

MEMPHIS CONFERENCE STANDING RULES

RULES OF ORDER

1. The procedure of the Annual Conference shall be governed by the Rules of Order of the preceding General Conference insofar as they apply; otherwise *Robert's Rules of Order, Revised*, shall apply except

a. that those present and voting shall be a quorum for the Annual Conference and its subordinate bodies,

b. where the *Book of Discipline* provides otherwise and

c. when the final report of CF/A is before the Conference, up to twenty minutes of debate and Christian Conferencing shall be provided before the call of the previous question may be entertained by the chair.

d. the agenda for an Annual Conference may include a consent calendar which may contain the reports of designated conference agencies and any business matter of the conference. A majority vote of the conference delegates present may remove one or more items from the consent agenda for separate consideration by the Annual Conference.

e. through the bishop's leadership and in consultation with the extended cabinet, the sessions and agenda of the annual conference shall reflect the spirit and nature of Wesleyan conferencing and shall reflect alignment with the stated mission of the Memphis Conference. (Mission Statement adopted June 2014). ¶605.2

2. There shall be a Committee on Rules, composed of three lay persons and three clergy persons, to be nominated by the Conference Committee on Nominations, provided that, in addition, the Conference Chancellor shall serve as Chairperson and the Conference Secretary shall serve as an ex-officio member without vote.

The Committee on Rules shall:

a. receive proposals for new Standing Rules and/or modifications of present rules.

b. propose new Standing Rules and/or modifications in present rules.

c. provide interpretation to the Annual Conference at points where Annual Conference action may be in variance with Standing Rules.

3. The Standing Rules may, by a two-thirds vote, be amended on the next day after an amendment has been presented in writing. The rule fixing the number of districts may be amended by a majority vote, provided that no change in the number of districts may be made later than the morning of the second day of the Annual Conference session.

Organization and Procedure

4. There shall be four districts in the Memphis Conference by the beginning of the next Quadrennium.

5. The bishop, or the bishop's designee, in consultation with the extended cabinet, will lead a mission strategy team (or operational team) to direct the mission and align the resources of the conference with the mission. The mission strategy team will promote effective strategies with and among districts and congregations to accomplish the mission. The mission strategy team will monitor and report progress toward accomplishing the mission.

6. The Memphis Annual Conference shall have a conference personnel committee chaired by the bishop, or the bishop's designee, that will be responsible for all conference personnel policies and procedures, unless the UM Book of Disciplines specifies otherwise. The personnel committee shall be responsible to staff the conference to pursue the mission. The personnel committee shall be responsible for conference job descriptions, employment, and supervision.

7. The secretary of the Annual Conference shall be responsible for editing and publishing the Conference Journal and is authorized to contract for its printing, subject to the approval of the Council on Finance and Administration, and to draw upon the Conference Treasurer for this expense.

8. Conference Membership:

a. Lay Members and Reserve Lay Members of the Annual Conference shall be elected annually by the Charge Conference. Two additional lay members, one young person between the ages of twelve and seventeen and one young person between the ages of eighteen and thirty years of age, as required by The Discipline, shall be elected by each District Council on Ministries.

b. The membership, clergy and lay, shall be those persons who meet the qualifications for membership of the Annual Conference as set forth in Paragraph 602 of The Book of Discipline, 2012.

c. A charge shall elect an additional lay member for each 500 members or fraction thereof above 1000, provided that a charge shall elect a number of lay members that at least equals the number of clergy members appointed to that charge. The Conference Secretary will determine the churches which qualify under these provisions and notify the District Superintendent in time for election by the Fall Charge Conference.

d. When additional lay members are needed to make an equal balance between lay and clergy membership, the cabinet will assign to each district the number of additional lay members subject to election by the Charge Conference of the church in which that lay person holds membership.

9. Required Reports:

a. The Council on Finance and Administration shall furnish to the Conference Treasurer's office, as early in the year as possible, an official copy of the Conference apportionments for all the churches in the Conference.

b. Each District Superintendent shall furnish to the Council on Finance and Administration, as early in the year as possible, an official copy of the church apportionments for those funds which are apportioned within the district bounds but not Conference-wide. (These funds shall be apportioned by the District Stewards [*Discipline*, Paragraph 615.3] or in whatever manner each district shall determine.)

c. By January 1 of each year, each District Superintendent shall furnish the Conference Statistician an official itemized copy of the pastors' minimum compensation package for that year as set by the Charge Conferences. The total will be delineated by: base salary, travel and professional expenses, utilities and household allowance. An asterisk will indicate that the charge pays the group health insurance premium. A (p) will indicate a parsonage is provided, (h) will indicate a housing allowance and the amount will be noted, and (-) will indicate that no parsonage or housing allowance is provided.

10. The Conference Secretary shall be the custodian of records. The Conference Secretary shall keep a service record of all clergy members and diaconal ministers and shall publish this report in the *Journal*.

11. The Conference shall select from among its members a Conference Historian who shall record a detailed personal history of each clergy member in a suitable book for future reference.

12. Nominations and Resolutions:

a. Nominations:

1) The conference nominating committee, chaired by the bishop or the bishop's designee, shall discover, enlist, and nominate leaders to populate the organizational structure of the conference to advance the conference's stated mission to discover, equip, connect, and send lay and clergy leaders who shape congregations that offer Jesus Christ to a hurting world one neighborhood at a time. The conference nominating committee will nominate to the annual conference this body of quadrennial leaders. The conference nominating committee will nominate on an annual basis to fill vacancies or to expand the work of committees, boards, and councils. ¶608.3

2) The Committee shall nominate from time to time the members of the boards, commissions and standing committees of the Annual Conference, unless such nomination is otherwise provided for in the *Discipline*, and shall make such other nominations from time to time that may be required by the Annual Conference. Each Conference board, commission, committee, etc., shall keep a record of attendance at its meetings. This record of attendance will be filed with the Conference Program Ministry Team office and be available to assist this committee to correctly make its nominations.

3) Vacancies in officers and elected members of the **Connectional Ministry Team (CMT)** may be filled until the next Annual Conference by the **Connectional Ministry Team**, upon nomination of the **CMT Committee on Personnel**. Vacancies occurring in other positions, for which the Committee on Nominations would ordinarily make a nomination, may be filled at the direction of the Chairperson of the Committee on Nominations until the next session of the Annual Conference. The Chairperson may exercise the prerogative to poll the Committee on Nominations by means other than a called meeting of the Committee.

4) The Conference Secretary shall nominate persons to serve on the Committee on the Journal Minutes and the Bishop shall nominate the members of the Committee on Courtesy. The members of these committees shall be elected during the organizational session of the Annual Conference.

5) Nominations of trustees for **(delete Lambuth University,)**Methodist **LeBonheur Healthcare** Systems, Inc., and Reelfoot Rural Ministries, Inc., UM Neighborhood Centers, Wesley Foundations, Hannah's Hope and West KY Family Services shall come through the Conference Work Areas/Boards to which they are related and to the Conference Committee on Nominations for presentation to the Annual Conference.

b. Resolutions:

1) There shall be a Conference Committee on Resolutions composed of eight members, four lay persons and four clergy whose responsibility will be to receive, to study and to present such petitions and resolutions to the Annual Conference. This committee is to be nominated by the Conference Committee on Nominations and is to be elected quadrennially.

2) All resolutions shall be submitted to the Committee on Resolutions at least thirty (30) days prior to the first day of the Annual Conference session. The Chair shall present to the Annual Conference, in their original form, all resolutions so submitted. In addition, the Committee may present to the Annual Conference for consideration a revised version of any such resolution.

13. The District Superintendents shall constitute the Committee on Memoirs. A memorial service for deceased members of the Annual Conference and their spouses shall be held during each regular session of the Annual Conference.

14. Moving date for pastors will be set by the Bishop and Cabinet on or before April 1st.

The Ministry

15. Pastors' Report:

a. The pastor of the local church shall complete, each January, the Local Church Report to the Annual Conference for the preceding year. The report will be submitted according to the instructions of the Conference Statistician.

b. The pastor will see that a copy of the annual Local Church Report to the Annual Conference is retained by the local church and saved as a permanent record.

16. Pastors, other than student pastors, who receive salary support from the Conference Commission on Equitable Compensation, are required to reside within the bounds of the charge to which they are appointed and render full time service unless the exception is unanimously approved by the cabinet.

Financial

17. No resolution, report, motion or enabling act which involves a monetary obligation on the Conference shall be passed until it has been submitted to the Council on Finance and Administration and its recommendation has been reported to the Annual Conference. In the first business session of the Annual Conference, the report of CFA shall be presented for information only. As Conference agencies make reports and budgetary requests, the concurrence or non-concurrence of CFA must be stated. If the Conference approves an agency budget request which is at variance with CFA's recommendation, that action shall constitute an automatic amendment to CFA's report. When CFA's report is the "order of the day" for approval as a whole, any previous Conference action amending that report shall be sustained without need for further amendment of the report, though amendment to CFA's report may be permitted.

18. The Conference Treasurer will close the books on such date as the Council on Finance and Administration shall designate but not later than January 5. At the closing of the books, all unobligated funds shall be transferred to the Conference Reserve Fund.

19. Pension responsibility for a probationary or full member who is serving in an appointment beyond the local church, other than one attending school, shall be allocated to the board, institution, or agency which he or she is serving.

20. The Council on Finance and Administration will provide in the Conference budget an amount for **conducting** Annual Conference.

21. Unless the bishop and cabinet, in consultation with the new church development team, determine that exceptional circumstances exist:

After the payment of any current year apportionments the proceeds from any local church property sales resulting in closure or abandonment and the proceeds from the sale of district or annual conference real property shall be designated as follows:

a. 75% for planting new communities of faith in the Memphis Conference, allocated at the discretion of the new church development team, and

b. 25% for planting new communities of faith or the revitalization of existing churches in the district.

This statement shall be included in resolutions for closures of congregations, unless otherwise restricted by property deeds.

Boards and Commissions

21. All Quadrennial Conference agencies shall meet within 10 days of the Annual Conference at which they are elected to organize and report their officers to the Conference Secretary.

22. The tenure of all elected officers of the Conference and all members of its boards, commissions and committees, except the Conference Historian and members of the Commission on Archives and History, shall be limited to two consecutive quadrenniums, unless otherwise provided in The Discipline. This shall not apply to the Conference Lay Leader's previous service on the Board of Laity.

23. Conference reports and motions:

a. All Conference agencies making reports to be voted upon by the Annual Conference shall complete their reports in time to have them in the Conference **Connectional** Ministries office in time for (delete "printing and") distribution to the Conference members. Any such item of business not so submitted must be in the hands of the members of the Conference at least twenty-four hours before consideration or receive a three-quarters vote of the house before consideration.

b. All reports, petitions, motions and resolutions presented to the Annual Conference shall be in the hands of the Conference Secretary in triplicate on forms provided by the secretary.

c. Any motion made from the floor of the Conference for the purpose of initiating or altering a matter for consideration (initial motion, amendment or substitute) which affects the Conference churches must be provided to the chair in writing. Such motion will be read from the chair, and the written version shall be considered the official version for the purposes of voting and for the recorded minutes.