



**STANDING RULES,
RULES OF ORDER, AND
STRUCTURE OF
THE NEW INDIANA CONFERENCE OF
THE UNITED METHODIST CHURCH**

Rules and Structure Committee
4/11/2009

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STANDING RULES, RULES OF ORDER, AND STRUCTURE OF THE NEW INDIANA CONFERENCE OF THE UNITED METHODIST CHURCH

GENERAL

Welcome and Introduction

This document is a guidebook for our work together as the Indiana Conference of The United Methodist Church. It is intended to assist us in our organization and community. May God bless our work and our life together as we seek to worship and serve God in Spirit and in Truth as the people of The United Methodist Church in the Indiana Conference.

Declaration

The Indiana Conference of The United Methodist Church declares itself to be a continuing entity of the larger Body of Christ within the denomination known as The United Methodist Church. As that declared body, we are defined and directed for purposes of organization and procedure by the 2008 edition of *The Book of Discipline of The United Methodist Church*. Our Organizational Structure, Standing Rules, and Rules of Order as defined and written in this document continue in force from year to year, from one session of the Annual Conference to the next, except as changed or amended from time to time as prescribed by *The Book of Discipline* and this document.

The Standing Rules and Rules of Order will be printed annually in the pre-Conference workbook and in the official *Journal of the Annual Conference Session*. Unless otherwise needed, the Structure Document will only be printed in the pre-Conference workbook and in the official *Journal of the Annual Conference Session* quadrennially in the year just prior to the Session of the General Conference of The United Methodist Church.

Boundaries of the Indiana Conference of The United Methodist Church

The Indiana Conference of The United Methodist Church includes the state of Indiana in its entirety. Ten Districts and their respective boundaries are determined and set by the Cabinet of the Indiana Conference of The United Methodist Church.

THE STRUCTURE OF THE INDIANA CONFERENCE

Accomplishing the Conference Mission with Ministry Teams

The mission of the Indiana Conference is to make disciples of Jesus Christ for the transformation of the world and to provide a connection for ministry beyond the local congregation. The Indiana Conference fulfills this mission in part by structuring itself into groups or teams to better focus our work. These groups or teams receive funding as necessary through the budget approved by the Annual Conference.

As we begin a new Conference structure in Indiana, the numbers of persons listed below represent a minimum either required by *The Book of Discipline* or thought to be necessary to ensure that Disciplinary mandates and Conference priorities are accomplished.

Many of these groups have a seat at the **Conference Leadership Table**. The Conference Leadership Table brings together the leadership of the Annual Conference on a regular basis to "focus and guide the mission and ministry" of the Indiana Conference (Paragraph 608).

Conference Leadership Table

The Conference Leadership Table membership with vote is comprised of one representative from each of the asterisked (*) committees as noted below, as well as the resident bishop and the Conference lay leader.

Also at the Conference Leadership Table with voice but without vote are the Executive Assistant to the bishop (unless functioning as the chair in the absence of the bishop); a cabinet representative; the Director of Communication; the Director of Connectional Ministries; the Director of Human Resources; the Director of Congregational Development and New Church Starts; the Director of Finance and Administration, and/or other Director-level staff the Conference may employ; the Conference prayer coordinator; and a Wesleyan theologian selected by the bishop.

Ministry Teams

All of these teams will be nominated with "special attention... to the inclusion of clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons"(Paragraph 610.5). Each of these teams shall designate one of its members as a "coordinator of witness ministries" to fulfill the responsibilities assigned to this role in the *The Book of Discipline*, Paragraph 610.

All persons elected for these teams serve one 4- year term, corresponding with the quadrennial calendar of the denomination, unless *The Book of Discipline* specifies a different length of service. Persons elected at the 2009 Annual Conference are expected to serve beginning July 1, 2009 through June 30, 2012.

*Congregational Revitalization and New Congregation Team

Task: to support the work necessary to begin new congregations and to revitalize existing congregations in their ministries of outreach

Membership:

1. Conference Director of Congregational Development, who may serve as convener
2. Additional members as nominated by the Director of Congregational Development.

The team may involve additional persons as consultants without vote and create subgroups to fulfill specific tasks.

*Discipleship Leadership Development Team

Task: to support local congregations and specialized ministries in developing principled leaders to lead United Methodists in Indiana in making disciples of Jesus Christ for the transformation of the world

This fulfills the Disciplinary mandates and maintains the connectional relationships of the Board of Discipleship (Paragraph 630), the Board of Laity (Paragraph 632), the Board of Higher Education and

Campus Ministry (Paragraph 634), the Council on Young Adult Ministry (Paragraph 650), the Council on Older Adult Ministries (Paragraph 651), and the responsibilities of camping ministries as assigned by *The Book of Discipline* (Paragraph 630.1 b,c) and scouting coordination assigned to the Board of Laity (Paragraph 631.3).

Membership:

1. Qualifying members of the General Board of Discipleship and the General Board of Higher Education and Ministry
2. Conference lay leader
3. Conference Director of Lay Speaking Ministries
4. Coordinator of scouting and civic youth services
5. Representative from United Methodist Men
6. Representative from United Methodist Women
7. Representative from Youth Ministry Team
8. Two youth at large
9. Six young adults at large, half of whom shall be laypersons (Paragraph 650.2) (may be included in other areas)
10. Coordinator of older adult ministries (older adult team may be included in other areas)
11. Cabinet representative (with vote, for older adult ministries, Paragraph 651.2)
12. Coordinators in each of the following areas:
 - (a) Christian education and small group ministries
 - (b) Evangelism
 - (c) Worship
 - (d) Stewardship
 - (e) Spiritual formation/devotional life.
13. Director of Connectional Ministries
14. Representative from Camping Team
15. Associate Director of Leadership Development
16. *Higher Education representative

These persons shall organize themselves into working groups that supervise the accomplishment of the appropriate Disciplinary tasks and maintain the required connectional relationships.

It is recommended that the Discipleship Leadership Development meet at least two times per year. The Team shall elect a management group of six persons to coordinate administrative functions for the team between meetings.

***Youth Ministry Team**

Task: to create opportunities for youth across the Conference to grow in ministry and mission, as well as to participate in the governance of the life of the Annual Conference and other connectional opportunities

This fulfills Disciplinary mandates and maintains the connectional relationships described for the Council on Youth Ministry (Paragraph 649).

Membership:

1. At least ten youth from across Indiana, minimum one per district, who are active in their local congregations
2. Conference Lay Leader or designee
3. Adult coordinators, including a youth coordinator and a campus ministry liaison
4. Additional youth as needed to maintain a 2/3 youth membership on the council

5. Director of Youth, Young Adult, and Campus Ministries
6. Additional members for diversity and inclusiveness

All members shall be Baptized or Professing Members of The United Methodist Church.

***Social Advocacy & Justice and Ethnic Ministries Team**

Task: to advocate for justice in the practices of our congregations, Conference, and related ministries and to focus and enhance the ecumenical relationships and social witness of our members, congregations, and Conference with particular attention to the growth and needs of ethnic and Native American congregations and ministries in The Conference

This team fulfills the Disciplinary functions and maintains the connectional relationships assigned to the Board of Church and Society (Paragraph 629), The Commission on Christian Unity and Interreligious Concerns (Paragraph 642), the Commission on Religion and Race (Paragraph 643), The Commission on the Status and Role of Women (Paragraph 644), The Commission on the Small Church (Paragraph 645), and the Commission on Disability Concerns (Paragraph 653). In addition, it fulfills the Disciplinary responsibilities and maintains the connectional relationships of the Conference Committee on Ethnic Local Church Concerns (Paragraph 632) and the Committee on Native American Ministry (Paragraph 654).

Membership:

1. Qualifying members of the General Board of Church and Society, the General Commission on Christian Unity and Inter-religious Concerns, The General Commission on Religion and Race, and The General Commission on the Status and Role of Women
2. Associate Director of Mission and Advocacy
3. Mission coordinator for social action of the Conference United Methodist Women
4. Peace with Justice coordinator (named by the Social Advocacy Team, Paragraph 629.2)
5. Christian Unity coordinator
6. United Methodist members of the governing board of NCCUSA who live in Indiana
7. United Methodist members of the World Methodist Council who live in Indiana
8. United Methodist members of the delegation to the most recent World Council of Churches Assembly who live in Indiana
9. United Methodist members of the most recent delegation to the plenary meeting of Churches Uniting in Christ who live in Indiana
10. Coordinator for Religion and Race Advocacy
11. Three or more ethnic persons
12. Female coordinator of Women's Advocacy concerns
13. At least four additional members (youth, young adult, older adult, ethnic representation) and any others needed to ensure required balances
14. Coordinator for disability concerns
15. Persons with disabilities in accordance with paragraph 653
16. Coordinator for Small Membership Church Advocacy (listed as a Conference officer)

The team may organize itself into working groups that supervise the accomplishment of the appropriate Disciplinary tasks and maintain the required connectional relationships as directed by the Annual Conference.

It is recommended that the Social Advocacy, Justice and Ethnic Ministry Team meet at least two times per year. The Team shall form a management group to coordinate administrative functions for the team between meetings. The management group also fulfills the Disciplinary mandates and maintains

connectional relationships of the Board of Church and Society (Paragraph 629.2). The management team should include:

1. UMW coordinator for social action
2. Members of the General Board of Church and Society
3. Peace and Justice Coordinator
4. Associate Director of Missions and Advocacy
5. up to three additional persons from the team to maintain balances of lay/clergy, gender, age and ethnicity where possible

***Mission Resource Team**

Task: to deploy more United Methodists into ministries of outreach and mission across Indiana and around the world

This team fulfills the disciplinary mandates and maintains the connectional relationships of the Board of Global Ministries (Paragraph 633) and the Advance program (Paragraph 655).

Membership:

1. Conference United Methodist Women Coordinator of Education and Interpretation
2. Conference Secretary of Global Ministries
3. Qualifying members of the General Board of Global Ministries
4. Associate Director of Missions and Advocacy
5. Up to 10 additional persons from across Indiana with the passion and skills to fulfill Conference expectations
6. Other members to satisfy the requirements of *The Book of Discipline* with specific attention to paragraph 633.5.a

***Communication Team**

Task: to strengthen communication within the Indiana Conference and among all levels of the connection

This team fulfills the disciplinary mandates and maintains the connectional relationships of the Commission on Communications (Paragraph 646).

Membership (6 members):

1. Director of Communications
2. Five members at large, selected for their skills in communications and their representation of the diversity of the Conference

***Camping Team**

Task: to support the work of the Annual Conference and the mission of The United Methodist Church - *Making Disciples of Jesus Christ for the Transformation of the World* - in the areas of Outdoor Ministries, camping, and retreat facility support

This team works with the Conference leadership table to establish annual priorities and performs their work either as a body or by developing task groups for specific activities. Task groups may be convened

by action of the team. An elected member of the Camping Team will responsible for budget and program coordination.

Membership:

1. Associate Director of Camping Ministries
2. Assistant to the convener
3. Financial Development Coordinator
4. Facility Coordinator
5. Up to ten additional members

Other Boards and Committees

***United Methodist Women**

The President of the Conference United Methodist Women has a seat at the Conference Leadership Table. All other officers are nominated and elected within the organization of United Methodist Women as described in *The Book of Discipline* (Paragraph 647).

***United Methodist Men**

The President of the Conference United Methodist Men has a seat at the Conference Leadership Table. All other officers are nominated and elected within the organization of United Methodist Men as described in *The Book of Discipline* (Paragraph 648).

***Annual Conference Sessions Committee**

Task: to work in cooperation with the resident bishop in preparing for the Annual Conference gathering

Membership:

1. Conference Secretary
2. Conference Lay Leader
3. The bishop
4. Director of Connectional Ministries
5. Member of the Cabinet appointed by the bishop
6. Other members to be determined by the committee

***Board of Ordained Ministry**

Task: to recruit, support, and endorse persons in ordained and licensed ministry

This fulfills the disciplinary mandates and maintains the connectional requirements of Paragraph 635 in *The Book of Discipline*.

Membership (nominated by the bishop and elected by the Annual Conference):

1. Six elders in full connection, at least four of whom are graduates of seminaries listed by the University Senate, and including the Chair of the Order of Elders;
2. Six deacons in full connection, including the Chair of the Order of Deacons
3. Two associate members or local pastors who have completed the Course of Study, including the Chair of the Fellowship of Local Pastors and Associate Members
4. Five or more laypersons (may include diaconal ministers) to ensure the total membership is at least 1/5 laity
5. The Associate Director of Clergy Services
6. Qualifying members of the General Board of Higher Education and Ministry

Among the ordained members in full connection, there must be at least one person in each of the following categories:

- retired clergy
- clergy in extension ministry
- young adult clergy
- District Superintendent (named by the bishop)

***Episcopacy Concerns**

Task: to fulfill the disciplinary mandates and maintain the connectional relationships of the Committee on Episcopacy (Paragraph 637) and the Episcopal Residence Committee (Paragraph 638)

Membership (9 members or more, up to a maximum of 19, depending on number of jurisdictional committee members and need for episcopal appointments and other representation issues):

1. Lay and clergy members of the North Central Jurisdiction Committee on Episcopacy who reside in Indiana
2. Conference Lay Leader
3. President of Council on Finance and Administration
4. President of the Conference Corporation
5. One-fifth of the total membership to be appointed by the bishop
6. Other persons as needed to achieve recommended balances and representation (Paragraph 637.1)

***Board of Trustees**

Task: to ensure wise stewardship of the real and monetary assets of the Annual Conference and represent its legal interests

This group fulfills the disciplinary mandates and maintains the connectional relationships described in Paragraphs 640 and 2512.1-7.

Membership:

- Twelve members (1/3 lay women, 1/3 lay men, 1/3 clergy) with due attention given to diversity as described in Paragraph 610.5

Note: For first terms in the Indiana Conference, three members will be elected to a 1-year term, three to a 2-year term, three to a 3-year term, and three to a 4-year term.

***Council on Finance and Administration and Equitable Compensation**

Task: to ensure sound fiscal management of the funds entrusted to the Annual Conference and care appropriately for the salary needs of any clergy whose appointed charge is unable to provide at least Conference minimum compensation

This council fulfills the disciplinary mandates and maintains the connectional relationships of the General Council on Finance and Administration (Paragraph 611) and Equitable Compensation (Paragraph 625).

Membership (11 members):

1. Conference Treasurer/Director of Administrative Services, who may be the convener and shall be treasurer of the council
2. Qualifying members of the General Commission on Finance and Administration
3. The bishop (without vote)
4. A district superintendent selected by the cabinet (without vote)
5. The Director of Connectional Ministries or another representative of the Conference Leadership Team (without vote)
6. Up to six additional members who may include the Executive Director(s) of Indiana Conference-related Foundation(s) and others to provide for diversity and to ensure that laity have at least one more vote than clergy in the overall membership (Paragraph 612.2)

***Board of Pensions and Health Insurance**

Task: to ensure that all employees related to the Annual Conference have access to appropriate benefits

This board fulfills the disciplinary mandates and maintains the connectional relationships of the Conference Board of Pensions (Paragraph 639).

Membership:

1. Qualifying members of the General Board of Pensions and Health Insurance
2. 12 other persons (recommended 1/3 lay women, 1/3 lay men, 1/3 clergy, with regard to skills and representation as described in Paragraph 610.5) elected to eight-year terms (Paragraph 639.2) and arranged in alternating classes of one or two members, beginning with the class of 2017. One member will be elected for odd-numbered class years; two members will be elected for even-numbered class years.

Prayer Coordinator

Task: to coordinate a prayer ministry in support of the leadership and ministry of the Annual Conference

Wesleyan Theologian

Task: to remind the Leadership Table to be consider its Wesleyan heritage in its decisions

The following Boards and Committees do not have a seat at the Conference Leadership Table:

Rules and Structure Committee

Task: to review, and recommend revisions when necessary, the rules and structure of the Annual Conference to best achieve its mission and its disciplinary mandates

Membership:

- Seven persons who understand the structure of the Annual Conference. They should be persons who communicate well with the leadership of the Conference. Membership shall be selected from across Indiana with attention to lay/clergy, gender, age and ethnic diversity
- The Conference Secretary
- The Director of Connectional Ministries

Conference Commission on Archives and History

Task: to preserve the records and promote the stories of existing and antecedent Conferences of The United Methodist Church and its antecedent denominations in Indiana

This commission fulfills the disciplinary mandates and maintains the connectional relationships described in Paragraph 641.

Membership:

- Five persons skilled in this area and representing the diversity of the Conference, one of whom may be designated the Conference Historian.

Conference Nominating Committee

Task: to identify, recruit, and support leaders for the committees, boards, and other structures of the Indiana Conference

Human Resources

Task: to advise the bishop and annual conference on policies for human resource concerns.

Joint Committee on Incapacity

Task: to fulfill the disciplinary mandates and maintain the connectional relationships described in Paragraph 652 to "manage the incapacity of clergy"

Membership: *Note: All of these may be ex officio with vote.*

1. Two persons from the Board of Ordained Ministry, the Chair or Registrar, or others they may designate
2. Two persons from the Conference Board of Pensions and Health Insurance-- its secretary and chair, or others they may designate
3. One representative from the cabinet appointed by the bishop
4. One person with a disability, with a preference for a person under appointment, who may be named by the Nominating Committee if not otherwise represented.

Institutional Relationships Team

Task: to cultivate and strengthen relationships with institutions with United Methodist affiliation in Indiana

Membership:

1. Convener
2. One representative from each affiliated institution

Administrative Review Committee

Task: to fulfill the disciplinary mandates and maintain the connectional relationships described in Paragraph 636 "to ensure that the disciplinary procedures for involuntary leave of absence... involuntary retirement... or administrative location ... are properly followed"

Membership (All nominated by the bishop and elected by the clergy session of the Annual Conference):

1. Three clergy in full connection
2. Two alternate clergy who are not serving on the Cabinet

None of these persons may be members of the Conference Board of Ordained Ministry or immediate family members of other persons on the committee.

Individual Elections

- Conference Secretary (Paragraph 603.7)
- Conference Statistician (Paragraph 603.7)
- Conference Historian (Paragraph 641.3)
- Chancellor (nominated by the bishop Paragraph 603.8)
- Conference Secretary of Global Ministries (Paragraph 633.3)

OUR ANNUAL GATHERING

The Indiana Conference gathers as a representative body to address the mission and business of the Conference once each year and may be called into session more frequently as the bishop deems necessary.

The Annual Conference Sessions Committee

The Annual Conference Sessions Committee ensures that we are prepared for our work and are fulfilling our Disciplinary obligations as we conduct our work before and during each annual gathering and special called session of the Indiana Conference. They do this by:

Oversight

After the bishop has set the dates and times for the Annual Conference, the Sessions Committee assumes oversight for the site, meeting rooms, lodging, food service, communications, and other equipment and services needed are properly obtained and executed.

Assembling and Publishing Pre-Gathering Reports

The Annual Conference Sessions Committee calls for, collects, and distributes to all Conference members the reports of the mission groups, boards, and work areas of the Annual Conference. Members will receive the first of these reports no later than 30 days before the start of that year's Annual Conference. The report will include the latest version of the projected agenda, the current Rules and Structure document of the Annual Conference, and information needed to register and reserve lodging for the upcoming Annual Conference.

Creating the Agenda

The Annual Conference Sessions Committee creates a preliminary agenda for the upcoming session of the Annual Conference and includes it in the pre-Conference report. The Annual Conference Sessions Committee will regularly update the agenda, both before and during the Annual Conference, and supply all Conference members with updated agendas as needed.

Managing Registration

The Conference Secretary supervises registration.

Managing the Legislative and Referrals Process

At Annual Conference and special called sessions, members of the Conference consider several different types of legislation for action or referral.

1. Reports with no fiscal implications shall be placed directly on a consent calendar. To remove items from the consent calendar requires a motion and one hundred or more members who vote in favor of special consideration.
2. Reports with fiscal implications will be referred to the Council on Finance and Administration;
3. Petitions that ask for specific action of congregations, conference Teams, Boards, or Commissions, other entities (such as a government or General Conference)

In response to these various types of legislation, the Annual Conference Sessions Committee:

1. creates the consent calendar for each plenary session and ensures it is distributed to members prior to that session;
2. creates a list of items with fiscal implications, referring these items to the Committee on Finance and Administration prior to action,
3. refers all petitions and items needing further conversation to conference teams, boards, or committees for comment prior to consideration by the members of conference.

Nominating Committee

The Annual Conference's Nominating Committee develops a process that encourages persons, both lay and clergy, to make available to the Conference their gifts and skills for groups and committees at a Conference level. The Nominating Committee prepares and presents to the Annual Conference Session a leadership list for all the appropriate groups as directed by *The Book of Discipline*. It also works with affiliated groups to receive nominations that require Annual Conference confirmation.

The report from the Nominating Committee is presented in written form at the first business session of the Conference and will be voted on at a time recommended by the Director of Connectional Ministries later in the Conference, allowing members time to review the report prior to consideration and action.

The Nominating Committee works to have all committees and groups reflect the demographics of the state, with special attention given to gender, ethnicity, age and geographic considerations, and a balance of lay and clergy representation (Paragraph 640.5).

The Nominating Committee also ensures broad participation on Conference groups by limiting individual membership to only one significant Conference committee unless specified by *The Book of Discipline*. A person generally will not be elected as a member on a Conference committee and have ex-officio membership status on another unless it is directed by *The Book of Discipline*.

To enable full participation, Conference committees should schedule meetings with careful consideration of the availability of the membership to be in attendance and with attention given to locations within the shortest distance for most attendees. Groups should explore alternative meeting formats whenever possible to limit expense and travel for Conference meetings.

The Nominating Committee also is responsible for:

1. filling vacancies between sessions of Annual Conference;
2. naming membership to new groups formed by Annual Conference action (unless that task is specifically assigned to another group or to the bishop);
3. reviewing the participation of elected members and replacing inactive members as needed and recommended by the chairperson of the affected committee.

Persons elected or appointed to an office by the Annual Conference will assume their duties immediately following the Conference (or at the time of their appointment if after a regular session of the Conference). The tenure for leadership and committee membership is normally four years and not more than eight years unless directed otherwise by *The Book of Discipline*. A person can return to a committee after having served a maximum term if that person is off the committee for one year.

Eligibility to Vote

The following are eligible to vote:

1. one professing member elected from each charge in this Conference;
2. all active diaconal ministers, 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, the Conference director of Lay Speaking Ministries (Paragraph 32), the Conference director of Global Ministries (if lay, Paragraph 32), district lay leaders, the Conference scouting coordinator, the president or equivalent officer of the Conference young adult organization, the president of the Conference youth organization, one youth between the ages of 12 and 18 and one young adult between the ages of 18 and 30 from each district, and the chair of the Annual Conference student organization;

3. campus ministers, chaplains, and Wesley Foundations directors. In districts where laypersons serve as campus ministers/directors of Wesley Foundations, they shall be added as district-at-large lay members to the Annual Conference. In districts where UM clergy serve as chaplains, campus ministers, and directors of Wesley Foundations, the laypersons elected as their balancing counterparts shall be elected from either the campus ministry board of directors or a student from that ministry/foundation (Paragraph 602 e);
4. additional lay members needed to equalize lay and clergy membership of the Annual Conference;
5. clergy members , including deacons and elders in full connection, provisional members, associate members, affiliate members, and local pastors under full- and part-time appointment.

All lay members of the Annual Conference must have been active participants in The United Methodist Church for at least four years and professing members for at least two years prior to being elected to serve as lay members. Exception to this rule may be granted to persons under 30 years of age.

Voting on Various Issues

While all lay and clergy are equally members of the Conference, not all members may vote on all matters. The following are the **exceptions**:

1. Only clergy members in full connection may vote on matters of ordination, character, and Conference relations of clergy, unless otherwise noted.
2. Provisional clergy members may *not* vote on constitutional amendments, election of clergy delegates to the general or jurisdictional Conferences, *or* on matters of ordination, character, and Conference relations of clergy.
3. Associate and affiliate members, as well as full-time and part-time local pastors under appointment, may *not* vote on constitutional amendments *or* on election of clergy delegates to the General or Jurisdictional Conferences. They may *not* vote on matters of ordination, character, and Conference relations of clergy *unless* they are members of the Conference Board of Ordained Ministry.
4. Lay members may *not* vote on granting or validation of license, ordination, reception into full Conference relationship, *or* on any question concerning the character and official conduct of ordained ministers *unless* they are lay members of the Board of Ordained Ministry or the Committee on Investigation.

Granting Voice Without Vote

The following may be given voice without vote during sessions of the Annual Conference by invitation of the bishop or action of the Annual Conference:

1. Official representatives from other denominations invited by the Annual Conference
2. Missionaries assigned by the General Board of Global Ministries and serving within the bounds of the Annual Conference
3. Lay missionaries appointed by the General Board of Global Ministries in nations other than the United States but attending this Annual Conference
4. Certified lay missionaries from nations other than the United States serving within the bounds of this Annual Conference
5. The chancellor of the Annual Conference unless the chancellor is otherwise a voting member of the Annual Conference
6. Special guests of the Annual Conference

Equalizing Vote of Lay and Clergy Membership

The process by which the Indiana Conference will equalize lay and clergy membership of the Annual Conference follows:

1. Every charge elects one lay member and an alternate lay member for each clergy member appointed to that charge during the first charge Conference following the General Conference in each quadrennium. The alternate lay member has neither voice nor vote unless the lay member is unable to serve. Results of these elections and the number elected must be reported to the Director of Connectional Ministries by February 1, prior to the regular Annual Conference session.
2. Additionally, district lay leaders, directors of lay speaking ministries, district presidents of United Methodist Women, district presidents of United Methodist Men, and district presidents of United Methodist Youth are eligible to serve as equalization members. Each district office must forward a complete list of the names of these persons not already elected by their charge or the district to the Director of Connectional Ministries by February 1, prior to the regular Annual Conference session.
3. Laypersons who served as General or Jurisdictional Conference delegates during the previous quadrennium or who have served on the boards of General Agencies of The United Methodist Church during the previous or current year, but otherwise are not elected to serve, are expected to serve as equalization members. Such persons should notify the Director of Connectional Ministries if they are not willing to serve by February 1, prior to the regular Annual Conference session.
4. The Director of Connectional Ministries adds these names (1 through 3 above) until the number of lay and clergy members is equalized for the coming session. As additional laypersons are needed, the Director of Connectional Ministries notifies the District Superintendent of each district of the number of additional persons needed from each district equally (rounding up to the next ten) to equalize lay and clergy membership, seeking in all selections to establish and maintain gender, race, age, and disabilities, in accordance with the Call to Equality of The United Methodist Church (Paragraph 139).

Membership at Special Sessions

The same lay members who served at the previous Annual Conference will serve at the special session, except in cases of the death, serious illness, or cessation of professing membership by those laypersons. In those instances, the charge affected shall elect new lay members.

The Voting Process at the Annual Gathering

Bar of the Conference

The Annual Conference Secretary establishes the Bar of the Conference and ensures it is clearly marked in the auditorium.

1. To vote, a member must be seated within the Bar of the Conference.
2. To be recognized by the presiding officer to address the Conference, a member must be seated within the Bar of the Conference.
3. When not voting by ballot, members vote by displaying large, brightly colored cards provided by the Conference.
4. Any member may request a *counted vote* that will be granted if at least one-third of the members present and voting agree.
5. Any member may request a *vote by ballot* that will be granted if a simple majority of the members present and voting agree.

Collecting and Counting Ballots

Prior to the first session of the Indiana Conference, the Committee on Annual Conference Session establishes a procedure for collecting any ballots, tabulating the vote, and reporting the results of such balloting as quickly, fairly, and accurately as possible to the Annual Conference.

Petitions

Petitions provide all members of United Methodist churches, as well as organizations within the Indiana Conference, the opportunity to engage the members of the Annual Conference. These petitions must be submitted to the Annual Conference Secretary no later than 90 days prior to the Annual Conference session.

Each petition must deal with only one issue or Disciplinary paragraph (if that petition is to be forwarded to General Conference) and must be signed by the submitter with appropriate identification, including address and local church affiliation. If it is from an organization, the identification must be that of a responsible individual within the submitting organization and include address information for that individual.

Petitions, as submitted, become the property of the Annual Conference, and as such, may be amended by action of the Annual Conference. Petitions affirmed by the Annual Conference will be forwarded to the appropriate entity. Petitions submitted to General Conference must follow guidelines provided by the General Conference Secretary.

Parliamentary Procedures

1. Sessions of the Annual Conference will be conducted by the Rules of Order of the preceding General Conference and, as applicable, *Robert's Rules of Order*.
2. A timing light is used on stage during discussion and debate on matters before the Conference. Each speaker is limited to three minutes. Thirty seconds before the time expires, a warning light appears. When time is up, the light changes to red, indicating to the speaker and to the presiding officer that the time has expired.
3. All main motions, amendments, and procedural motions must be presented in writing upon forms provided by the Secretary, signed by the person submitting the motion, and placed in the hands of the Conference Secretary immediately after being moved.
4. The Rules of Order may be suspended by a two-thirds vote of the members present.
5. Any proposed amendment to Rules and Structure must first be considered and reported on by the Committee on Rules and Structure prior to a vote.
6. All material in the published reports of any agency to the Annual Conference will be considered the property of the Conference and may not be altered or withdrawn without approval of the Conference.

Reporting of All Proceedings

Environmental responsibility prompts the Annual Conference to be responsible in how it reports its work. Helpful accountability requires transparency with all publicly available information, and requires that it be available in the most useful format.

The Conference Secretary will direct the editing and distribution of pre-Conference reports (gathered by the Annual Conference Sessions Committee) to all members of the Annual Conference. These materials are considered to be properly before the Conference when it assembles. It is not necessary for presenters to read these reports aloud or otherwise present them in detail, other than to note any significant changes that may have occurred between the time of their publication and the current session of the Annual Conference. Once adopted, these materials (along with additional materials that may be distributed no later than the beginning of each plenary session) become the official business and agenda of the Annual Conference. Any matters having financial implications must be approved by a specific vote of the Annual Conference following the procedures established by the Council on Finance and Administration.

All plenary sessions of the Annual Conference are recorded on audio and/or video devices for the use of the Conference Secretary to provide an accurate accounting of the proceedings. These recordings are maintained in the Conference office for a period of at least four years, after which they may be disposed of in a secure and environmentally responsible manner. The official record is printed and preserved at the archives.

Environmental responsibility assumes the reduction of paper and non-recyclable media records. Therefore, complete hardcopy versions of the materials required by *The Book of Discipline* (Paragraph 606.3) will only be provided to those persons and agencies that require the full contents in print, including the United Methodist Archives at DePauw University and Drew University. An electronic version of the *Journal of the Conference* will be provided on-line as soon after conference as possible. To reduce the incidence of inappropriate use of member personal information ("spam"), access to Internet posting of phone, address, and email addresses, will be limited to registered members of the Annual Conference and others authorized by *The Book of Discipline* to access this material.

All versions of the *Journal* are compiled and checked for accuracy under the direction of the Conference Secretary. At the first plenary session of the Annual Conference or special session, the Conference may nominate and elect persons to act as assistant secretaries for the duration of that Annual Conference.

GENERAL AND JURISDICTIONAL CONFERENCE ELECTIONS

Eligibility for Election

Lay: The lay delegates to the General and Jurisdictional Conferences shall be elected by the lay members of the Annual Conference without regard to age, provided such delegates shall have been professing members of The United Methodist Church for at least two years preceding their election and shall have been active participants in The United Methodist Church for at least four years preceding their election, and are members thereof within the Annual Conference electing them at the time of holding the General and Jurisdictional Conference (Paragraph 36). Lay delegates need not be voting members of the Annual Conference to be elected.

Clergy: The ordained ministerial delegates to the General and Jurisdictional Conferences shall be elected by and from the ordained ministerial members in full connection with the Annual Conference (Paragraph 35).

Managing the Election of General and Jurisdictional Delegates

The Annual Conference Sessions Committee receives nominations, distributes information received from candidates, organizes opportunities to dialogue with candidates, and ensures adequate voting equipment and mechanisms are provided to members eligible to vote in the election of lay and clergy delegates to General and Jurisdictional Conferences. (See *General and Jurisdictional Conference Elections* for more details.)

Commitment of a Delegate

Election to General and/or Jurisdictional Conference conveys the trust and respect of peers within the Annual Conference. Those offering themselves for election need to be aware of the commitments involved. General Conference meets for 10-12 days in April or May; Jurisdictional Conference meets for three days in July. Preparation for General Conference requires many hours of reading/studying proposed legislation. Long days comprise both Conferences. In addition, per diem provided does not cover the expenses incurred.

Procedure for Election

Lay and clergy delegates shall be elected at the Annual Conference in the calendar year preceding the General and Jurisdictional Conferences and shall serve for the quadrennium. The number in each order (clergy and lay) to be elected shall be provided to the bishop and Conference secretary by the General Conference Secretary no later than December 2, prior to election. Persons elected to Jurisdictional Conference shall, in the order of election, be reserve delegates to General Conference.

The Sessions Committee shall provide a one-page *Willingness to Serve* form. Information sought shall include pertinent personal data, a biographical sketch, why he/she is a United Methodist, and a statement of three critical issues to be considered at General Conference. Persons eligible for election are invited to submit a completed form to the Sessions Committee by March 15, prior to the election. Copies of the forms received shall be provided to Annual Conference members in the respective order, at least 30 days prior to Annual Conference. Submission of a completed form is not essential for a person to be considered for election. No person or group shall print or distribute material by any means, or otherwise promote or solicit on behalf of person(s) for election within the Annual Conference meeting facility.

The Sessions Committee shall provide opportunity, prior to the first ballot, for members of the Annual Conference to meet and talk with persons willing to serve.

The Conference Secretary shall arrange for a Head Teller and a sufficient number of tellers in each order to count the ballots. Ballots counted at the close of any session shall be sealed and the results not known until reported at the next session.

Voting shall be on official ballots, with the number of names voted for each ballot being exactly the number announced by the bishop. On write-in ballots, the names of those voted for must be spelled correctly. Majority of valid ballots cast shall constitute election.

Balloting shall continue in each order until the allotted number of delegates for General Conference is elected. Following completion of these elections, balloting shall begin for Jurisdictional Conference delegates, continuing until those delegates have been elected.

When all delegates have been elected, an additional ballot shall be taken in each order, with those receiving the three highest votes constituting the additional reserve delegates. These reserve delegates may act as reserve delegates to General Conference when it is evident that not enough of the previously elected reserve delegates are in attendance at General Conference (Paragraph 34).