

Part I: Rules of the Annual Conference Session

Section I. Rules of Organization and Order

The Rules of the Session of the Baltimore-Washington Annual Conference (hereinafter “Conference”) of The United Methodist Church (hereinafter “UMC”) shall be subject to the current *Book of Discipline* of the UMC (hereinafter “*Discipline*”).

¶3000. Membership of the Conference

Annual Conference membership shall consist of the following:

1. Deacons and Elders in full connection¹, Provisional members², Associate members, Affiliate members³, and Local Pastors under full-time and part-time appointment to a pastoral charge⁴.
2. Lay members.
 - a) Lay members elected or appointed to membership in the Conference shall have been members of the UMC for two years preceding their election or appointment, and shall have been active participants in the UMC for at least four years preceding their election or appointment.
 - b) Lay members and alternates shall be elected by each charge equal in number to the clergy members appointed to that charge. In addition, each charge may elect lay members equal to one lay person per 300 church members and fraction thereof, if the total number of lay members would thereby exceed the number of clergy members appointed to that charge.
 - c) Lay persons needed to equalize lay and clergy membership⁵, as reported by the Conference Secretary. This number of laity shall be appointed annually, in equal numbers from each District, by the District Superintendent.
 - d) The Conference Lay Leader; the Conference Director of Lay Servant Ministries; Conference Presidents of the United Methodist Women, United Methodist Men, Conference Council of Youth Ministry (CCYM), Conference College Student Organization, and the Conference Young Adult organization⁶ (if laity); the Conference Scouting Coordinator (if laity); and lay persons who chair conference agencies.
 - e) District Lay LeadersThree youth (aged 12 – 18)⁷ from each district selected as follows: one youth selected by CCYM, and two selected by the DCYM in consultation with the District Superintendent and District Lay Leader.

¹ 2016 *Discipline*, ¶ 32, ¶ 369.1, ¶ 329.2, ¶ 333.1

² 2016 *Discipline*, ¶ 32, ¶ 369.1, ¶ 327.2

³ 2016 *Discipline*, ¶ 32, ¶ 369.1, ¶ 344.4, ¶ 586.4d

⁴ 2016 *Discipline*, ¶ 32, ¶ 369.1

⁵ 2016 *Discipline*, ¶ 32

⁶ 2016 *Discipline*, ¶ 32

⁷ 2016 *Discipline*, ¶ 32 (ages 12-17), ¶602.4 (ages 12-18)

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- f) One young adult (aged 18 - 30) from each district⁸, selected by the Conference Young Adult Organization.
 - g) Lay members elected to the Discipleship Council, the Council on Finance and Administration, the Board of Ordained Ministry, and the Rules Committee, who are not otherwise members of the Conference.
 - h) Members of the Conference Staff Team who are lay persons and who are members of churches within the Conference.
 - i) Lay members and elected staff of General Boards and Agencies of the UMC who are members of churches within the Conference.
 - j) Deaconesses and home missionaries as defined in the current *Discipline*.⁹
 - k) Diaconal Ministers whose membership is in the Conference.¹⁰
3. Other Conference attendees who shall be seated in the Conference sessions and given the privileges of the floor without vote.
- a) Lay missionaries regularly appointed by the Board of Global Ministries in nations other than the United States;
 - b) Certified lay missionaries from nations other than the United States serving within the bounds of the Conference;
 - c) Diaconal Ministers serving in a church-related agency within the bounds of the Conference, whose church membership is in another Annual Conference.

¶3001. Officers and Duties

- 1. The Presiding Officer shall be the Bishop of the Washington Episcopal Area, or, in case of inability, as provided by the current *Discipline*. The Presiding Officer shall see that all business pertaining to the Conference is brought before it, and conducted in accordance with the provisions of the *Discipline* and the Rules of the Session; and shall appoint all committee members who have not been otherwise nominated by the Conference Nominations Committee and elected by the Conference.
- 2. The Conference Secretary, having served as Secretary-Designate for one year, shall be elected by the Conference¹¹ on nomination by the Conference Nominations Committee, in consultation with the Bishop.
 - a) The election shall be at the annual session preceding a regular meeting of General Conference and shall be for a four-year term
 - b) The duties and responsibilities of the Conference Secretary shall include: keeping an accurate record of the proceedings of the Conference session; ensuring that the Official Journal of the Conference (hereinafter "Journal") is printed, substantially bound, and

⁸ 2016 *Discipline*, ¶ 32, 602.4

⁹ 2016 *Discipline*, ¶ 602.4

¹⁰ 2016 *Discipline*, ¶ 602.2 and ¶ 602.4

¹¹ 2016 *Discipline*, ¶ 603.7

- disseminated. The Secretary shall ensure that the Journals and papers of the Conference are preserved.
- c) The Secretary shall submit to the General Conference any petitions passed by the Conference.
 - d) The Secretary shall appoint and train persons to serve as Tellers and Pages during the Annual Conference session.
3. A Secretary Designate, as needed, shall be elected by the Conference on nomination by the Conference Nominations Committee, in consultation with the Bishop. The Secretary designate shall perform such tasks as the Secretary may direct and become familiar with the duties of the office.
 4. The Conference Statistician, having served as Statistician Designate for one year, shall be elected by the Conference¹² on nomination by the Conference Nominations Committee, in consultation with the Bishop. The election shall be at the annual session preceding a regular meeting of General Conference and shall be for a four-year term. The duties and responsibilities of the Conference Statistician shall include: receiving, critically checking for errors, and, after making all necessary corrections, compiling the statistical reports of all the churches. These reports shall be published in the Journal.
 5. The Conference Treasurer shall be nominated by the Council on Finance and Administration and elected by the Conference at the annual session following General Conference.¹³ The term of office shall be for four years to commence on January 1 following the election. The duties and responsibilities of the Conference Treasurer shall be those defined by the current *Discipline*¹⁴, as well as any other duties required by the Conference.
 6. The Director of Connectional Ministries shall be appointed by the Bishop. The one-year term shall commence July 1, and the tenure shall not exceed eight years. The duties of the Director of Connectional Ministries shall be those recommended¹⁵ in the *Discipline*¹⁶ and set by the Bishop.
 7. The Conference Lay Leader shall be nominated by the Conference Nominations Committee and elected by the Conference at the first session following General Conference for a four-year term. The Conference Lay Leader's duties and responsibilities shall be those defined by the current *Discipline*.¹⁷

¹² 2016 Discipline, ¶ 603.7

¹³ 2016 Discipline, ¶ 619

¹⁴ 2016 Discipline, ¶ 619.1

¹⁵ 2016 Discipline, ¶ 608

¹⁶ 2016 *Discipline*, ¶ 608.1-6

¹⁷ 2016 Discipline, ¶ 607

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8. The Conference Chancellor(s) shall be nominated by the Presiding Bishop and elected by the Conference¹⁸ at the first session following General Conference for a four-year term. The duties and responsibilities of the Conference Chancellor(s) include,
 - a) Working with and advising the Bishop, the District Superintendents, Conference Treasurer, Conference Trustees, and the Conference Secretary concerning legal or quasi-legal problems, as they arise.
 - b) Representing the Conference Trustees in all legal matters, especially those concerning legacies, gifts received by will or by deed, and any matters concerning church property in cases of abandonment, or in sales to be made by the Conference or the Conference Corporation.
 - c) Receiving and accepting funds on behalf of the proper legatees, devisees or beneficiaries in accordance with the instructions of a particular will. Funds that are not specifically designated for a particular purpose shall be placed in the custody of the Conference Trustees, who in turn shall recommend any disbursement thereof to the Conference.
 - d) Defending, compromising, or settling (in consultation with the Conference insurer, where appropriate) any lawsuit or bill of equity filed against the Bishop and/or Cabinet, the Conference Corporation, or the Conference Trustees.
 - e) With the prior approval of the respective District Superintendent(s), answering legal questions of the various churches located within the bounds of the Conference, but only after said churches have first consulted the current *Discipline* and their District Superintendent or Guide regarding the problem or need. Agreeing, upon request, and at his/her discretion, to serve a local church in more than an advisory capacity. Under such circumstances, any fee becomes the responsibility of the local church.
 - f) Attending Annual Conference with voice but not vote, as required by the Presiding Officer.

¶3002. Rules Committee

1. Membership -

Membership shall consist of the following: one representative from each region, recommended to the Nominating Committee by the Regional Team Leader and elected by the Conference; the Chair of the Discipleship Council (or designate) (ex officio); the Conference Secretary (ex officio); the Conference Secretary Designate, if one (ex officio without vote), and the Bishop (ex officio). To the degree possible, the Committee should be one-half clergy and one-half laity. For instance, if the Conference Secretary and Discipleship Council Chair are both clergy, then three of the four Regional Representatives shall be laity.

2. Term of Office -

The term of office shall be for four years, with one-half of the regional representatives being elected in the first instance for two years, so as to ensure continuity of membership.

¹⁸ 2016 Discipline, ¶ 603.8

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3. Members at Large -

Members of the Rules Committee shall be members-at-large to the Annual Conference, if not otherwise a member

4. Officers

- a) The Rules Committee shall elect a Chair and Vice-Chair from the voting members of the Committee, except that the Resident Bishop shall not be elected as either.
- b) The Conference Secretary shall serve as the recording Secretary for the Committee.

5. Duties and Responsibilities shall include:

- a) Reviewing the Rules of the Session, at least annually, and making recommendations to the Conference for any necessary amendments to the Rules. Such amendments shall be submitted for inclusion in the Pre-Conference Booklet, as required by the current Rules of the Session.
- b) Reviewing and updating all references to the Book of Discipline to reflect the most recent version of the Discipline.
- c) Reviewing any resolutions that propose to amend the Rules of the Session and make a recommendation of concurrence/non-concurrence.
- d) Preparing amendments to the Rules of the Session that may be ordered by vote of the Annual Conference.

¶3003. Annual, Special and Adjourned Sessions

- 1. The Conference shall convene in annual session on the dates fixed by the Presiding Bishop¹⁹ and at a place selected by the Conference Sessions Committee²⁰.
- 2. A special session, or an adjourned session, may be held at such time as shall have been determined by the Conference or by the Bishop with the concurrence of three-fourths of the District Superintendents, and at a place selected by the Conference Sessions Committee.²¹ A special session shall have only such powers as are stated in the call.²²
- 3. An adjourned session is a regular session that has been suspended to another time; therefore, its agenda shall be established through the normal procedure.

¹⁹ 2016 *Discipline*, ¶ 603.2

²⁰ 2016 *Discipline*, ¶ 603.3

²¹ 2016 *Discipline*, ¶ 603.5

²² 2016 *Discipline*, ¶ 603.5

¶3004. Clergy Executive Session²³

The Bishop shall order an Executive Session of the clergy members in full connection to consider questions relating to the matters of ordination, character and Conference relationships. Lay members of the Board of Ordained Ministry may attend the Clergy Executive Session with voice and vote.²⁴

¶3005. Standing Committees

The standing committees of the Conference shall be those councils, boards, commissions, committees and task forces included in the Nominations Committee Report and approved by the Conference. The Nominations Committee Report shall include a Role and Mission Statement (purpose), Accountability Statement, and the membership of each council, board, commission, committee, and task force. The required Role and Mission Statements and Accountability Statements shall be printed in the *Journal* once each quadrennium and referenced in succeeding *Journals*.

¶3006. Annual Conference Materials

1. Pre-Conference Reports from agencies, boards, etc., shall
 - a) Include the following information: the name of the council, board, commission, committee, or task force making the report; the names and conference relationship of the persons submitting the report; and the date on which the report was submitted.
 - b) Include those matters referred by action of the previous Conference Session, together with the results of the action taken on those referrals.
 - c) Be written as concisely as possible, avoiding wordiness and duplication of statements within reports or among separate reports, so as to save as much as possible on printing costs.
 - d) Reference material printed elsewhere by the name of the publication, page number(s), and paragraph designation, rather than direct quotation. Compliance with copyright laws is imperative.
 - e) Identify, group, and number consecutively all recommendations on which Conference action is required under the heading "Recommendation(s)" or "Action Items".
 - f) Be submitted to the Conference Secretary not later than December 15.
2. Resolutions to the Conference shall:
 - a) Be submitted to the Conference Secretary by January 15, for consideration during the ensuing spring session. If submitted after the deadline, the resolution may be considered during the ensuing spring session, if considered by the Presiding Officer, in consultation with the Agenda Committee, to be of an emergency nature. Otherwise, the matter must be resubmitted at the next Annual Conference for consideration.
 - b) Address a single issue using the format and length designated on a form provided by the Conference Secretary.

²³ 2016 *Discipline*, ¶ 369.5

²⁴ 2016 *Discipline*, ¶ 605.7

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- c) Be reviewed by the Secretary for consistency with the current *Discipline*.
- d) Be reviewed by the Connectional Table, which entity shall report the resolution to the Conference with a recommendation of concurrence or non-concurrence.
- e) Be on the Conference agenda the day before the last full day of plenary session.

3. Petitions to General Conference

- a) All petitions recommended to the Annual Conference for Conference submission to the General Conference shall:
 - (1) be submitted to the Conference Secretary by January 15 of the year delegates are elected to the General Conference; and
 - (2) follow the procedures and format for petitions to General Conference in the current *Discipline*²⁵. The Conference Secretary shall provide a form for petitions consisting of instructions and an example of how to prepare a petition.

4. Council on Finance and Administration Review

- a) Council on Finance and Administration, in consultation with the Conference Secretary, is authorized to screen and edit any materials presented that have financial implications.

¶3007. Distribution of Materials

1. Pre-Conference Booklets shall include

- a) reports or other materials submitted on or before December 15.
- b) resolutions and petitions submitted on or before January 15.
- c) other materials as determined by the DCM.

2. Conference Packets may include, at the discretion of the DCM,

- a) reports not printed in the Pre-Conference Reports Booklet, and
- b) publicity and promotional materials of Conference agencies.
- c) The Director of Connectional Ministries shall be responsible for collation and distribution of the packets.

3. During Annual Conference

- a) Only the *Daily Connection*, worship materials and those legislative materials declared to be emergency measures shall be distributed on the chairs or otherwise within the bar of the Conference.
- b) Other materials and promotional items may be distributed so long as they are:

²⁵ 2016 Discipline, ¶ 507

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- (1) not closer than twenty (20) yards from the doors of the room where the Conference is in session,
- (2) do not impede or interfere with the entrance or exit of persons,
- (3) consistent with the current *Discipline*; and
- (4) furnished at least 4 hours in advance to the Secretary.

¶3008. Exhibits

Exhibits may be displayed in accordance with policies set by the Conference Sessions Committee.

¶3009. Parliamentary Procedure.

1. Calling the Conference to Order -

The Presiding Officer shall call the Conference to Order and preside over the Session, or, in case of inability, as provided in the current *Discipline*.

2. Authority of the Presiding Officer

a) Points of Order -

The Presiding Officer shall decide points of order raised by a member and shall rule on points of order not raised by the members, as the Presiding Officer deems necessary, to conform to these Rules of Order, subject in both cases to an appeal to the Conference by any member without debate, except that the Presiding Officer and the appellant, in the order here named, shall each have three minutes for a statement in support of their respective positions. A tie vote in the case of appeal shall sustain the Presiding Officer. Any member who raised a point of order shall cite by number the rule adjudged to have been violated.

b) Recess a Session of the Annual Conference -

The Presiding Officer shall have the right to recess a session of the Annual Conference at any time at the Presiding Officer's discretion and to reconvene at such time as the Presiding Officer shall announce. The Presiding Officer shall also have the right to stipulate that the session shall reconvene with only members, authorized personnel and authorized guests permitted to attend such a session following recess.

3. Quorum-

A quorum shall consist of those members present and voting at any session of the Conference.

4. Order of Business -

The order of business of the daily sessions shall be prepared by the Conference Sessions Committee and published in the Pre-Conference Reports Booklet. The Conference Sessions Committee is authorized to make adjustments as necessary during the sessions. The Conference Sessions Committee shall be responsible for seeing that the appropriate matters in

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the Pre- Conference Reports Booklet and other legislative matters are presented to the Conference.

5. Consent Calendar -

Provision shall be made for a Consent Calendar (hereinafter "CC"), which shall contain all reports printed in the Pre-Conference Reports Booklet, whether programmatic or administrative. Any report may be lifted from the CC by request of ten (10) members or the Conference Chancellor(s) before the CC is presented to the Conference for adoption. A list of all reports assigned to the CC shall be provided at the front of the Pre-Conference Reports Booklet, with the letters "CC" printed in bold type beside the titles of the reports. No action item, resolution or petition shall be included on the consent calendar.

6. Voting Area of Conference -

The Conference Secretary shall declare the voting area of the Conference at the opening business session. Voting on matters by members entitled to vote shall take place within that area.

7. Attendance of All Members and Seating of Alternate Lay Members -

No clergy or lay members, unless hindered by sickness or otherwise, shall be absent from the sessions of the Conference without reporting to the Secretary and their District Superintendent. An alternate lay member, in the absence of the lay member, may be seated with all the privileges and duties of the lay member. At no time shall the lay member and alternate lay member be seated at the same time during business sessions.

8. Persons Without Right to Make or Second Motions -

A person seated in the Conference with the right to speak, but without vote, does not have the right to make a motion or second motions.

9. Directions for Securing the Floor -

A member desiring to speak to the Conference shall go to a microphone and will not speak until recognized by the Presiding Officer. On recognition, the member will first announce his/her name and charge or Conference relationship. The Presiding Officer shall recognize members in order and in various sections of the voting area in rotation.

10. Interrupting the Speaker -

No member who has the floor may be interrupted except for a point of order, a misrepresentation, a parliamentary inquiry, a point of information or to call attention that the time has arrived for a special order.

11. Speaking More than Once; Length of Speech.

a) No member shall speak:

- (1) longer than three minutes, unless the time shall be extended or reduced by the Conference.

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- (2) a second time on the same question if a member who has not spoken desires the floor.
- (3) more than twice on the same subject under the same motion.
- b) Any extension or reduction of time shall be by motion and second and passed by a majority vote of the Conference members present and voting.

12. Speaking For and Against -

When a motion is under consideration, the Presiding Officer shall ascertain, when recognizing a member of the Conference, on which side the member proposes to speak. The Presiding Officer shall not assign the floor to any member proposing to speak on the same side of the pending question as the speaker immediately preceding, if any member desires to speak on the other side thereof. Except for undebatable motions, no question shall be decided without opportunity being given for at least two speeches for and against such question. After three speeches for and against, the question shall be put automatically.

13. Point of Order -

A member wishing to raise a point of order shall arise and address the Presiding Officer and say, "I rise to a point of order." The Presiding Officer shall interrupt the proceeding; if a member is speaking, that one shall immediately yield the floor. The Presiding Officer shall then direct the member raising the point of order to briefly state the point, citing by number the rule adjudged to have been violated. The member shall not presume to decide the question or argue the point. The Presiding Officer shall decide a point of order without debate. At the discretion of the Presiding Officer, the Presiding Officer may submit the question to the Conference for advice or decision. When the Presiding Officer rules on the point, debate is closed, but the decision may be appealed to the body of the Conference.

14. Motions and Amendments in Writing -

Any motion or amendment of five words or more shall be submitted to the Secretary in writing on the official duplicate forms.

15. Voting Procedure -

Voting shall be by such method as announced at the beginning of the session and may include vote by a show of cards or hands (if cards have not been distributed) and voice, by standing, or by secret ballot. Secret ballots may be taken by written or electronic means. If the vote is in doubt after a show of cards (or hands) and voice, the Presiding Officer may order a standing vote. A standing vote count may be ordered on call of any member supported by one-third of the members present and voting. A vote by secret ballot may be ordered on call of any member, supported by one-third of the members present and voting. No other business shall be in order when a vote is being taken until the process is completed, except such as relates to the vote itself or such business as the Presiding Officer may deem appropriate. All vote counts shall be made by the Tellers, as appointed and assigned by the Secretary.

16. Division of Question -

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Before a vote is taken, any member shall have the right to a call for a division of the question, if it is subject to such division as the member indicates. If no member objects, the division shall be made; but if there is objection, the Presiding Officer shall put the question of division to vote, not waiting for a second.

17. Motion for Adoption of Reports Unnecessary -

Whenever a report of a board, committee, commission or council is printed in the Pre-Conference Reports Booklet, it shall be deemed in proper order for consideration by the Conference without the formality of a motion to adopt and a second thereto.

18. Undebatable Motions -

The following motions shall be acted upon without debate:

- a) To adjourn, when unqualified, except to adjourn the Conference finally.
- b) To suspend the rules.
- c) To lay upon the table.
- d) To take from the table.
- e) To call for the previous question.
- f) To reconsider a non-debatable motion.
- g) To limit or extend the limits of debate.

19. Rights of the Main Question -

The main motion may be opened to debate under the following motions: to adopt, to commit or refer, to substitute, to postpone, and to reconsider. No new motion, resolution or subject shall be entertained until the one under consideration shall have been disposed of as provided in ¶3009.15 of this manual. The foregoing does not apply to secondary motions, if otherwise allowable in the existing parliamentary situation.

20. Precedence of Secondary Motions -

If any one or more of the following motions shall be made when one or more other motions are pending, the order of their precedence in relation to one another shall be the same as the order of their listing below:

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

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- h) To commit or refer.
- i) To amend or to amend by substitution (*see ¶3009.21. and ¶3009.22. in this manual*)
- j) To postpone indefinitely.

21. Amendments -

Every original main motion may be amended. The amendment may also be amended, but the “amendment to an amendment” (an amendment of the second degree) cannot be amended. A substitute shall be considered an amendment.

22. Procedure for Amending by Substitution -

When a resolution or committee report is properly before the Conference for consideration and action, even if amendments thereto are pending, a substitute may be offered by any member moving that the same be substituted for the report, resolution or amendment under consideration. This substitute shall be an alternative to what is before the Conference. The Conference shall then proceed first to perfect the original report or resolution, including consideration and action upon any amendments which may be offered to it. The same perfecting process shall then be followed with respect to the substitute. The question shall then be put first on the motion to substitute, which if it prevails becomes the main motion. If the substitute fails, the main motion is before the Conference. The motion for the previous question shall not be in order on the adoption of the main motion or the substitute until opportunity has been given for at least two speeches on each side of the main motion or the substitute.

23. Tabling Related Motions -

No motion that has another motion adhering to it can be laid upon the table by itself. If laid upon the table, it carries with it everything that adheres to it.

24. Referring Reports -

It shall be in order for the Conference to refer a part of a report or resolution that is before the Conference or any amendment offered thereto.

25. Previous Question -

Any member who moves the previous question (that is, that debate cease and the vote be now taken on the motion or motions pending) shall also indicate to what it is intended to apply, if any secondary motion or motions are also pending. If said member does not so indicate, it shall be regarded as applying only to the immediately pending question. This motion shall be taken without debate and shall require a two-thirds vote of members present and voting for its adoption; if it is adopted, the vote shall be taken on the motion or motions to which it applies without further debate except as provided in ¶3009.12. and ¶3009.18. of this manual (*see also ¶3009.29.*).

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26. Improper Motion After Speech -

It shall not be in order for a member immediately after debating a pending question and before relinquishing the floor to make a motion whose adoption would limit or stop debate.

27. Reconsideration -

A motion to reconsider an action of the Conference shall be in order at any time if offered by a member who voted with the prevailing side. If the motion proposed to reconsider is undebatable, the motion to reconsider may not be debated.

28. Minority Report -

A minority report shall be considered as a substitute for the report of any board, commission, committee, or council, provided that the minority report shall have been published in the Pre-Conference Reports Booklet, or distributed at least one day prior to its consideration. A minority report shall be signed by at least one-fifth of the members of said board, commission, committee or council. A minority report shall be considered as a substitute for the majority report pursuant to ¶3009.22., as would any other substitute. A member selected by the signers of the minority report to present the same shall have the

same rights and privileges in relation thereto which belong to the presenter of the majority report. In closing debate on the minority report, the member presenting the minority report shall speak first and the majority presenter last.

29. Exceptions to Majority Vote -

A majority of members present and voting shall decide all questions with the following exceptions:

- a) One-third of members present and voting shall suffice to sustain a call for:
 - (1) A vote count in the event the decision of the Presiding Officer is doubted.
 - (2) A secret ballot
- b) Two-thirds of members present and voting shall be required to:
 - (1) Sustain a motion to suspend the rules
 - (2) Amend the rules
 - (3) Sustain the motion for the previous question
 - (4) Set aside a special order
 - (5) Consider a special order before the time set therefore

30. Proposals Requiring Funding -

Any proposals requiring funding shall be referred to the Council on Finance and Administration for consideration and recommendation before final action is taken by the Conference. Recommendations and motions which come before the Council on Finance and Administration shall carry reasonable cost estimates of the total cost of the project, plus a statement as to the source of funds, in addition to the proposed benefits. Rationale: The Council on Finance and

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Administration presents a bottom-line budget. If there are any additions, there must be corresponding deletions.

31. Effective Date of Legislation -

All legislation of the Conference shall become effective on January 1 following the session of the Conference at which it was enacted, except:

- a) Persons elected by the report of the Nominating Committee shall take office on July 1 following the Conference session
- b) Legislation specifying its own effective date

32. Suspension of Rules -

The operation of any of the provisions of the Rules of the Session may be suspended at any time by two-thirds of the members present and voting.

33. Amending Rules, Procedures, and Guidelines -

Amendments to the Rules of the Session shall first be referred to the Rules Committee for a recommendation of concurrence or non-concurrence to the Conference. Rules may be changed or amended by a two-thirds vote of the Conference members present and voting, provided the suggested change or amendment shall be presented in writing and lay over one day; however, amendments to the Rules of the Session may be considered immediately when presented to plenary session, provided such amendments have been printed in the Pre-Conference Reports Booklet.

34. Robert's Rules of Order, Supplemental Authority -

In any parliamentary situation not clearly covered by the Rules of the Session, the Conference shall be governed in its actions by the current edition of Robert's Rules of Order.

¶3010. Language Interpreter Policies

1. Conference Sessions -

The Conference shall provide language interpretation for all sessions of Conference.

2. Conference Meetings and Events -

- a) All Conference meetings and events in which translation is needed for participants shall have language interpreters provided by Conference, as needed.
- b) Requests for these services must be made at least two weeks in advance.

Section II. Election of Delegates to General and Jurisdictional Conferences

¶3011. Rules and Guidelines for the Election of Delegates to General and Jurisdictional Conferences

1. When Delegates Shall Be Elected -

Clergy and Lay delegates to General and Jurisdictional Conferences shall be elected at the session of the Conference held in the calendar year preceding the session of the General Conference.²⁶

2. Delegates to Special Sessions of General and Jurisdiction Conferences -

Clergy and Lay delegates elected to the preceding General and Jurisdictional Conferences shall be the delegates to any special sessions of the respective Conferences.

3. Number of Delegates to be Elected -

- a) The number of Clergy and Lay delegates to the General Conference shall be determined according to the provisions of the *Discipline*.²⁷
- b) The number of Clergy and Lay delegates to the Northeastern
- c) Jurisdictional Conference (NEJ) shall be determined according to the provisions of the *Discipline*.²⁸
- d) The duly elected Clergy and Lay delegates to General Conference shall be delegates to the Jurisdictional Conference. Additional Clergy and Lay delegates shall be elected to complete the total number of delegates for the NEJ.
- e) The additional NEJ delegates, in order of their election, shall be reserve delegates to the General Conference.
- f) Four Clergy and four Lay alternate delegates shall be elected. The alternate delegates, in order of their election, shall be reserve delegates to the NEJ.

4. Delegation Leader(s)

- a) The Delegation Leader shall alternate between the first Lay delegate and first Clergy delegate elected. For example, for 2012, the Delegation Leader was the first Clergy delegate elected; for 2016, it was the first Lay delegate elected; for 2020, it shall be the first Clergy delegate elected; and so forth.
- b) It is recommended that the first elected Lay delegate and the first elected Clergy delegate work together, as a team, as much as possible.
- c) Delegation leaders shall attend any general conference briefings that are offered.

²⁶ 2016 *Discipline*, ¶ 502.3. The 2013 Annual Conference voted to elect delegates in the calendar year preceding the session of the General Conference, rather than two years preceding. 2013 BWC *Journal*, p. 336.

²⁷ 2016 *Discipline*, ¶ 502.2 and ¶ 502.3

²⁸ 2016 *Discipline*, ¶ 514

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5. Expectations of Delegates

- a) The Delegation shall consist of all elected delegates, including jurisdictional delegates and alternates.
- b) Election as a delegate to the General and Jurisdictional Conferences or as an alternate is an honor and a responsibility. Therefore, all delegates, including alternates, are expected to attend all regularly scheduled delegation meetings.
- c) Withdrawal of a Delegate
 - (1) In the event a delegate withdraws, for any reason, that delegate shall be replaced by the next elected alternate, as described in ¶3001.3.e) and ¶3011.3.f).
 - (2) The Delegation may ask a delegate who misses more than two consecutive, unexcused meetings to withdraw as a member of the delegation.

6. Nominations

- a) Generally
 - (1) In January of the year during which General and Jurisdictional Conference Delegates and alternates are to be elected, the Conference Secretary and the Conference Lay Leader shall notify the Conference, by publication in The Connection, posting on the Conference website, and in such other manner as reasonable, about the:
 - (a) Requirements for Election as a General or Jurisdictional Conference delegate or alternate
 - (b) Expectations and responsibilities of delegates if elected, including emphasizing the rigorous schedule and long hours during General and Jurisdictional Conferences;
 - (c) Number of delegates to be elected;
 - (d) Method of nomination;
 - (e) Rules regarding campaigning; and
 - (f) Time for prayer and discernment regarding nomination of potential delegates
 - (2) In addition to the Notice required by ¶3011.6.a).(1) of this manual, the Conference Lay Leader shall send a letter to all Lay members of the Conference in January of the year in which an election is to be held. This letter shall contain the same information described in ¶3011.6.a).(1).
 - (3) During February and March of the year elections are to be held, the Conference shall be in a time of prayer and discernment regarding potential nominees, both Lay and Clergy, for election as delegates to General and/or Jurisdictional conference or as alternates.

b) Requirements for Election

- (1) All ordained ministerial members in full connection with the Conference (herein referred to as “Clergy”) shall be eligible for election, except as limited by the *Discipline*.²⁹
- (2) All Laity who are members of the Annual Conference, have been professing members of The United Methodist Church for at least two years next preceding the election, and have been active participants in The United Methodist Church for at least four years next preceding the election, as required by the *Discipline*³⁰, shall be eligible for election.

c) Method of Nomination

(1) Clergy

- (a) Although all Clergy are eligible for election on any ballot, except as limited by the *Discipline*³¹, any Clergy who wishes to be identified as a prospective delegate, or to identify a Clergy colleague as a prospective delegate shall, on or before April 1 of the year elections are held, submit a petition of support, on a form provided by the Secretary, bearing the signature and printed name of at least fifteen Clergy who are full members of the Conference.
- (b) Clergy who identify a Clergy colleague as a prospective delegate shall first confirm that the person is eligible for election, is familiar with the expectations of delegates, and is willing to serve.
- (c) Clergy for whom such petitions have been received shall provide to the Conference Secretary, by April 1 of the year elections are held, a written statement (Statement) of qualifications, relevant experience, and other information as requested on a form provided by the Conference Secretary.

(2) Laity

- (a) Lay members wishing to become a nominee or to nominate someone else shall provide to the Conference Secretary, by April 1 of the year elections are held, a written statement (Statement) of qualifications, relevant experience, and other information as requested, on a form provided by the Conference Secretary.
- (b) Persons who nominate someone else shall first confirm that the person being nominated is eligible for election, is familiar with the expectations of delegates, and is willing to serve.

d) Deadline for Nominations.

(1) Laity -

No lay person shall be eligible for election unless they have been nominated and

²⁹ 2016 Discipline, ¶ 35

³⁰ 2016 Discipline, ¶ 36

³¹ 2016 Discipline, ¶ 35

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their Statement (on the form provided by the Secretary) submitted on or before the April 1 deadline.

(2) Clergy -

All qualified Clergy are eligible for election. However, no Petitions for Clergy Nominations or Clergy Statements shall be accepted or published after the April 1 deadline.

7. Publication of Delegate Nominee Information

- a) On or before April 15 of the year Delegate elections are to be held, the Conference Secretary shall provide alphabetized lists of the Lay and Clergy delegate nominees to the Conference Director of Communications.
- b) On or before May 1 of the year Delegate elections are to be held, the Conference Director of Communications shall publish the names, biographical information, and Statements of all delegate nominees (Lay and Clergy) (received on or before the April 1 deadline) in The Connection, the eConnection, and on the Conference website.
- c) A booklet containing the names and Statements of the Delegate nominees shall be created and included in the Conference packets.

8. Identification of Delegate Nominees During Annual Conference

- a) The Sessions Committee shall identify and provide a way to clearly identify each Lay and Clergy nominee.
- b) Each Lay delegate nominee shall be introduced and/or identified to Lay members of the Conference prior to voting.

9. Campaigning

- a) There shall be no campaigning for or by a nominee before or during the Annual Conference.
- b) No letters, buttons, or other publicity materials that advocate or oppose the election of any nominee shall be distributed by the nominee, or by any delegation, caucus, or support group of that nominee.
- c) If requested, a nominee may provide information and engage in conversation with other individuals about his or her candidacy.

10. Voting

- a) Voting shall be by written or electronic ballot.
- b) Discernment time shall be given between ballots.
- c) Clergy and lay delegates to the General Conference shall be elected first by separate ballot, to be followed, after all the delegates to the General Conference have been elected, by balloting for delegates to the NEJ. After all NEJ delegates have been elected, an additional ballot shall be cast, and the four clergy and lay persons receiving the highest number of votes shall be elected as alternates to the NEJ. Should the scheduled time for final adjournment be within one hour without the necessary delegates having been elected, a final ballot shall be taken and those receiving the highest number of

votes shall be elected, in order, as delegates and alternates according to the number required.

- d) Lay members, as described in these Rules per ¶3000.2 of this manual, shall be entitled to vote for Lay delegates to General and Jurisdictional Conferences. If a Lay member is absent, the properly seated alternate Lay member shall be entitled to vote.
- e) Clergy members in full connection with the Annual Conference and Provisional clergy members who have completed all of their educational requirements³² shall elect Clergy delegates to General Conference and Jurisdictional Conference, as provided by the *Discipline*³³.
- f) Clergy and Lay members shall be entitled to vote only within the voting area of the Conference.
- g) Ballots shall contain only the number of names for the places to be filled for that ballot. A majority of the valid ballots cast shall be required to elect. In the event that a larger number of persons than there are places to be filled receive a majority, then the person or persons receiving the highest number of votes shall be declared elected to the total number of places to be filled. A tie vote between two or more persons, when but one place remains to be filled, shall be disregarded and another ballot cast.
- h) Invalid Ballots
 - (1) Any ballot that contains more or fewer names than places to be filled on that ballot shall be invalid.
 - (2) Any ballot that contains the name of a person already elected shall be invalid.
 - (3) Any ballot for Laity that contains the name of a person not in the official nominations pool shall be invalid.
- i) The Conference Secretary shall appoint the Chief Teller and such other tellers as are necessary to expedite the election procedure.

¶3012. Guidelines for the Delegation

1. Delegation Meetings

- a) The first meeting of those elected to serve as delegates to General and Jurisdictional Conferences, and alternates (hereinafter referred to as “the Delegation”) shall be held no later than September of the year the election is held. The date and time for the first meeting shall be determined by the Delegation leader(s).
- b) At the first meeting, the Delegation shall:
 - (1) elect a Secretary from the membership of the Delegation; and
 - (2) (determine the frequency, date, time, and location of subsequent meetings.

³² 2016 *Discipline*, ¶ 327.2b

³³ 2016 *Discipline*, ¶35 and Judicial Council Decision 1181

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- c) The Delegation shall meet as necessary during General or Jurisdictional Conference, at times and locations to be determined by the Delegation leader(s).
- 2. Responsibilities
 - a) Become familiar with the legislative and other matters about which Delegation members will be required to make decisions during the General or Jurisdictional Conference(s) to which he or she is elected;
 - b) Attend all pre-General and Jurisdictional Conference meetings of the Delegation;
 - c) Attend the General and/or Jurisdictional Conference to which he or she was elected;
 - d) Preparation by alternates to attend, even on short notice, the Conference to which he or she may become a member;
 - e) Discern and recommend to the Annual Conference a nominee for Episcopal election at NEJ;
 - f) Elect one ordained clergy, one layman, and one laywoman from the delegation to serve on the Jurisdictional Nominations Committee³⁴;
 - g) Recommend to the NEJ Committee on Nominations persons to be included in the jurisdictional pool for election to standing committees, as required by the NEJ Rules³⁵
- 3. Process for Delegation Recommendation of Episcopal Nominee(s)
 - a) During a month to be determined by the Delegation, but not later than the month of October of the year prior to the next regular session of the NEJ in which an episcopal candidate will be elected, the Delegation and the Conference shall be in a time of prayer to discern the names of persons to be considered for the episcopacy.
 - b) At least one month prior to the month of prayer and discernment, in addition to the role, responsibilities, duties, and age requirements for Bishop, as defined in the *Discipline*³⁶, the Delegation shall discern and publish the qualities and characteristics that the Delegation determines should be considered in any nominee for episcopal endorsement. For example, such qualities and characteristics might include a record of spiritual leadership, demonstration of church growth and community development, experience within the conference and connectional system, ability to work with people as a team leader. Due consideration shall also be given to inclusiveness, “with respect to sex, race, and national origin” of the Bishops then serving in the NEJ, as recommended in the *Discipline*³⁷.
 - c) At least one month prior to the month of prayer and discernment by the Conference, the Delegation leader(s) shall inform the members of the Annual Conference, by publishing articles in The Connection, referenced in the eConnection, posted on the Conference website, and in any such other manner as deemed appropriate, about the

³⁴ 2016 NEJ Rules of Order, Article VII, 1

³⁵ 2016 NEJ Rules of Order, Article VI, 3

³⁶ 2016 *Discipline*, ¶405.2

³⁷ 2016 *Discipline*, ¶ 405.2

time of prayer for and discernment about nominees for recommendation by the Delegation and endorsement by the Conference.

- d) Following the month of prayer and discernment and on or before a specific date and time to be set by the Delegation, the name(s) of possible nominees shall be submitted to the delegation Secretary.
 - e) Any Elder who meets the requirements of the *Discipline* is eligible for nomination as a candidate for the episcopacy. Nominations may come from individual members of local congregations within the Conference, groups of individuals, or organizations/caucuses. A person may recommend him or herself, though recognizing that discernment also involves the consideration of others, it is recommended that each person who feels called to the episcopacy should be in a time of prayer with others to further discern his or her call.
 - f) Person(s) nominated shall submit to the Delegation Secretary, his or her biographical information, including a narrative of not more than 500 words that describes the nominee's call to the episcopacy. This information and narrative shall be submitted on a form provided by the Delegation Secretary and shall be provided on or before the deadline, as determined by the Delegation and published at least 45 days prior to such deadline.
 - g) Following a discernment process to be determined by the Delegation, the Delegation may recommend nominee(s) for consideration by the Annual Conference.
 - h) The names of all persons considered for nomination by the Delegation shall be published in The Connection, eConnection, and posted on the Conference website. The Delegation also shall publish, in the same manner, the discernment process followed and the name, qualifications, and Statement(s) of the nominee(s) recommended, if any, to the Annual Conference for endorsement. The number of votes cast for each candidate shall not be provided.
4. Rules and Guidelines for Endorsement by the Annual Conference of an Episcopal Candidate(s) to the NEJ –
- a) In any quadrennium when an Episcopal Election will be held in the NEJ, a recommendation and endorsement of nominee(s), if any, shall be determined at the session of the Annual Conference immediately prior to the next regular session of the NEJ in which the election will be held.³⁸
 - b) The Delegation, having followed the process described herein (§3012.3.) shall recommend, to the Annual Conference, nominee(s), if any, for Episcopal election by the NEJ.
 - c) Any Elder who meets the requirements of the *Discipline* is eligible for nomination as a candidate for the Episcopacy.
 - d) Episcopal Nominee Endorsement Process to be followed at Annual Conference:
 - (1) It is recommended that, early in the regular session of the Conference, the Delegation leader, or such other Delegation member as decided by the Delegation,

³⁸ 2016 Discipline, ¶ 405

shall present to the Annual Conference the name and qualifications of the recommended nominee(s), if any, for endorsement as an Episcopal candidate and shall describe the discernment process followed by the Delegation. All Delegation members should be present on stage at the time the presentation is made.

- (2) Following the recommendation of the nominee(s), if any, by the Delegation, and after allowing a reasonable time for prayer and discernment, members of the Conference may make nominations from the floor. A reasonable time shall be a minimum of two hours between the recommendation of the nominee(s) by the Delegation and nominations from the floor.
- (3) If any nomination(s) is made from the floor, that person or persons shall have four (4) hours within which to submit a written statement (Statement) to the Conference Secretary. The Statement shall be on the same form and follow the same format as those who were considered by the delegation, should describe his or her call to the episcopacy, and shall provide the same information as described in ¶3012.3.c). Any person nominated who does not provide a Statement to the Conference Secretary within the four-hour deadline shall be considered withdrawn from consideration. This provision does not apply to the nominee(s) recommended by the Delegation, whose Statement(s) will have already been provided to the members of the Annual Conference.
- (4) (4) hours within which to submit a written statement (Statement) to the Conference Secretary. The Statement shall be on the same form and follow the same format as those who were considered by the delegation, should describe his or her call to the episcopacy, and shall provide the same information as described in ¶ 5410.3.c.vi. Any person nominated who does not provide a Statement to the Conference Secretary within the four-hour deadline shall be considered withdrawn from consideration. This provision does not apply to the nominee(s) recommended by the Delegation, whose Statement(s) will have already been provided to the members of the Annual Conference.
- (5) The Conference Secretary shall immediately copy and distribute, to the members of the Annual Conference, any Statements submitted.
- (6) Voting shall be held only after there has been a reasonable time (¶3012.3.d))for prayer and discernment after distribution of the Statements of any person(s) nominated from the floor, if any. If there are no nominations from the floor, voting shall be held at any time thereafter.
- (7) Immediately prior to the vote, each nominee shall have not longer than three (3) minutes to address the Annual Conference.

5. Election Process by the Conference

- a) Voting for nominee(s) for Episcopal endorsement shall be by written or electronic ballot.
- b) Write-in candidates shall result in an invalid ballot.
- c) Any nominee who receives sixty-six percent (66%) or more of all valid ballots cast shall receive the endorsement of the Annual Conference to be an episcopal candidate at NEJ.
- d) If no nominee is elected after four ballots, balloting shall cease and there shall be no endorsement of an Episcopal candidate from the Conference.
- e) If a nominee is elected within four ballots, the Annual Conference shall decide whether to continue balloting for additional Episcopal candidates. A decision to continue

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balloting shall require a motion and second, and be approved by 66% of the Conference. It is recommended that the motion include a specific number of additional ballots.

- f) Any nominee who wishes to withdraw his or her name from balloting may make a brief statement but shall make no reference for or against the election of other nominees.³⁹

6. Campaigning

- a) There shall be no campaigning for or by a nominee before or during the Annual Conference.
- b) No letters, buttons, or other publicity materials that advocate or oppose the election of any nominee shall be distributed by the nominee, or by any delegation, caucus, or support group of that nominee.
- c) If requested, a nominee may provide information and engage in conversation with other individuals about his or her candidacy.

³⁹ *2016 NEJ Rules of Order*, Part B, Art. VI, Rule 39