning of the quadrennium, the Laity Council shall solicit nominations for additional Lay Members from local churches through Administrative Boards or Councils. The Laity Council will receive the nominations and elect those who will serve as additional Lay Members for the succeeding quadrennium. Vacancies that occur during the quadrennium shall be filled by the action of the Laity Council.

7) **Lay Membership** – “The lay members of the annual conference shall participate in all deliberations and vote upon all measures except on the granting or validation of license, ordination, reception into full conference membership, or any question concerning the character and official conduct of ordained ministers, except those who are lay members of the Board of Ordained Ministry and the committee on investigation.” (§ 602.6)

8) **Seated Without Vote** – The following shall be seated without vote in the Annual Conference and shall be given the privilege of the floor without vote: student local pastors, lay missionaries regularly appointed by the Board of Global Ministries in fields outside the United States, and the Conference Chancellor(s) “if not otherwise a voting member of the annual conference” (§602.10) The following shall be invited to attend the

Annual Conference, without voice or vote, on the same financial basis as members of the Annual Conference: spouses of deceased clergy members, persons not officially eligible for appointment who have been assigned by the District Superintendents between sessions of Annual Conference as pastors in charge with the intention of appointment or reassignment for the ensuing conference year, and persons to be presented for consecration as Diaconal Ministers or ordained as Deacons or Elders. Staff and clerical personnel necessary for the conducting of the Annual Conference Session shall attend at conference expense.

9) **Attendance of Members** – “It is the duty of every member and all provisional members and local pastors of the annual conference to attend its sessions and furnish such reports in such form as the *Discipline* may require. Any such person unable to attend shall report by letter to the conference secretary, setting forth the reason for the absence. Should any ordained minister in active service be absent from the session of the annual conference without a satisfactory reason for the absence, the matter shall be referred by the conference secretary to the Board of Ordained Ministry.” (§ 602.8)

II. ORGANIZATION

10) **Presiding Officer** – The bishop assigned shall preside over the annual conference, or “in case of inability, shall arrange for another bishop to preside. In the absence of a bishop, the conference shall by ballot, without nomination or debate, elect a president *pro-tempore* from among the traveling elders. The president thus elected shall discharge all the duties of a bishop except ordination.” (§ 603.6)

a. The Presiding Officer shall see that all business pertaining to the Conference shall be brought forward and conducted in a proper manner, according to the provisions of the *Discipline* and Rules for the Conference.

b. The Presiding Officer shall decide all questions of order, subject to the right of appeal by any member of the Conference.

c. The Presiding Officer shall appoint all committees and officers not otherwise designated to the Nominating Committee, unless otherwise directed by the Conference.

d. The Presiding Officer shall appoint an elder to preside at the Conference during any temporary absence.

11) **Conference Secretary** – At the session following the General Conference, the Annual Conference shall elect a Secretary to serve for the succeeding quadrennium. The Nominating Committee, in consultation with the Bishop and Cabinet, shall present the nomination. Term of office shall not exceed two consecutive quadrennia. “In the case of a vacancy in the interim of the sessions, the bishop, after consultation with the district superintendents, shall appoint a person to act until the next session of the annual conference.” (§ 603.7) Term limits of Rule 58a. shall apply.

a. The Secretary shall keep a correct record of the proceedings of the Conference, authenticating by signature all acts of the Conference.

b. The Secretary shall handle all notification and communications directed by the Conference.

c. Unless otherwise directed, the Secretary shall handle all other matters that normally come under the Secretary’s responsibility.

d. The Secretary shall have the responsibility for editing, publishing and distributing the Journal, Yearbook and Minutes of the Annual Conference.

e. The Secretary shall nominate any staff that require election by the Conference.

12) **Conference Statistician** – At the first session following the General Conference, the Annual Conference shall elect a Statistician to serve for the succeeding quadrennium. “In the case of a vacancy in the interim of the sessions, the bishop, after consultation with the district superintendents, shall appoint a person to act until the next session of the annual conference.” (§ 603.7)

13) **Conference Treasurer** – The “annual conference, on nomination of its council on finance and administration, shall at the first session of the conference after the quadrennial session of the general conference or jurisdictional conference, or at such other times as a vacancy exists, elect a conference treasurer/director of administrative services. If a vacancy shall occur during the quadrennium, the council shall fill the vacancy until the next session of the annual conference.” (§ 619)

- 14) **Conference Chancellors** – The Annual Conference may designate as Chancellor one or more laypersons, each of whom is a member in good standing of one of the local churches or a clergyperson who is a member of the Annual Conference in the Episcopal Area, and who is a member of the appropriate bar or bars in the Episcopal Area. Each chancellor, who shall be nominated by the Bishop and elected by the Annual Conference, shall serve as legal advisor to the Bishop and the Annual Conference. (§ 603.8)
- 15) **Conference Parliamentarian** – There shall be a Parliamentarian at each Plenary Session of the Annual Conference. The Bishop shall select the Parliamentarian(s).
- 16) **Rules of Order Committee** –
- a. There shall be a standing Rules of Order Committee of eight (8) members, four (4) clergy and four (4) lay, nominated by the Committee on Nominations. The Conference Parliamentarian, if not already a member, shall be an ex-officio member of this committee with vote.
 - b. Prior to the consideration of any other business of an Annual Conference Session, the Rules of Order Committee shall present, for informational purposes only, any changes to the Rules mandated by changes in the Discipline.
 - c. The Rules of Order Committee shall also present for adoption by the Conference any other changes to the Rules that the Committee recommends. If any member of the Annual Conference desires to propose any other change to the Rules, the member shall submit a resolution setting forth the proposed change in accordance with the deadline for submitting proposed legislation. See Rule 19b. Upon its submission, the proposed legislation shall be referred to the Rules Committee for its review and response, prior to any vote on the legislation by the Conference.

III. BUSINESS PROCEDURES

17) **Roll Call** – The Conference Secretary shall take the roll of all members of this Annual Conference, both clergy and lay, by card registration while the Conference is in session, and the attendance shall be recorded in the Journal. Upon registration, members shall receive a name badge which shall state name, church or position, and which shall also indicate voting rights.

18) **The Bar of the Conference** – The bar of the Conference shall be fixed at the beginning of each Annual Conference on motion of the Secretary. All members of the Conference, lay and clergy, must be within the bar of the Conference to have the privilege of the floor and to vote. Other persons shall be seated outside the bar of the Conference as indicated by the ushers. 19) **Pre-Conference Reports and Recommendations** –

a. Reports –

- i. There shall be a Pre-Conference Workbook which shall contain all reports of Conference, Jurisdictional and General agencies, boards, commissions, committees, councils or teams received at the Conference offices by the first business day of March (or such other deadline as the Conference Secretary may establish). Such reports are to identify how the agency or other body has helped the Conference make disciples of Jesus Christ for the transformation of the world, how the agency has furthered the goals of the Conference, and the goals of the agency or other body for the coming year. Any such report may be included in the Journal of the Annual Conference, subject to editorial corrections, at the discretion of the Conference Secretary. Any recommendations from such an agency or other body must be submitted separately as legislation for consideration by the Annual Conference, in accordance with applicable procedures and deadlines for legislation.

- ii. Except as provided in (b) below, no reports or recommendations of any Conference agency excepting the Board of Ordained Ministry and the Committee on Nominations, and then only with the consent of the Bishop, shall be acted upon unless (1) they shall have been correctly and timely submitted to be included in the Pre-Conference Workbook as reports or legislation (as indicated above).

b. Recommendations -

- i. The Pre-Conference Workbook shall contain all proposed legislation and all reports of agencies, boards, commissions, committees, councils or teams that have been received by the Annual Conference offices by the first business day in March (or such other deadline as the Conference Secretary may establish)..

ii. All proposed legislation and reports received after March 1 shall be submitted to the agenda committee for review. Upon the agenda committee's recommendation and the bishop's consent, such items may be included in the agenda where urgent and appropriate.

20) **Program** – The program as contained in the Pre-Conference Workbook shall be the official program of the session of the Annual Conference, subject to necessary modifications by the Chairperson of the Session Agenda Subcommittee.

21) **Official Journal** – The Conference Journal, signed by the Presiding Officer and the Secretary, shall be the official Journal of the conference. Among other materials included by the Conference Secretary, the Conference Journal shall contain all legislation and recommendations agreed to by the Annual Conference.

22) **Copy for the Journal** – All materials for publication in the Conference Journal shall be in the hands of the Editor of the Journal (who shall be the Conference Secretary, or a person selected by the Conference Secretary) by the close of the Conference Session. Exceptions to this rule shall be at the discretion of the Editor.

a. All substantive actions of the Conference shall be indicated in the Conference Journal. The Editor of the Journal shall have authority to make all appropriate, non-substantive editorial and conforming changes and corrections. Where explicitly so authorized by the Conference, the Editor of the Journal and the author of the action shall also be empowered to edit the contents of a given action together, to reflect the intent of the Conference. Rationales, preambles or supporting statements shall not be printed except in the case of complimentary resolutions.

b. Memoirs shall be limited to five hundred (500) words.

c. Addresses delivered to the Conference Session shall not be printed in the Conference Journal, except for those of the Bishop, the District Superintendents and Conference Lay Leader(s). A motion to so print shall be out of order unless prior permission to make the motion shall have been received in writing by a committee composed of the Secretary of the Conference, the Editor of the Journal, the Chair of the Council on Finance and Administration, the Chair of the Conference Sessions Committee and the Dean of the Conference Cabinet.

23) **Distribution** – The Journal shall be distributed according to the following formula:

a. One mailed paper copy for each surviving spouse of clergy or laity member in the year the Memorial is printed in the Journal at no cost.

b. One paper copy each to conference officers, agency chairpersons, and general and jurisdictional agencies as required by the *Discipline*.

c. One mailed paper copy upon request to retired clergy and survivors at no cost.

d. A CD-ROM copy of the Journal shall be mailed to active clergy, laity and local churches at no cost.

e. Paper copies of the Journal for active clergy, laity and churches shall be mailed upon timely prescribed written or electronic request for fee designed to cover the cost of preparing and distributing the Conference Journal.

f. All Annual Conference reports will be made available on the conference website.

g. Clergy and Lay members may have the option of declining to receive a CD-ROM.

24) **Copyright** – In order to protect its directories and contents from unauthorized use, the Conference Secretary shall copyright the Journal on behalf of the Annual Conference.

25) **Mail Ballot** - In an emergency situation as declared by the Council on Finance and Administration, a mail ballot may be taken of the Annual Conference. All members of the Annual Conference immediately preceding the emergency will receive ballots. The vote will be confidential with the outside envelope requiring the signature of the member.

IV. PARLIAMENTARY PROCEDURES

26) **Order of Precedence of Motions** –

a. Not debatable

Privileged

Fix time at which to adjourn (when compared to other privileged)*#

Adjourn (when compared to other privileged)

Take a recess (when compared to other privileged)*#

Raise a question of privilege

Call for the orders of the day

ii. Subsidiary

Lay on the table (2/3)

Previous question (2/3)

Limit or extend time of debate (2/3)

b. Debatable

Postpone to a certain time

Commit or refer

Amend

Postpone indefinitely

Main motions

* Can be amended; the others cannot be amended. (from *Robert's Rules of Order*)

Is privileged only when other business is before the Conference. (from *RRO*)

27) **Main Motion** – A main motion is a proposal that the Conference take certain action, or that it express itself as holding certain views. Any member may make a motion.

28) **Motions Which Are Not Debatable** – The following motions shall be acted upon without debate:

- a. To adjourn, when unqualified, except to adjourn the conference.
- b. To suspend the rules. (2/3 vote)
- c. To take from the table.
- d. To call for the previous question. (2/3 vote)
- e. To reconsider a non-debatable motion.
- f. To limit or extend the limits of debate. (2/3 vote)
- g. To call for the order of the day.

29) **Precedence of Secondary Motions** – If any one or more of the following motions are pending, the order of precedence in relation to one another shall be the same as the order of their listing below:

- a. To fix the time at which the Conference shall adjourn. (This motion is subject to amendment or it may be laid on the table.)
- b. To adjourn.
- c. To take a recess.
- d. To order the previous question.
- e. To lay on the table.
- f. To limit or extend the limits of debate.
- g. To postpone to a certain time.

- h. To commit or refer.
- i. To amend or substitute.
- j. To postpone indefinitely.

30) **When a Second is not Required** – The following do not require a second, pursuant to latest edition of *Roberts Rules of Order*.

- a. To raise a question of privilege.
- b. Question of order.
- c. Objection to the consideration of a question.
- d. Call for the order of the day.
- e. Call for the division of the question.
- f. Call for the division of the Conference (for voting).
- g. Call for the motion to reconsider.
- h. Filling blanks.
- i. Nominations.
- j. Leave to withdraw a motion.
- k. Inquiries of any kind.
- l. Presentation of a report or recommendation by a Conference agency.

31) **Division of Question** – Before a vote is taken, any member has the right to call for the division of the question as the member indicates, if it is subject to division. If no member objects, the division shall be made; but if there is objection, the Chair, not waiting for a second, shall put the division to a vote.

32) **Tabling Related Motions** – No motion that adheres to another motion or has another motion adhering to it can be laid on the table by itself. If they are laid on the table, such motions carry with them the motions to which they respectively adhere or which adhere to them.

33) **Motions After Speaking on a Pending Question** –

- a. A member may make a motion after a speech, although strict parliamentary practice requires motion to be made and seconded before a speech is made so the Conference may determine if it wishes to hear the matter.
- b. No member who has spoken on a pending question shall at the close of the speech have the right to call for the previous question, to move for indefinite postponement, or to lay the motion on the table.

34) **Previous Question** – To move the previous question is to move that the vote now be taken on the motion or motions pending.

a. When moving a previous question, a member shall indicate to what such action applies if any secondary motion or motions are pending. If the member does not so indicate, the chair may regard it as applying only to the immediate pending question. This vote shall be taken without debate and if, in the judgment of the chair, two thirds (2/3) of those present vote for its adoption, the vote shall be taken on the motion or motion to which it applies.

b. It shall not be in order to move the previous question in cases involving character or Conference relations, or where the Rules otherwise expressly limit when it is in order to move the previous question.

35) **Reconsideration of a Question** – A motion to reconsider an action of the Conference shall be in order at any time during the prevailing session if offered by a member who voted with the majority. If the motion it is proposed to reconsider is not debatable, the motion to reconsider may not be debated.

36) **Suspension of Rules** – The application of any of the provisions of these Rules of Order may be suspended at any time by a two-thirds (2/3) vote of the Conference.

37) **Motions and Resolutions are to be Written –**

a. All motions, resolutions and reports shall be submitted in writing to the Secretary, properly signed by the movers thereof.

b. Motions made on the floor shall be written on forms provided by the Secretary.

38) **When a Motion is in Possession of the Conference –** When a motion is made and seconded, or a resolution introduced and seconded, or a report presented and/or read before the Conference, or stated by the Chair it shall be deemed in possession of the Conference. But any motion may be withdrawn or altered by the mover with the consent of the Conference at any time before voting has commenced.

39) **Amendments and Substitutions –**

a. Only one amendment to an amendment shall be in order.

b. It is in order to move a substitute for the main motion. In such case, the Chair shall proceed to perfect the original motion. When the main motion has been perfected, the Chair shall state the question on the substitute. If the substitute is adopted, it shall replace the original main motion and become the main motion. The Chair will then state the question on the (new) main motion. The new main motion can be amended only by addition. If the substitute does not carry, the Chair shall state the question on the original main motion as it has been perfected.

40) **Order of Amendments –** When a main motion, report or resolution is under consideration, only one amendment and one amendment to that amendment are permissible. While there can be only one amendment of each degree pending at the same time, any number of amendments can be offered in succession. A substitute and one amendment to the substitute may be offered while amendments of the first and second degree are pending. The permissive order then is: 1) main motion, 2) amendment, 3) amendment to the amendment, 4) substitute, and 5) amendment to the substitute. The voting in this order is 3, 2, 5, 4, 1. If the substitute becomes the main motion, it shall be treated as such.

41) **Appeal –** An appeal from the decision of the Chair shall be taken without debate, provided that after the Chair shall have stated the reason for the decision, the appellant may give the grounds for the appeal. (§ 51)

42) **The Question of Consideration –** The question of consideration may be raised by any member upon the presentation of any matter that shall be deemed irrelevant, unprofitable or contentious, and shall be decided without debate by majority vote. This applies only to the main motion.

43) **Method of Voting –** Voting shall be by voice vote and/or show of hands, or by standing count (provided that in such a count those who cannot stand may vote by raising hands), or by ballot, at the discretion of the Presiding Officer, unless otherwise ordered by the Conference. It shall be in order for any member to call for a vote by count on any question before the Conference, and, if the call be sustained by one-third (1/3) of the members present and voting, a vote shall be taken as called for.

44) **Robert's Rules of Order, Supplemental Authority –** In any parliamentary situation not covered in these Rules of Order, the Conference shall be governed in its action by the appropriate provisions of the latest revision of *Robert's Rules of Order*.

V. SPEAKING ON THE FLOOR

45) **Securing the Floor –** Before speaking in debate or delivering any matter to the Conference, a member shall approach and wait at a microphone provided for addressing the Conference from the floor, or shall raise a card provided for the purpose of gaining recognition. When the member has been recognized by the Bishop, the member shall proceed to speak at a designated microphone. Before addressing the purpose of speaking, members shall state their names and local church or affiliation.

46) **Limitations on Debate –**

a. The chairperson of the agency that originated the report or recommendation(s) shall present them as the main motion before the plenary session, and shall have five (5) minutes for comment, except as provided under h) below.

b. If there is a (are) minority report(s) or recommendation(s) from members of the agency, a representative shall be allowed five (5) minutes for a presentation.

c. All debate on the floor of the Conference shall follow the principle of alternate debate, that is, a speaker for, then a speaker against. When no speaker on the side opposed to the last speaker is ready, the President may recognize one who desires to speak on the same side as the prior speaker.

d. No person shall speak more than once on the same question without permission of the Conference, except as provided under g) below.

e. No person shall speak more than three (3) minutes at one time without permission of the Conference, except as provided under a) or h).

f. The initiator of the main motion shall in all cases be entitled to three (3) minutes to either

i. oppose the motion to lay the report or recommendation(s) on the table.

ii. close the debate before the report or recommendation is voted upon.

g. An agency presenting Special Reports at the direction of the Conference shall have sufficient time as determined by the Sessions Committee to present such reports and recommendations.

h. Except for non-debatable motions, no report or motion shall be put to the question without the opportunity having been given for at least two (2) speeches for and two (2) speeches against the pending question. After two (2) speeches pro and two (2) speeches con and provided no secondary (subsidiary, privileged--other than "previous question"-- or incidental) motions come to the floor and no other member seeks the floor to speak on the pending question, the question shall automatically be put to the question.

j. The motion for the previous question shall not be in order on the pending question until opportunity has been given for at least two (2) members to speak on each side of the pending question. If, after reasonable opportunity has been offered by the chair, no member has requested to speak against a resolution, motion or amendment, any member may move the previous question, to close debate. Likewise, if one member has spoken against a resolution, motion or amendment, but, after reasonable opportunity has been offered by the chair, no second member has requested to speak against the measure, any member may move the previous question, to close debate.

47) **Representation of Committees** – When the chairperson of a Conference agency is not in harmony with a report or recommendation adopted by the agency, it shall be the chairperson's duty to state the fact to the agency. The agency may then elect one of its members to represent it in the presentation of the report or recommendation in Conference. If the committee fails to elect such a representative, the chairperson may designate a member to represent the committee.

48) **To Limit or Extend Debate** – To move to limit or extend the limits of debate is in order at any time, except when a member has the floor, except as otherwise specifically provided elsewhere in the Rules.

49) **Interrupting the Speaker** – No one shall interrupt a member who has the floor except for a breach of order, a misrepresentation, a departure from the question, to direct the attention of the Conference that the time has arrived for a special order of the day, or to raise a very urgent question of high privilege.

50) **Questions of Privilege** – All requests from the floor to be recognized for matters of privilege must be made in writing to the Conference Secretary. They shall state the reason for the request to address the conference and the purpose of the request. The requests will be reviewed by a committee composed of the Conference Lay Leader, Conference Secretary, and the Chair of Conference Sessions. The committee shall recommend to the Presiding Bishop whether or not to recognize the requestor for the purpose of presenting the matter of privilege. The Presiding Bishop shall have sole authority in receiving and acting upon the recommendation of the committee.

51) **Announcements, Courtesy Presentations and Distribution of papers** –

a. Announcements of matters of information to the Conference shall be submitted on the Announcement Authorization Form to the Conference Secretary before the conclusion of the plenary session prior to the plenary session when the announcement will be made unless it is an emergency matter which may be submitted as soon as possible after the matter is known.

b. Requests to make Courtesy Presentation speeches during a plenary session by a person not a member of Annual Conference or by a member are subject to the discretion of the bishop. As a general rule, no presentations or speeches will be made to the Conference outside the agenda.

c. Papers or other materials may not be distributed to the members during the Conference sessions, except with express prior permission by the bishop.

52) Privilege of the Floor for Lay Members of Conference Agencies – Laypersons not members of the Conference but currently serving on Conference agencies shall have the privilege of the floor without vote.

53) **Lay Officers of a Conference Agency** – Any Lay Officer of any Conference agency, who is not a lay member of the Conference, shall have the privilege to move and defend the report of the group such Lay Officer represents, without vote.

VI. NOMINATIONS

54) **The Committee on Nominations and its Ministry** – The Committee on Nominations will consist of the District Lay Leaders, the Conference Lay Leader, the Director of Connectional Ministries and the District Superintendents. The Committee shall nominate the appropriate number of people each year to the Annual Conference Session for election.

a. The Committee on Nominations will develop and use a system to identify nominees based on their gifts, experience, and skills that will help the Conference achieve its vision, mission and goals as adopted by the Annual Conference, particularly leadership evidenced in making and maturing disciples, growing vital congregations and transforming lives and communities. Additionally, the Committee shall ensure the nominations reflect the diversity of the Conference.

b. Agency members shall be elected and placed into four staggered classes and each class will serve for a term of two years. An agency member may serve for four terms for a maximum of eight years. Nominations and elections will follow the rotation schedule unless otherwise mandated by the Book of Discipline.

c. In order to aid the Committee on Nominations in its work, it is requested that any member of the Conference who has a personal preference to serve on any particular agency communicate such personal preference to the chairperson of the Committee on Nominations on the appropriate form prior to January 1.

d. Nothing herein shall exclude additional nominations from the floor of the Conference. All nominations from the floor must be submitted on forms supplied in the pre-conference mailing or secured from the Chairperson of Nominations prior to placing the name in nomination. The signatures of the nominator and nominee must be on the form or it will be declared invalid.

55) **Chairpersons** – The Committee on Nominations shall nominate, and the Annual Conference elect, all chairpersons for agencies, boards, commissions, committees, councils and teams. All terms shall be for the quadrennium, or such other period as specified by the action of the Conference.

56) **To Fill Vacancies** –

a. The Committee on Nominations is to recommend to the Connectional Table Executive Committee any persons to fulfill an unexpired term of any agency vacancy between Annual Conference Sessions except where the *Discipline* instructs differently.

b. Preference will be given to members of the Annual Conference to serve on conference agencies when they have the skills, experience and qualities being sought for an agency.

c. The Connectional Table Executive Committee shall approve the appointments or request additional nominations, in which case the Committee on Nominations is to submit new nominations. These individuals serve until they or someone else is elected at the next Annual Conference Session.

d. When a person duly nominated and elected to any Conference agency does not attend three (3) consecutive meetings of the agency, it shall be the responsibility of the chairperson to attempt to contact that person by mail or telephone with a view to activation or resignation. The chairpersons shall report in writing annually to the Chairperson of the Committee on Nominations regarding contact with all non-participants and the results of such contacts. This information shall be provided by January 31 of each year.

57) **Elections** –

a. The report of the Committee on Nominations shall be distributed in the Pre-Conference mailing and/or the packet received at the seat of the Annual Conference. The report shall be presented without reading. Upon

adoption of a motion to close nominations, the Chairperson of the Committee on Nominations shall move the election of all nominees whose elections are uncontested.

b. When the number of persons nominated exceeds the vacancies on an agency or when more than one person is nominated for a specific office, there shall be a secret ballot listing only those persons where a contest exists. The ballot will be taken at a time subsequent to the election in a) above. The ballot shall be distributed, collected and tallied by tellers selected by the Conference Secretary, who shall report the results listing only those elected. Election shall be by a majority of those voting. Lacking a majority, there shall be another ballot listing only those receiving 25% or more of the votes.

59) **Quorum** – The members present and voting at any duly announced meeting of a Conference agency, board, commission, committee, council or team shall constitute a quorum.

60) **Limitations of Service** – No person shall be elected to more than two conference agencies, boards, commissions, committees, councils or teams, except for persons who are ex-officio members by virtue of an office or as a member of a general agency.

61) **District Superintendent Voting** – A District Superintendent regularly assigned to any Conference agency by the Cabinet shall have a vote in that agency, and shall be the only District Superintendent who shall have the right to vote in such agency, except where the *Discipline* provides otherwise.

VII. PETITIONS AND ELECTIONS TO GENERAL AND JURISDICTIONAL CONFERENCE

62) **Petitions to General Conference** – All petitions to General Conference shall be presented as prescribed in ¶ 507 of the *Discipline*. Petitions for endorsement by the Annual Conference to General Conference will only be considered in the year in which General Conference delegates will be elected.

63) **Nominations** – In a year in which elections to the General and Jurisdictional Conferences are to be held, the Conference Secretary shall open nominations for lay and clergy delegates on December 15 and nominations will be closed on February 15. An individual who desires to be a delegate shall download and complete a candidacy nominations form from the web page. On the bottom of nominations for Lay Delegates shall be the names of two Lay Members of the Annual Conference who endorse the nomination of the candidate. On the bottom of nominations for Clergy Delegates shall be the names of two Clergy Members who are eligible to vote for such delegates, and who endorse the nomination of the candidate.

a. Nominees may address their respective sessions for no more than one minute each, provided that no more than forty five minutes shall be allotted for speeches. If more than 45 lay persons or clergy persons are nominated, the allowed times for individual speeches will be adjusted accordingly. No speeches regarding nominees will be in order after the original time allotted for such speeches.

64) **Balloting** – The Conference Secretary shall announce the number of clergy delegates to be elected. A like number of lay delegates will be elected.

a. The time of initial balloting shall be set by the agenda committee.

b. Balloting shall be by electronic or mechanical means.

c. The Secretary shall announce a Chief Clergy Teller and a Chief Lay Teller, and two lists each of clergy and lay assistants.

65) **Voting** – All members, lay and clergy, must be within the bar of the Conference to be eligible to vote.

a. Before each ballot, the President shall announce the number of delegates each ballot shall elect. To be effective, a ballot must list the exact number of names of lay or clergy delegates to be elected.

b. The intent of the voter shall be allowed regardless of mistakes in spelling.

c. Where there is more than one member with the same family name, the Christian name or identifying initials shall precede the family name.

d. A majority of valid votes cast shall be necessary for election, except on the ballot to elect reserve delegates pursuant to Rule 68.

e. Only those nominated are eligible for election. If a ballot lists someone who has not been nominated, the ballot will be disqualified.

66) Counting and Reporting –

a. After a ballot has been counted, the chief teller, either clergy or lay, shall furnish a written report to the bishop, which shall contain (a) the number of ballots cast; (b) the number of ballots not valid; (c) the number of valid ballots counted; (d) the number of ballots necessary to elect; and (e) the list of names of persons voted for, including the number of votes received by each. The results will be disclosed or displayed before the next ballot is taken.

b. **Minimum Votes.** On the first ballot for both General Conference and the jurisdictional conference, the presiding officer shall read or distribute all names receiving 5 or more votes, together with the number of votes cast for each. Thereafter, the minimum number of votes received to be included in the next ballot shall be increased by five for each delegate elected (that is, on the first ballot a minimum of 5 votes to be included in the next ballot; after the election of the first delegate, a minimum of 10 votes to be included in the next ballot; after the election of the second delegate, a minimum of 15 votes, etc.). After the ballot in which the last delegate is elected to the General Conference, all the names that were originally nominated are available for election to Jurisdictional conference. Those elected to General Conference will not be listed.

c. If necessary, another ballot shall be taken in like manner, and so on, until the proper number of delegates has been chosen.

67) Qualifications –

a. **Clergy Delegates –** The *Discipline*, ¶ 35 (Article IV), permits any active or retired member of the Annual Conference in full connection to be eligible for election to the General or Jurisdictional Conferences.

b. **Lay Delegates -** The *Discipline*, ¶ 36 (Article V), asserts that lay delegates shall be elected “without regard to age, provided that such delegates shall have been professing members of the United Methodist Church for at least two years next preceding their election, and shall have been active participants in the United Methodist church for at least four years next preceding their election, and are members thereof within the Annual Conference electing them at the time of holding the General and Jurisdictional Conferences.”

68) Reserve Delegates – After the authorized numbers of delegates have been elected, 3 clergy and 3 lay reserve delegates shall be elected on a single ballot, with the 3 persons receiving the greatest number of votes in each category being elected in the order of the number of votes received.

VIII. CONCERNING FINANCIAL OPERATIONS

69) Budget – The Annual Conference shall adopt at each Annual Session a budget for each of the following: Clergy Support, Administrative Costs of the Annual Conference, World Service, Conference Benevolences, and other Apportioned Funds. These budgets become effective for the fiscal year beginning on January 1st following the session. Apportionments of these budgets shall be sent to the several churches as soon after the session as is feasible.

70) Apportionments – The Conference Shared Ministry Budget shall be apportioned annually among the churches of the Conference according to a formula recommended by the Conference Council on Finance and Administration and adopted by the Annual Conference. Following adoption, the formula will remain in effect until such time as changes are recommended by the CF&A and adopted by the Annual Conference. The formula shall be outlined on a Shared Ministry data sheet, which shall be distributed to the churches as soon as practical after the end of each year’s annual conference, but in no event later than the end of the fiscal year.

71) Prior Action by Council on Finance and Administration – Every motion, recommendation, resolution or other legislative act having to do with budgeting, apportionments, allotments or expenditure of funds shall first be submitted to the Council on Finance and Administration. After adequate time is allowed for investigation and study, the council shall report its recommendation to the Conference. This report shall be received before such legislation may be acted upon by the Annual Conference.

a. No agency or member of the Conference shall commit the Conference financially for the support of programs within or beyond the Greater New Jersey Annual Conference without first obtaining the approval of

the Annual Conference after study and recommendation of the Council on Finance and Administration, and not until funds are available or have been allocated to meet such commitments.

b. Any person or agency requesting an emergency offering should contact one of the Team Coordinators, who will present the matter to the Cabinet and the Council on Finance and Administration. Any funds received as a result of such an offering will be held by the treasurer and administered by a task force established by the Cabinet for that particular appeal.

72) Time Limit on Submitting Budget Requests –

a. Requests for inclusion of an item in the Clergy Support Budget and/or the Administrative Costs of the Annual Conference Budget to be acted on by an Annual Conference shall be submitted to the Treasurer's office by the third Monday of January preceding the date of the Annual Conference, except in cases of unavoidable emergency.

b. Requests for inclusion of an item in the World Service Budget and/or the Conference Benevolences Budget to be acted on by an Annual Conference shall be submitted to the Connectional Table by January 15 preceding the date of the Annual Conference, except in cases of unavoidable emergency.

73) Amending Allotments – An agency shall not attempt to amend its allotment in a proposed budget submitted to an Annual Conference unless it has previously presented an appeal to the Council on Finance and Administration at a meeting held preceding the date of the Conference.

74) Increased Asking by Amendment – In amending a proposed budget on the floor of the Annual Conference, no item shall be increased above the amount originally requested by the responsible agency in its asking to the Council on Finance and Administration, except when the consent of both the agency and the Council on Finance and Administration has been obtained.

75) Proper Use of Budgeted Funds – No agency of the Conference shall spend budgeted funds for any purpose other than the general purpose for which the funds were originally requested, unless the consent of the Council on Finance and Administration and the Ministries Team has been obtained for such a reallocation. An expenditure item shall be budgeted for the year when it is expected to be spent, and it shall be spent only in the year for which it is budgeted. When uncontrollable circumstances warrant, an emergency request may be directed through the Ministries Team to the Council on Finance and Administration for a budget adjustment.

76) Financial Appeals to the Churches – Any agency planning to send a communication or appeal to the churches requesting contributions to any agency or fund shall first submit its proposed communication or appeal to the Council on Finance and Administration. The Council shall ascertain if the procedure is in accord with existing legislation, and shall make certain that remitting instructions are correct. Any contribution received by the Conference Treasurer in response to a communication which has not been cleared as herein provided shall be credited automatically to World Service and Conference Benevolences through the remitting church.

77) Customary Draft – When presented and endorsed, the customary draft from the United Methodist Publishing House shall be turned over to the Conference Treasurer for pensions for clergy of the central conferences.

78) Bonding – All persons who hold or disburse conference funds shall be bonded in such amounts as may be deemed wise by the Council on Finance and Administration.

79) Fiscal Year – The fiscal year shall coincide with the calendar year, unless another fiscal year is designated by the Conference Treasurer after approval by the Conference. All payments to be credited to a given fiscal year shall be in the hands of the Conference Treasurer not later than the following January 10th 20th. All local church financial reports shall be forwarded to the Conference Treasurer by a deadline to be announced annually.

80) Audit – The Council on Finance and Administration shall be responsible for arranging that a Certified Public Accountant shall audit the accounts of the Annual Conference. The Council on Finance and Administration shall publish a statement of Certification of each audit in the Journal.

IX. CONSENT CALENDAR

81) Consent Calendar –

a. The Conference Agenda Committee may present to the Annual Conference a proposed consent calendar,

including those items which the Annual Conference may approve with one vote of approval by the Conference membership.

b. A written list of items on the consent calendar, including the name of the motion, name of the author, and page number in the Pre-Conference Workbook will be presented to all members of the Conference upon check-in at the Conference session.

c. The consent calendar list will include a space where Conference members may check any item(s) which they would like to see removed from the consent calendar.

d. To vote to remove an item from the consent calendar, Conference members must:

i. Check the item(s) they wish to see removed from the list, or

ii. Write in an item which has been added subsequently by Conference action.

iii. Print his or her name and church on the list, and sign the list.

iv. Bring the list to the Conference Secretary's table and give the list to the Conference Secretary or one of the Assistant Secretaries.

e. If any item on the consent calendar receives ten (10) or more such votes in favor of removing it from the consent calendar, that item will be removed and placed on the Conference agenda by the Agenda Committee.

f. All requests for items to be removed from the consent calendar shall be delivered to the Conference Secretary as early as possible, but no requests will be received within the last twenty-four (24) hours before the stated time of adjournment of the Conference session. During this last twenty-four (24) hour period, items may only be removed from the consent calendar by a $\frac{3}{4}$ vote of the Conference.

X. NOMINATION OF EPISCOPAL CANDIDATES

82) **Nomination of Episcopal Candidates** - The procedure for nomination of Episcopal Candidates to the Jurisdictional Conference as permitted by ¶405 of the *Book of Discipline* shall be as follows:

a. In a year in which one or more Episcopal Candidates are to be nominated by the Annual Conference, the Conference Secretary shall provide for the receiving of nominations until the deadline for submission of proposed legislation for that year's annual conference. Each proposed nomination shall be submitted on one side of an 8 1/2 by 11 inch sheet of paper or by electronic means designated by the Conference Secretary. Only eligible persons may be nominated. The Bishop shall, before the ballot is taken, remind the Annual Conference of the eligibility requirements for election to the office of the episcopacy.

b. The Jurisdictional Conference delegates (acting as a group) shall have the privilege to speak to the Annual Conference on behalf of the person(s) they have endorsed for nomination to the episcopacy (provided they have submitted such nomination in the manner described in Rule 82(a) above). If no other nominations have been submitted as indicated in Rule 82(a) above, the Bishop shall call for a vote of the body. A majority vote will be sufficient for this person (these persons) to be recognized as the episcopal nominee(s) of the Annual Conference.

c. If there are additional nominations submitted in accordance with Rule 82(a) above, the Bishop shall call for a written or electronic ballot following this procedure:

i. Nominees may each give a three minute speech. There shall be no seconding speeches.

ii. If any ballot contains the name of an ineligible person, that name shall not be tallied, but other names on the ballot shall be tallied.

iii. Conference members may vote for one such nominated individual. An individual must receive 60% of those voting to be nominated by the Annual Conference. If an individual does not receive 60% of the vote by the fifth ballot there will be no nominee. If someone is nominated, the conference will take up to three ballots to see if a second person is nominated. If no one receives 60% of the vote by the second ballot there will not be a second nominee. Those who do not wish to see anyone nominated may so indicate that

desire on their ballots (in the manner prescribed by the Conference Secretary) and the ballot shall be counted as cast.

d. Only the persons selected in the foregoing manner shall be deemed Nominees of the Greater New Jersey Annual Conference.

e. This procedure shall not foreclose efforts by individuals or groups in the Annual Conference to promote the candidacy for the episcopacy of other persons.

XI. RULES OF ORDER RESOLUTIONS

83) Resolutions to change the Rules of Order –

a. Any resolution or proposed change, by addition or deletion to the Rules of Order, with the exception of **VIII. Concerning Financial Operations**, shall first be referred to the Committee on Rules of Order for its recommendation. The Committee shall submit its recommendation to the body prior to any action by the body. The initiator of any proposed change to be included in the Pre-conference mailing shall at the same time submit a copy of said proposed change to the chairperson of the Committee on Rules of Order. The Rules Committee may request a meeting with the initiator prior to the convening of the Annual Conference.

b. If the change is proposed at the site of the Annual Conference, it shall be referred to the Committee on Rules of Order and a report to the body will be made no later than the next plenary session.

XII. HOLY CONFERENCING PROCEDURE FOR CERTAIN GENERAL CONFERENCE PETITIONS

84) A procedure to facilitate holy conferencing shall be used, at the Bishop's discretion, to discuss petitions to General Conference regarding issues related to human sexuality or such other issues that would benefit from the same procedure.

A special order of the day will be established to provide for holy conferencing. The special order of the day shall proceed as follows:

- 1) Representatives of the two primary positions selected by the Bishop will each make a twenty-minute presentation.
- 2) Upon conclusion of the opening presentations, the Bishop shall bring the Conference into silent prayer for two minutes.
- 3) Then ten minutes will be provided for delegates to share what they heard with their fellow Christians seated to their immediate left and right. This is not a time for debate, but rather to listen to what their neighbors heard.
- 4) The Bishop will then call the Conference to order. Delegates will then have the opportunity to share their thoughts with the Conference. The Bishop shall establish a total amount of time for discussion, not to exceed sixty minutes. No member may speak longer than two minutes. All speakers will be notified when ten seconds remain of their time. The speaker will be allowed to finish a sentence at the expiration of allotted time. Then, that microphone will be cut off and the next speaker will be recognized. This will continue until the total allotted minutes have elapsed or everyone who wished to be recognized had an opportunity to speak, whichever comes first. No subsidiary, privileged or incidental motions will be in order during this time of discussion.
- 5) The regular business of the Conference will then resume.

At a previously noted time during plenary session on the following session day, the petitions will be voted upon by secret written ballot. Thirty minutes will be allotted for this vote. No debate or motions will be in order at this time.

XIII. HOLY CONFERENCING PROCEDURE FOR PROPOSED CONSTITUTIONAL AMENDMENTS

85) A procedure to facilitate holy conferencing shall be used at the Bishop's discretion to discuss proposed Constitutional amendments coming from the General Conference.

A special order of the day may be established to provide for holy conferencing. The special order of the day shall proceed as follows:

1. The co-chairs of the delegation to General Conference will present the proposed amendments to the Conference in a fifteen minute presentation.
2. Upon conclusion of the opening presentation, the Bishop shall bring the Conference into silent prayer for two minutes.
3. Then up to ten minutes will be provided for members to share what they heard with their fellow Christians seated to their immediate left and right. This is not a time for debate, but rather to listen to what their neighbors heard.
4. The Bishop will then call the Conference to order. Members will then have the opportunity to share their thoughts with the Conference. Sixty minutes will be allotted for this. No member may speak longer than two minutes. Each speaker will be notified when ten seconds remains of their time. The speaker will be allowed to finish a sentence at the expiration of their time. Then, that microphone will be cut off and the next speaker will be recognized. This will continue until sixty minutes have elapsed or everyone who wishes to speak has been recognized whichever comes first. No changes are permitted to be made to Constitutional amendments.
5. The regular business of the Conference will then resume.

At a previously noted time during a subsequent plenary session, the amendments will be voted upon by secret ballot. Members will be able to vote in favor of or against each individual amendment. If a member wishes to abstain, the member will leave the ballot blank for that particular amendment.

Should any of the foregoing Rules of the Greater New Jersey Annual Conference be in conflict with the provisions of the current Book of Discipline, then the provisions of the Discipline shall take precedence.