

**A. CONFERENCE STANDING RULES
OF PROCEDURE AND ORDER
(POLICY)**

(The following rules aim only to provide for situations and needs not provided for in the *Discipline*)

I. OPENING SESSION

The Conference shall assemble in annual session on the date fixed in accordance with the laws of the church, and the program for each session shall be arranged by a Conference Sessions Committee. The Secretary shall record the attendance of the members of the Conference and shall indicate in some suitable manner in the published Journal those who were present.

II. ORGANIZATION

At its first annual session, following each quadrennial session of the General Conference, the Conference shall organize for the ensuing quadrennium.

1. The Conference shall select a Secretary and a Statistician from nominations made by the Committee on Nominations. If there be more than one nominee for either of these offices, the election shall be by ballot. The Conference shall also elect a Treasurer as provided in the *Discipline*.
2. Upon election of the foregoing officers respectively, it shall elect such assistants as each may deem necessary.
3. The Conference shall elect such committees, commissions, boards, etc., as the *Discipline* requires, and such other committees, commissions, boards, etc., as the Conference shall authorize, upon nomination of the Committee on Nominations. The Conference shall determine the structure and terms of office of all those authorized by the Conference.

III. DUTIES OF OFFICERS

1. The Conference Secretary, in cooperation with the Committee on Conference Sessions, shall compile, have printed, and distribute to Conference members at least two weeks prior to Annual Conference, a workbook which shall include the agenda, reports, and other pertinent information.
2. The Secretary shall have a JOURNAL printed, substantially bound, certified by the Presiding Officer and Secretary, which JOURNAL shall become the official record of the Conference as required by the *Discipline* and as directed by the Annual Conference.
3. The Secretary shall preserve the JOURNAL and such other records and papers as directed by the Annual Conference and the *Discipline*. The Secretary shall deposit these in the archives of the Conference when no longer of operational usefulness.
4. The Statistician shall receive, check for and correct errors and compile the statistical reports of all the churches and make them available for the use of the Annual Conference, including publication in the JOURNAL, by required dates.
5. The Treasurer/Comptroller shall, in addition to the duties defined in the *Discipline*:

- a. Acknowledge all remittances from local churches and charges by issuance of statements to pastors for making annual reports to the Conference.
 - b. Receive, review, correct and compile for a report to the Conference through the JOURNAL the financial reports of the churches for each year.
 - c. Attend the session of the Annual Conference, sit within the Voting Area and be granted the privilege of the floor without vote, except when the Treasurer/Comptroller has been elected a lay member in one of the lay member categories when the person shall have all the duties and responsibilities of a voting lay member.
6. The District Superintendents shall be authorized to excuse ministerial members from attendance at the sessions of the Annual Conference.
 7. The Presiding Officer shall decide points of order raised by the members and shall rule on all other points of order, as deemed necessary to conform to the Conference Standing Rules of Order. Such rulings shall be subject to an appeal to the Conference by any member without debate; except that the Chair and the Appellant, in the order here named, shall each have five minutes for a statement in support of their position. A tie vote in an appeal shall sustain the Chair. When any member raises a point of order, the number of the rule adjudged to have been violated shall be cited.
 8. The Conference Secretary shall review the recorded proceedings of the Conference sessions each day and report to the Conference each morning. A copy of the complete Daily Proceedings shall be submitted by the Secretary to the presiding officer for review and signature before publication in the Journal.

IV. RIGHTS, PRIVILEGES, AND DUTIES OF MEMBERS AND VISITORS

1. No members or others under appointment, unless hindered by sickness or otherwise from being present, shall be absent from any session of the Conference without permission of the District Superintendent.
2. A member desiring to speak to the Conference, shall stand, respectfully address the Presiding Officer, and, after recognition and being announced to the Conference, proceed to speak.
3. No member who has the floor may be interrupted except for a breach of order, or a misrepresentation, or to direct the attention of the Conference to the fact that the time has arrived for special order, or to raise a very urgent question of high privilege.
4. No member may speak a second time on the same question if any member who has not spoken desires the floor, nor more than twice on the same subject under the same motion, nor more than three minutes unless time shall be extended by the Conference, except as may otherwise be provided, and the proviso that, upon request of the speaker without motion or second, this limit may be extended to not more than five minutes by a two-thirds vote of the Conference.
5. A member claiming the floor for a question of privilege shall be allowed to indicate briefly the nature of the question and, if it is adjudged by the Chair to be such, the speaker may proceed until the Chair judges that the time of privilege is exhausted.
6. The Conference shall designate a Voting Area in which only ministerial and lay members shall be seated for the business sessions. Only members within the Voting Area when the vote is taken shall be entitled to vote.
7. Voting shall be by show of hands unless otherwise ordered by the Conference. On a division of the Conference, the count shall be by a standing vote. Votes may also be taken by ballot or by roll call. A count vote may be ordered on the call of any member supported by one-fifth of the members present and voting; the count shall then be taken by a standing vote.

8. Before a vote is taken, any member shall have the right to call for a division of any question, if it is capable of such division as indicated. If no member objects, the division shall be made; but if there is objection, the Chair shall put the question of division to a vote, without need of a second.
9. No other item of business shall be in order when a vote is being taken or when the previous question has been called until the process is completed.
10. When a member intends to make a complaint against another at an Annual Conference session, having bearing upon one's moral character or conduct, the complainer shall apprise the complainee(s) of that intention at least twenty-four hours beforehand. On questions relating to the moral character or conduct of any member, voting shall be by written ballot.
11. Any person, other than a member or an official visitor, desiring to address the Conference, shall make a request for the privilege to the responsible committee, which committee shall report such a request to the Conference with recommendation for its action.
12. Official and other guest speakers shall be allowed the floor for no more than 12 minutes except when the time may be reduced by the Chair.
13. All motions to change or to introduce a new item for consideration shall be legibly written on a form provided by the Conference Secretary.

V. BUSINESS PROCEDURE

1. The Committee on Conference Session shall prepare a program for the Annual Conference, which shall be printed in the pre-conference workbook (cf. III. 1.) and shall become the official program and agenda upon adoption by the Conference at the first plenary session.
2. Reports of standing committees, commissions and boards shall be made available to the Conference Secretary or such persons as the Conference designates for publication in a workbook to be distributed to all lay members and pastors of the Conference at least two weeks prior to the first day of the Conference session. When presented to the Conference, only the recommendations contained therein shall be read.

Resolutions and special reports not included in the workbook shall be distributed to the members of the Conference in mimeographed form at least twenty-four hours prior to their presentation to the Conference.
3. 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 on the table, except as provided in V. 16.
 - d. To take from the table.
 - e. To call for the previous questions.
 - f. To reconsider a non-debatable motion.
 - g. To limit or extend the limits of debate.
 - h. To call for the orders of the day.
4. The main question may be opened to debate under the following motions: to adopt, to commit, to substitute, to postpone, and to reconsider.
5. No new motion, resolution, or subject shall be entertained until the one under consideration shall have been satisfied; but, one or more of the motions listed below may be made when another motion is pending (if applicable to the pending motion and/or in order in the prevailing situation) and the order of their precedence in relation to one another shall be the same as the order of their listing.

- a. To fix the time at which the Conference shall adjourn. (This motion is subject to amendment or it may be laid on the table.)
 - b. To adjourn.
 - c. To take recess.
 - d. To order the previous question.
 - e. To lay on the table.
 - f. To limit or extend the limits of debate.
 - g. To postpone to a given date.
 - h. To refer.
 - i. To amend or to substitute (one amendment being allowed to an amendment or a substitute).
 - j. To postpone indefinitely.
6. It shall not be in order to move to postpone, refer, or lay on the table any subsidiary or incidental motion. (A subsidiary motion is a motion applied to another motion and an incidental motion is one which arises out of another question.)
 7. When a motion to adopt a resolution or a committee report is pending even if amendments thereto are also pending, a substitute therefore may be offered by any member moving that the same be substituted for the resolution or report under consideration. This motion to substitute then becomes the immediately-pending question and may itself be amended; but the question of making the substitution shall not be put to a vote until the original proposition is completed by action upon any amendments to be offered and adopted if desired. If the motion to substitute prevails, the substitute displaces the original question and its adoption becomes the pending question. It shall not be in order to offer a substitute for an amendment, but it shall be in order to offer a substitute for a section of a resolution or committee's report which is being considered seriatim.
 8. When any member moves the previous question (that is, that the vote now be taken on the motion or motions pending), that member shall indicate to which motion it is intended to apply. If it is not so indicated, it shall be regarded as applying only to the immediately-pending question. The motion shall be taken without debate and, if adopted, the vote shall be taken on the motion or motions to which it applies without further debate except as provided in V. 14, 15, and 16.
 9. It shall not be in order for a member immediately after discussing a pending question, and before relinquishing the floor, to make a motion whose adoption would limit or stop debate.
 10. A majority of those voting shall decide all questions with the following exceptions:
 - a. One-fifth of those present and voting shall suffice to sustain a call for a count vote in case the decision of the Chair is challenged.
 - b. A two-thirds vote shall be requested to sustain a motion to suspend or amend the rules, to set aside a special order, to consider a special order before the time set therefore, or any motion whose adoption would stop or limit debate.
 11. A motion to reconsider an action of the Conference shall be in order at any time during the session in which the action was taken (the word "session" shall be interpreted as meaning the total period from the assembling of the Conference until its final adjournment).
 12. The Secretary shall keep a chronological record of Orders of the Day, and the matters of business placed on it shall be considered in order unless, by a two-thirds vote of the Conference, an item is taken up out of its order.
 13. The motion to adjourn, when unqualified, shall be taken without debate and shall be in order, except:

- a. When a member has the floor.
 - b. When a question is actually put, or a vote is being taken, and before it is finally decided.
 - c. When the previous question has been ordered and action thereunder is pending.
 - d. When a motion to adjourn has been lost, and no business or debate has intervened.
 - e. When the motion to fix the time to which the Conference shall adjourn is pending.
- The foregoing does not apply to a motion for the final adjournment of the Conference.
14. When the Chair of a committee is not in harmony with a report adopted by the committee, it shall be the duty of the Chair to state the fact to the committee, which may elect one of its members to represent it in the presentation and the discussion of the report in the Conference; but if, in such case, the committee shall fail to select such a representative, the Chair may designate a member to represent the committee, and said representative shall have all the rights and privileges of the Chair in relation to such a report.
 15. A member selected by the signers of a minority report of a committee to present the same shall have the same rights and privileges in relation thereto which belong to the Chair in the presentation of the regular (majority) report of the committee, except that the minority report may not be included until the majority report has been presented and shall then offer it as a substitute therefore, and except further, that in closing the debate on the question of making the substitution the member presenting the minority report shall speak first and the Chair last. (See V. 7.)
 16. When the report of a committee, commission, board, or other such group is under consideration, it shall be the duty of the Presiding Officer, when recognizing a member of the Conference, to ascertain on which side the member proposes to speak and 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.

No report shall be adopted, or question relating to the same decided, without opportunity having been given for at least one speech for and one against the said proposal, providing this right is claimed before the Chair or duly authorized member presenting the committee's report or the minority report, if there be such, is presented to close the debate. When all have spoken who desire to do so, or when (and after) the previous question has been ordered, the Chair and/or duly authorized member or members presenting the committee's report (and the minority report if there be one) shall be entitled to speak not more than ten minutes before the vote is taken.

This right of the Chair and/or other member or members to close the debate shall prevail in like manner, to a limit of five minutes, when a vote is about to be taken on a motion to amend, to substitute, to postpone, to refer, to lay on the table, or any other motion whose adoption would vitally affect the report under consideration.

VI. RULES FOR THE ELECTION OF TRUSTEES OF THE CORPORATION

1. There shall be two lay and two clergy positions on the Board designated to each of the three regions of the Conference (The Western, consisting of Altoona, Chambersburg, State College Districts; The Southern, consisting of Harrisburg, New Cumberland, York Districts; and the Northern, consisting of Lewisburg, Wellsboro, Williamsport Districts); except where restricted by the By-laws of the Trustees. The Committee on Nominations shall nominate persons to fill the appropriate vacancies of each designated region. The Trustees shall be elected for a four year term. The Committee on Nominations shall provide a printed ballot with a three-line biography of each nominee prior

- to the election. No nomination speeches may be made. However, in the event of a nomination from the floor, the committee Chairperson may make a statement introducing that nominee.
2. The President of the Corporation shall appoint at least ten tellers. Being sworn according to law, their duties shall be to distribute the ballots to the members of the Corporation seated within the voting area established by the Annual Conference, collect the marked ballots, and determine the results of balloting. No teller shall reveal the results of balloting until the same is announced to the Corporation.
 3. Each member of the Corporation shall be eligible to vote for each region.
 4. Valid ballots shall be those which contain votes for clergy and laypersons, not to exceed the number of vacancies. All legal votes cast on a valid ballot shall be counted even though the ballot contains one or more illegal votes which shall not be counted.
 5. Votes of the following nature on any ballot are illegal and shall not be counted:
 - a. A vote cast for a person who is not eligible to be a Trustee, or one whose term is not completed.
 - b. A vote cast for a person by surname only, with neither Christian name nor initials.
 6. A majority of the total aggregate number of legal votes cast for clergypersons or laypersons on any ballot, divided by the number of persons to be elected in each of those categories on that ballot, shall be required for election. In the event more nominees receive a majority than the number of persons to be elected in each of the categories or in the event that any terms of any of the vacancies shall be for less than three years, then the nominee receiving the highest number shall be elected to the three year term vacancy and the nominee receiving the next highest number shall be elected to the vacancy for the lesser term. A tie vote between two persons when but one place remains to be filled, shall be disregarded and another vote taken.

VII. RULES FOR ELECTION TO MEMBERSHIP ON AGENCIES

1. There shall be a Conference Committee on Nominations composed of one lay person and one minister from each District nominated by the Cabinet. These shall be arranged in three classes of six members each with the term of one class expiring each year. Vacancies occurring between Conference sessions shall be filled by the Cabinet.
 - a. No member shall be eligible to serve more than two consecutive terms.
 - b. The Secretary of the Cabinet and the Conference Secretary shall be the ex officio members.
2. The Committee on Nominations shall nominate to the Annual Conference persons for membership on all administrative agencies, and representatives to non-conference agencies, in accord with the provisions of the *Discipline* and/or those approved by the Conference on recommendation of the Structure Committee (or its equivalent as determined by the Management Team), and in accord with these rules. All program agencies shall be developed by the Conference Council on Ministries and reported to the Annual Conference. Chairpersons of the program agencies shall be elected at the time of the report of the Committee on Nominations.
3. The Committee on Nominations shall maintain a service record file of all ministers and all lay persons (who have been elected to membership on an agency), listing the agencies on which they have served or are serving.
 - a. The Committee on Nominations shall conduct a survey of ministers and lay persons in the Annual Conference to discover service preferences. It is recommended that survey cards be distributed by the District Superintendents at the pre-Charge Conference briefings, and be returned at the Charge Conference.

The district

superintendent and the district representatives on the Committee on Nominations shall review the completed survey instruments and forward the names of recommended nominees for program agencies to the Council Director, and nominees for administrative agencies to the chair of the Committee on Nominations for consideration.

4. Ministerial members, probationers, associate members, local pastors, and lay persons throughout the Annual Conference shall be considered for membership on all Agencies except where the *Discipline* stipulates otherwise.
5. Except as otherwise provided by the *Book of Discipline*, no person shall hold membership on more than two Conference or Conference-related agencies at the same time, and shall not serve as an appointed representative of that agency to more than two other agencies with these exceptions: short-term or special committees, committees, district or cluster committees, divisions, sections, sub-committees and task forces. No person shall serve on more than two divisions, sections or committees.

- a. The following agencies shall be covered by the two-agency rule:

- Council on Finance and Administration
- Board of Ordained Ministry
- Student Aid Fund
- Board of Pensions
- Board of Conference Trustees
- Commission on Archives and History
- Commission on Equitable Compensation
- Committee on Episcopacy
- Committee on Nominations
- Conference Council on Ministries including
 - Commission on Outdoor Education and Retreats
 - Commission on Media Ministries
 - Board of Church and Society
 - Commission on Congregational Vitalization
 - Board of Global Ministries
 - Commission on Health Ministries
 - Board of Higher Education and Campus Ministries
 - Commission on Lay Empowerment
 - Commission on Christian Unity and Interreligious Concerns
 - Commission on Inclusiveness
 - Religion and Race Ministry Team
 - Ethnic Local Church Ministry Team
 - Status and Role of Women Ministry Team
 - Commission on Child Advocacy
 - Conference Council on Youth Ministry
 - Commission on Urban Ministry and Shalom Zones
 - Commission on Leadership Development
- The Stewardship Foundation

- b. The following shall not be covered by the two-agency rule:

- Benevolent Homes Boards
- Joint Committee on Disability
- Neighborhood Center Board
- Committee on Investigation
- Committee on Conference Sessions

Committee on Rules and Regulations
Committee on General Conference Petitions
Committee on Moving Coordinators
Section on Disaster Response
College and Wesley Foundation Boards
Management Team

6. Persons elected to Agencies shall assume their duties at the close of the Conference session at which they were elected.
7. The term of office in all elections shall be three years unless otherwise specified by the *Discipline*, a corporate charter, the Conference Rules or the report of the Structure Committee approved by the Conference. (See 1986 Nominations Committee Report.)
 - a. When a person, lay or clergy, who is a District representative on any Administrative Agency moves outside of that District that person shall cease to be a member of the Agency except when such person has been serving as chairperson of the Agency in which case that person may become a member-at-large for the balance of the quadrennium only.
 - b. Should a person who is elected to an administrative agency desire to terminate the membership or find it impossible to serve, that person shall notify the chairperson of the agency in writing as soon as possible, whereupon such membership shall cease. The Chairperson of the agency shall notify the Committee on Nominations. Should a person serving on a program agency desire to terminate membership on such an agency, that person shall notify the chairperson of the program agency and the Conference Council Director, whereupon such membership shall cease.
 - c. Any person elected to an administrative agency may be replaced at the end of any year if that person has failed to attend any meetings without an excuse during the past nine months. The chairperson of the agency shall make written request to the Committee on Nominations for administrative agencies, and to the Conference Council Director for program agencies for a replacement. Contact shall first be made about the member's intentions for future service.
8. Tenure of membership on any Agency shall be limited to two consecutive quadrennia or three consecutive three-year terms, not to exceed nine years, unless otherwise provided by the *Discipline* or Conference action.
 - a. When a person has been appointed to fill a vacancy during a quadrennium and has served one-half or less of the quadrennium such time shall not be counted. If, however, the person shall have served more than one-half of the quadrennium it shall be counted as a full quadrennium. In the case of three-year terms the same one-half provision shall apply.
 - b. Absence from membership on an Agency of less than one full year shall be considered as continuous membership.
 - c. The following shall not be covered by this tenure rule:
 - The Committee on Nominations (limit: two three-year terms)
 - The Committee on Rules (or equivalent structure)
 - Committee on General Conference Petitions
 - Committee on Moving Coordinators
 - Section on Disaster Response
 - The Colleges
 - The Benevolent Home Boards of Directors
9. In the first year of a quadrennium all Agencies elected at the Conference session shall meet for organization at the earliest possible date following Annual Conference but not later than September 15, unless corporate by-laws prescribe otherwise.

- a. Following the session of the Annual Conference the Committee on Nominations shall provide to the Conference Secretary a complete list of the names and addresses of those persons elected to Agencies and the names of the Agencies to which elected for the purpose of printing it in the JOURNAL.
 - b. In the interim between election and organization the Presiding Officer shall, in cases of necessity, designate a person to convene an Agency for the purpose of conducting emergency business.
 - c. The names and addresses of all officers elected, as well as the naming of ex officio members and/or representatives of one Agency to another, shall be reported to the Conference Secretary and to the Council on Ministries office immediately after the organizational meeting.
 - d. The names of all elected and ex officio members, also the names of the Chairperson and Secretary of all Agencies shall be printed in the Link following the organizational meeting and in the JOURNAL each year of the quadrennium thereafter.
10. The Committee on Nominations shall have power to adjust membership on Administrative Agencies, when necessary, after the adjournment of the Conference session. The Conference Council Director shall have the authority to adjust membership on Program Agencies following Annual Conference. The Chairperson of the Committee on Nominations shall immediately report any changes in membership on Agencies to the Conference Secretary and the Council Director.
 11. No Agency shall nominate, elect, appoint, or establish members-at-large unless provided in the *Discipline* or the approved structure of the Conference.
 12. All nominations to be made by persons other than the Committee on Nominations shall first be submitted to the Committee on Nominations in order that all elections may be in accord with the Conference Rules and Structure.

VIII. RULES FOR ELECTION OF REPRESENTATIVES TO
THE GENERAL AND JURISDICTIONAL CONFERENCES

(See Procedures Adopted by 1987 Annual Conference)

1. The ministerial and lay groups shall each determine for itself whether or not it shall allow nominations or nominating speeches from the floor before starting to ballot, provided that, if nominations are decided upon, a vote cast for a person who is eligible to serve as a delegate reserve but has not been nominated shall be considered a legal vote and be counted.
2. Only those ballots shall be considered valid which contain the exact number of different names as the number of delegates or reserves to be elected when said ballot is taken.
3. Votes of the following nature on any ballot are illegal and shall not be counted:
 - a. A vote cast for a person ineligible to serve as a delegate to the General or Jurisdictional Conference.
 - b. A vote cast for a person by surname only, with neither Christian name nor initials.
 - c. A vote cast for an eligible person who has both the same surname and Christian name or names as another eligible person, unless the person voted for is identified by initials which are different or by such identification as Jr. or Sr.
4. A majority of the total aggregate number of legal votes cast on any ballot divided by the number of delegates or reserves to be elected on that ballot shall be required for election. In case a larger number of eligible persons than are then to be elected receive such a majority, the person or persons with the highest vote shall be declared elected

to the total number of places to be filled. A tie vote between two persons when but one place remains to be filled shall be disregarded and another vote taken.

5. On certain ballots for General and Jurisdictional Delegates, a computer scanner will be used to count the votes. To facilitate the voting process all Members of Annual Conference shall be given a "ballot reference sheet" and a "computer ballot." The names which have been placed into nomination shall be listed along with an individual reference number on the ballot reference sheet. A legal vote constitutes selecting a reference number from the ballot reference sheet and placing a mark in the corresponding place on the "official" computer ballot. In addition, each ballot must have the proper "ballot number" written by the voter in the appropriate place on the ballot. The ballot number will have been announced prior to that specific ballot. Votes of the following nature on any ballot are illegal and shall not be counted:
 - a. A ballot which is folded or torn to the degree it cannot be tabulated through the computer scanner.
 - b. A ballot which does not contain a ballot number.
 - c. A ballot which contains either more or less than the number of votes needed for a valid ballot. Only ballots which contain the exact number of votes as announced when the ballot is taken shall be considered a valid ballot.
6. No teller shall reveal the result of any ballot until the same is announced in open Conference.

IX. COMMITTEE ON GENERAL CONFERENCE PETITIONS

The Committee on Nominations at each regular session of the Annual Conference held two years preceding the meeting of the General Conference shall place in nomination a Committee on General Conference Petitions, consisting of eleven members, not more than six of whom shall be the same order. To this committee shall be referred all petitions to the General Conference presented to the Annual Conference for its consideration, and to it petitions may be sent directly by individuals or organizations for presentation by it to the Annual Conference. On all petitions it receives, the committee shall report to the Annual Conference its recommendations of concurrence or non-concurrence.

X. SUSPENDING, AMENDING AND SUPPLEMENTING

1. The operation of any of the provisions of these Rules of Procedure and Order may be suspended at any time by two-thirds vote of the Conference.
2. These Rules of Procedure and Order may be amended or changed by a two-thirds vote of the Conference, provided that the proposed change or amendment has been presented to the Conference in writing and referred to the Committee on Rules, which committee shall report thereon not later than the day following.
3. In any parliamentary situation not clearly covered by these Rules of Procedure and Order, or by the *Discipline*, the Conference shall be governed in its action by the Rules of Order of the General Conference so far as they apply thereto and thereafter by *Robert's Rules of Order, Revised*.