F. CONFERENCE RULES

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CONFERENCE RULES

I. CONFERENCE SESSIONS

Sec. 1. Annual Meeting

The Pacific Northwest Conference shall meet annually at the time appointed by the Bishop (¶603.2) and the place chosen by the Conference or the Annual Conference Sessions Planning Committee (¶603.3) with all sessions and events of the Conference being held in a fully accessible setting certified by the chairperson or designated member of the Committee on the Full Participation of Persons Living with Disabilities.

Sec. 2. Adjourned or Special Sessions

Adjourned or special sessions may be called in the manner set forth in ¶603.5.

Sec. 3. Executive Sessions

(a) Only ministers in full connection, local pastors appointed to charges, provisional members, and lay members to Annual Conference shall be permitted to sit in Executive Sessions ordered by the Conference.

(b) A Ministerial Executive Session, also called Clergy Session, composed only of ministerial members in full connection and the lay members of the Board of Ordained Ministry, may be ordered by the Conference at any time to consider questions relating to matters of ordination, character, and conference relations of clergy (¶605.7).

(c) A record of the final actions taken in Ministerial Executive Sessions relative to each Disciplinary personnel case shall be included in the records of that year's annual conference sessions.

II. MEMBERSHIP OF THE ANNUAL CONFERENCE ¶602

Sec. 1. Clergy (¶33)

(a) General Provisions

(1) It is the duty of every member and all provisional members and local pastors of the annual conference to attend its sessions (¶602.8). Excuses for all or part of the Annual Conference session for any reasonable cause may be granted by the district superintendent or the Bishop. The District Superintendents and Bishop shall forward lists of approved and unapproved absences to the Annual Conference Secretary. The Secretary shall refer the list of all unapproved absences to the Board of Ordained Ministry. (¶602.8)

(2) The Conference relations of a minister of any status shall be discussed and action taken only in Clergy Session of the

Annual Conference.

(3) A member receiving a new appointment at the Annual Conference shall begin to serve the new appointment on July 1 following Annual Conference, unless otherwise determined by the Bishop.

(4) In the interim between Annual Conferences, when waiting for a two-thirds vote of the Annual Conference would not be feasible, the Bishop may make appointments to extension ministries to non-United Methodist agencies, on request of such agency and the minister concerned, and with the unanimous approval of the Cabinet; subject to ratification at the ensuing Annual Conference. (¶344.1d)

(b) Provisional Requirements, ¶¶310, 324-327 and the following:

(1) A candidate seeking admission as a provisional member and appointment whose certification of candidacy for the ordained ministry has been granted in another Annual Conference shall serve at least one year in an approved appointment with relationship to a District Committee on Ordained Ministry while being processed by the Board of Ordained Ministry.

(2) Any person transferring into the Pacific Northwest Annual Conference in the "provisional member" relationship or returning to the Conference after completion of academic requirements shall serve at least two years under appointment within the bounds of the Annual Conference (except in cases determined to be clearly unusual by the Board of Ordained Ministry) before being eligible for reception into full membership.

(c) Elders and Deacons in full connection with the Annual Conference.

(d) Transitional Provisions for persons having begun their candidacy for diaconal ministry, deacon's and elder's ordination and conference membership, or full-time local pastors prior to January 1, 1997, ¶602.3.

Sec. 2. Local Pastors (¶315-320, ¶340)

(a) Each local pastor shall attend the sessions of the Conference (¶602.1) and appear annually before the Board of Ordained Ministry (¶316.1), unless excused there from by the Cabinet or Bishop. After their initial appearance before the Board, graduates who qualify may be represented by their district superintendents.

(b) Local pastors serving churches are eligible for committee assignments and committee and floor participation (¶602.1(d)).

(c) Candidates seeking full-time local pastor status as undergraduates in the course of study shall attend and pursue said course in a Local Pastor's Summer School conducted by the In-Service Training Department of the General Board of Higher Education

and Ministry of The United Methodist Church.

Sec. 3. Lay

(a) Lay members elected by each charge; the diaconal ministers, deaconesses and home missioners who are recognized by the Office of Deaconess and Home Missioner, commissioned missionaries, conference presidents of United Women in Faith, United Methodist Men, conference lay leader, district lay leaders, presidents of the Conference Council on Youth Ministries, and Conference Council on Young Adult Ministries, and the chair of the annual conference college student organization (¶33, 602.4). Lay members and alternates elected by the Charge Conference shall be elected for the quadrennium at the Charge Conference preceding each new quadrennium (¶251.2).

(b) Young People (¶33)

(1) Five youth members, 12-18 years of age, from each district shall be selected by the Conference Council on Youth Ministries after consultation with the staff of the office of Young People's Ministries and district superintendent. In the event that there are open positions for district youth representative four weeks before the first day of annual conference, then the Conference Council on Youth Ministries may fill these positions from outside the district. Five alternate youth members may be selected.

(2) Five young adult members, 18-30 years of age, from each district shall be selected by the Conference Council on Young Adult Ministries after consultation with the staff of the Office of Young People's Ministries and district superintendent. In the event that there are open positions for district youth representative four weeks before the first day of annual conference, then the Conference Council on Young Adult Ministries may fill these positions from outside the district. Five alternate young adult members may be selected.

(c) Each local church will nominate to annual conference a minimum of one youth and one young adult member, 18-30 years of age, for consideration as a delegate to annual conference. Churches without youth are exempt from this provision.

(d) The following lay persons shall be members of Annual Conference by virtue of position or office. If any lay person who is a member of the Annual Conference under this section (d) cannot attend the sessions of Annual Conference, no alternate or reserve may be named, except as noted.

(1) General and Jurisdictional Conference lay delegates.

(2) Lay members of general boards and agencies of The United Methodist Church.

(3) The vice-chairperson of the Conference Connectional Table.
(4) Lay members of United Methodist churches in the Pacific Northwest Conference who are chairpersons of Annual Conference ministry groups, boards, commissions, councils, committees, and foundations (Faith Foundation Northwest, United Methodist Foundation Educational Foundation). This shall not include chairpersons of Annual Conference Focus Sessions.
(5) The Conference Coordinator of Civic Youth-Serving Agencies/Scouting Ministries.
(6) Lay chairpersons of District Councils on Ministries.
(7) Presidents of District United Women in Faith and United Methodist Men or designees from the Executive Committees thereof.
(8) Lay Home Missionaries under appointment in the Pacific Northwest Annual Conference.
(9) Chief Executive Officers of United Methodist affiliated institutions with covenant relationships with the Annual Conference who are members of The United Methodist Church; or if a Chief Executive Officer is not a member of The United Methodist Church, then the Board of the institution shall designate such a person, who is a member of The United Methodist Church, to represent the institution at the Annual Conference.
(10) Lay Directors of the Office of Connectional Ministries and Camping, the Treasurer, Assistant Treasurer, and Benefits Officer.
(11) Church and community workers under appointment by and certified by the national division of the General Board of Global Ministries.
(12) Lay ministers while assigned by district superintendents to serve local churches.
(13) One clergy spouse from each district, selected by the District Council on Ministries or its counterpart, for a term of not more than one quadrennium.
(14) Conference Mission Secretary.
(15) Chancellor of the Annual Conference.
(16) Directors of United Methodist camps within the bounds of the Annual Conference who are members of The United Methodist Church.
(17) Lay chair of the Hearings Committee of the Conference Connectional Table.
(18) Associate Conference Lay Leader.
(19) Executive Director of the Faith Foundation Northwest.

(20) One elected student lay member from each campus ministry unit endorsed by the Board of Higher Education and Campus Ministry, but no more than one per college or university. Any lay campus minister who is a United Methodist, serving an endorsed campus ministry. Campus ministry unit is defined as university chaplaincies, Wesley Foundations, United Ministries in Higher Education, or local church-based ministries in higher education.

(21) Certified Lay Missioners and Certified Lay Ministers who are assigned to serve in local churches of the Pacific Northwet Conference.

(e) Each charge served by more than one clergy member under appointment (including deacons in full connection for whom this is their primary appointment) shall be entitled to as many lay members as there are clergy members under appointment. (¶602.4)

(f) Each new faith community approved by the Cabinet that is assigned or appointed pastoral leadership shall be permitted to select a lay representative who will be granted privilege of the floor without vote, if the new faith community is not otherwise qualified to select a lay member of Annual Conference.

(g) The remaining additional number of lay members required to equalize the lay and ministerial membership of Annual Conference shall be elected, one per church, starting with the church with the highest average attendance at worship service and church school in the district with the highest overall average attendance at worship service and church school, and continuing in descending order, district by district, according to average attendance at worship service and church school, until the required number is provided.

(Note: tabulation of additional lay members needed will be computed annually based on the situation as of July 1 of each year and will be adjusted to eliminate duplications where the same person is eligible for membership under more than one category in (d) above.)

(h) When any one lay member of a local church becomes a member of Annual Conference by any other classification, that local church is entitled to elect an alternate lay member to serve only as long as the first elected lay member is a member of Annual Conference by a classification under (d).

(i) In case of the inability of the lay member or alternate lay member(s) to attend the Annual Conference sessions for any reason, the Charge Conference may elect a lay member to fill the vacancy on either a permanent or temporary basis.

(j) Any lay person, not a member of the Annual Conference, who is an officer of the Annual Conference or one of its agencies, boards, commissions, committees, or societies shall be entitled to the privilege of the floor without vote on matters relating to the report of the said agency, board, commission, committee, or society.

(k) Official lists of lay members and alternate lay members shall be supplied to the Conference Secretary by the District Superintendents before the Annual Conference Session.

Sec. 4. Roll Call

The Annual Conference Secretary shall certify to the Annual Conference a roll of those attending under the categories of membership as authorized by *the Book of Discipline and Conference Rules*.

III. OFFICERS

Sec. 1. President (¶603.6)

Sec. 2. Secretary, Statistician (¶603.7)

At the first session of the Conference following the General Conference, a Conference Secretary and Conference Statistician shall be elected on nomination by the Committee on Nominations to serve for the succeeding quadrennium (as defined by *The Book of Discipline*, ¶721.2). They shall nominate their assistants annually, or appoint them *ad interim* for confirmation by the Conference.

Sec. 3. Conference Lay Leader (¶603.9)

Sec. 4. Director of Connectional Ministries (¶608.6b)

Sec. 5. Treasurer (¶619)

At the first session of the Annual Conference Session following General Conference, a Conference Treasurer shall be elected on nomination of the Council on Finance and Administration to serve for the succeeding quadrennium.

IV. RECORDS

Sec. 1. *Annual Conference Journal* (¶606)

(a) The Conference Secretary shall keep an accurate record of proceedings of the Conference and perform such other duties as are defined in *the Book of Discipline*.

(b) In addition to the contents of the *Journal* prescribed by *The Book of Discipline* (¶606.3) there shall also be included the names and addresses of Conference Officers, the Report of the Conference Benevolence program as adopted, the various rolls of members and related groups, business telephone numbers of all churches, Conference institutions, and administrative offices, those portions of the District Superintendents' Reports which have historical value, and such other items as the Conference may specifically order. The Board of Congregational Development shall submit the

following reports annually to the Conference for inclusion in the *Journal*: matters dealing with mission aid and church extension involving both Conference and national loans, the amounts of delinquencies on loans, and other such matters that might be of interest to the Annual Conference.

Sec. 2. Pastoral Reports

(a) The reports of pastors to the Conference Statistician and Conference Treasurer shall be due in the Conference Office by February 20th of each year.

(b) The Conference Statistician and Conference Treasurer are directed to provide the Cabinet with a list of the names of pastors whose reports are delinquent, either by late arrival or by being negligently incomplete, for such action as the Cabinet shall consider appropriate.

(c) The Conference Treasurer shall give credit under "Other Benevolences" only for funds given to organizations established by The United Methodist Church or to those organizations with which The United Methodist Church has official affiliation.

Sec. 3. Archives and History (¶641)

The Conference Commission on Archives and History shall designate appropriate depositories for books, documents and other historical records of the Conference, or those that shall be presented to the Conference for safekeeping. Current depository locations shall be included in the Commission's annual report to the Conference.

Sec. 4. Service Records (¶606.6)

Sec. 5. Officers List

The complete and current Officers List for each local church is due in the District Office by February 20th of each year.

Sec. 6. Data Sorting

The Conference shall include in every database of persons - whether clergy, lay or candidates in process - the capacity to sort by gender and by age category.

V. ANNUAL CONFERENCE PROGRAM PROCEDURE

Sec. 1. Annual Conference Sessions Planning Committee

(a) The Annual Conference Sessions Planning Committee shall be composed of the following: the Bishop of the Area, who shall be the chairperson; the Host District Superintendent; the Conference Lay Leader; the Dean or Secretary of the Cabinet; the Conference Secretary; one Youth appointed by the Bishop; one Young Adult appointed by the Bishop; the chairperson or a representative of the Board of Ordained Ministry; the chairperson of the Orders of the Day; the Conference United Women in Faith President; the Conference United Methodist Men President; the

chairperson or representative of Committee on Persons Living with Disabilities; the chairperson or representative of the Annual Conference Worship Team and, without vote, the Director of the Conference Office of Connectional Ministries and the Conference Treasurer. The Bishop shall convene the Committee no later than October 1, preceding the Annual Conference. In addition, there shall be a Sessions Local Arrangements Committee amenable to the Sessions Planning Committee, composed of the following: the Host District Superintendent, who shall be the chairperson; a clergy person from the host church, institution, or district; a lay person from the host church, institution, or district; a local pastor named by the Host District Superintendent; the District Lay Leader of the Host District; the United Women in Faith President of the Host District; the United Methodist Men President of the Host District; the chairperson or representative of Committee on Persons Living with Disabilities; one Youth or Young Adult appointed by the Host District Superintendent; the Childcare Coordinator and such other additional persons as the Sessions Local Arrangements Committee may enlist.

(b) All boards, commissions, committees, or agencies desiring a place on the Conference program shall make their wishes known in writing to the chairperson of the Annual Conference Sessions Planning Committee by April 15.

(c) A Sub-committee of the Annual Conference Sessions Planning Committee consisting of the Bishop, the chairperson of the Orders of the Day, the Conference Secretary, and the Director of the Conference Office of Connectional Ministries shall handle all matters of daily procedure and floor courtesy.

Sec. 2. Recommendations, Petitions, and Proposals

(a) Any organization, minister, or lay member of The United Methodist Church in the Pacific Northwest Conference may petition the Annual Conference.

(b) Recommendations, petitions, and proposals shall be presented to the Annual Conference in the form of resolutions without "Whereas" clauses. Such resolutions may be accompanied by an explanatory statement which shall not be subject to action by the Conference. Such resolutions shall be submitted on forms provided online and on paper by the Office of Connectional Ministries by April 15, shall be assigned to the appropriate Focus Session, and shall be included in the Pre-Conference Handbook (including those for changes to the Conference Rules).

(c) Funding: All resolutions requiring program or meeting funds shall indicate the intended source of these funds. Resolutions to be funded by the Conference Connectional Table shall be referred

to the Office of Connectional Ministry's Finance Committee for review and report to the Annual Conference prior to its action. Resolutions involving $500 or more, regardless of the source of these funds, shall be referred to the Conference Council on Finance and Administration for review and report to the Annual Conference prior to its action.

(d) Staffing: All resolutions requiring conference office staff time shall estimate the number of staff hours required and the anticipated work to be completed. Resolutions reasonably anticipated to involve ten hours or more of conference office staff time during any one year shall be referred to the Connectional Table for review and report to the Annual Conference prior to its action.

(e) Recommendations, petitions, and proposals and petitions resulting from situations whose late development prevented consideration by April 15th, according to the determination of the Conference Director of Connectional Ministries, may be submitted up to ten days prior to the Conference and, when accepted, shall be distributed in the registration packet. The decision of the Director of Connectional Ministries may be appealed to the Bishop. The Director of Connectional Ministries shall assign the late-accepted recommendations, petitions, and proposals received to the appropriate Focus Sessions.

(f) In addition to the assigned recommendations, petitions, and proposals, the Focus Sessions are empowered to initiate resolutions falling within the general scope of their respective fields. Once all previously-submitted business has been considered, Focus Sessions may consider new resolutions that have not been submitted within the past year.

(g) When the Pacific Northwest Annual Conference passes a petition that asks the Conference Secretary to correspond with members of the Senate or House of Representatives, at a state or national level, or with the Governor of a state or the President of the United States, such petitions must include the full name(s) of the person(s) to whom the correspondence is addressed, along with the full mailing and e-mail addresses.

(h) New, revised, amended, or rescinded rules may originate as follows: by recommendation from any council, board, commission, or committee of the Conference; from the Cabinet; over the signatures of five members of the Conference; or from the Conference in general session. Individual members may submit proposals to the Rules Committee for consideration, but in such cases, the Rules Committee is not bound to report the proposed change on the floor of the Conference.

(i) All proposals designed as permanent regulations of the Annual

Conference shall be first submitted to the Rules Committee, whose duty it shall be to consider the proposal, and then make a report on it with recommendations to the Conference. In order to change a Conference Rule, or to provide a new Conference Rule, the Conference must vote such change specifically, by rule and section number. Recommendations for new, revised, amended, or rescinded rules to be considered at the forthcoming Annual Conference shall be submitted according to the procedure outlined in Rule V, Sec. 2(ab). Such proposals shall also be submitted to the Rules Committee, whose duty it shall be to consider the proposal and then make a report on it with recommendations to the Annual Conference prior to action by the Conference on the report from the Focus Session.

Sec. 3. Focus Sessions

There may be up to five Focus Sessions in this Annual Conference.

(a) Duties: The duties of the Focus Sessions may be assigned as follows: To receive reports on the work of the Annual Conference in the previous year, to receive recommendations, petitions and proposals for Conference action, to consider all such matters and to report actions items to the Conference, using both individual reports and the consent calendar as applicable.

(1) **Division of Responsibility:** The Focus Sessions shall be formed to reflect the structure of the work of the Annual Conference and may include the following:

a. **Leadership Development:**
   i. Board of Ordained Ministry
   ii. Diaconal Committee on Investigation
   iii. Clergy Committee on Investigation
   iv. Board of Discipleship
   v. Joint Committee on Incapacity
   vi. Board of Laity
   vii. Council on Youth Ministries
   viii. Council on Young Adult Ministries
   ix. Board of Higher Education and Campus Ministry
   x. United Methodist Educational Foundation
   xi. Committee on Nominations
   xii. United Women in Faith
   xiii. United Methodist Men

b. **Congregational Development**
   i. Evangelism, worship, stewardship, Christian Education
   ii. Board of Congregational Development
   iii. Commission on Equitable Compensation and Mission Aid

iv. Commission on Ethnic Ministries
v. Hispanic Ministries Committee
vi. Small Membership Committee
vii. Camping Board of Stewards
viii. Council on Older Adult Ministries

c. **Connecting for Mission - Domestic**
   i. Issues relating to general welfare, human relations, emerging social issues, ecumenical and interfaith relations
   ii. Commission on Religion and Race
   iii. Native American Ministries Committee
   iv. Conference Board of Church and Society pertaining to domestic issues
   v. Conference Board of Global Ministries pertaining to domestic issues

d. **Connecting for Mission - International**
   i. Mission education and cultivation, itineration of missionaries, mission aid
   ii. Conference Board of Global Ministries pertaining to international issues
   iii. UMCOR and related work
   iv. Conference Board of Church and Society pertaining to international issues
   v. Issues relating to general welfare, world peace

e. **Administrative Support:**
   i. Property management, budget, corporation matters, proportional payments, district parsonages, equitable salaries, financial reports of all Conference bodies.
   ii. Conference Council on Finance and Administration
   iii. Conference Board of Pensions
   iv. Board of Trustees
   v. Faith Foundation Northwest
   vi. Administration and structure
   vii. Proposals on Annual Conference and Conference Connectional Table structure and procedure, and other related matters of church order and organization for the Annual Conference, districts or local church.
   viii. Committee on Episcopacy
   ix. Commission on Archives and History
   x. Commission on Communications
   xi. Committee on Persons Living with Disabilities

xii. Commission on the Status and Role of Women
xiii. Annual Conference Planning Team
ix. Rules Committee

(2) **Recommendation Assignment:** The Office of Connectional Ministries, in consultation with the writer(s) of the legislation, shall assign recommendations to the appropriate Focus Session and withdraw and reassign said recommendations at any time before a report on said recommendations is introduced to the Focus Session. The Office of Connectional Ministries shall decide the appropriate number of Focus Sessions needed based on the resolutions, recommendations, petitions and proposals for Conference action submitted by April 15.

(b) **Members:**

(1) The Executive Director of the Conference Office of Connectional Ministries shall assign members to each of the Focus Sessions. This shall be based on which standing committee or work area the Conference member serves during the year, and their personal desire for assignment, to the extent possible.

(2) Tenure: Assignment shall be annual, and the restrictions specified in Rule VI, Sec. 2(c) shall not apply in the Focus Sessions. Chairpersons of conference boards and agencies reporting to a Focus Session may serve on that Focus Session during their tenure in office and provided further that Conference Executive Staff and the Conference Treasurer may serve on the Focus Session appropriate to their responsibilities.

(3) Vacancy: A lay member vacancy shall automatically be filled by the next alternate lay member from the same charge.

(c) **Officers:**

(1) Nominations and Tenure: Each Focus Session shall have leadership of a chairperson, vice-chairperson, and secretary. These persons shall serve for a one year term. Care shall be taken in these elections to alternate clergy and lay persons in the positions of chairperson and secretary. Members of the executive bodies of those agencies reporting to a Focus Session shall not be eligible to serve in the offices of chairperson, vice-chairperson, or secretary of that Focus Session. Individuals willing to serve as an officer will indicate such willingness when they register their Focus Session preference. Officers will be assigned by the Office of Connectional Ministries as needed. When not enough officers are available, the Office of Connectional Ministries shall recruit individuals to serve in such capacity.

(2) Training: Focus Session chairpersons, along with the corre-

sponding ministry group chairperson and vice-chairperson, board chairpersons, director of Connectional Ministries, and the chairperson of the Orders of the Day shall meet the day before Annual Conference to be briefed on legislative procedure and to form and share Focus Session agendas. Tentative Annual Conference agenda may be formed subject to concurrence of the Presiding Officer and daily scheduling requirements.

(d) **Meetings:**

(1) Presiding Officer: The Focus Session shall be convened at Annual Conference by the chairperson. In the event the chairperson is unable to function, the vice-chairperson shall assume the duties of the chairperson. If neither the chairperson nor the vice-chairperson can attend the meetings of the Focus Session at Annual Conference, the Director of Connectional Ministries shall appoint a person to convene the session. The first order of business of the Focus Session shall be election of a chairperson and vice-chairperson.

(2) Motions for Nonconsideration: Recommendations, proposals, and petitions received by April 15, and included in the Pre-Conference Handbook shall not be subject to a motion of nonconsideration in its assigned Focus Session. Recommendations and petitions on which there is a motion for nonconsideration shall be not be debated without a motion supported by a simple majority. This motion to open debate is nondebatable.

(3) Counting Votes: Each Focus Session shall include in its report on each recommendation for action a statement of the number present at time of voting, the number of affirmative votes, and the number of negative votes.

(4) Sub-Committees: Each Focus Session may elect sub-committees by whatever method it chooses.

(5) Additional Meetings: Focus Sessions which have not completed their work in the time allotted to them in the Conference program may call such additional sub-committee or full committee meetings as are necessary when not in conflict with the business sessions of the Conference. To handle matters of reference arising in Conference sessions after the regularly scheduled Focus Session meetings have been completed, the Executive Committee of each Focus Session, consisting of the chairperson, vice-chairperson, secretary, and sub-committee chairpersons, shall act for the whole committee.

Sec. 4. Plenary Sessions

(a) Announcements: All announcements in sessions shall be furnished

in writing and announced from the Conference Secretary's desk.

(b) Copies to Secretary: Copies of all reports and resolutions shall be furnished to the Conference Secretary in duplicate.

(c) "Twelve Hour Rule": All reports of boards, commissions, and committees dealing with social and international relations and/or fiscal matters involving $500 or more and the report of the Committee on Nominations shall be reproduced in quantity and placed in the hands of the members as early in the session as possible, and no later than 12 hours preceding their consideration.

(d) Focus Session Reports

(1) The chairpersons of the Focus Sessions or others designated by them may present their reports as they are ready. Focus Sessions shall report to the Annual Conference only those matters which have been considered by the Focus Session.

(i) The report of any Focus Session shall not exceed one hour until each Focus Session has reported and only then shall additional time become available for reports of a Focus Session.

(ii) During the first hour the Focus Session shall report to the Annual Conference any program recommendation that requires changes in the budget as submitted by the Council on Finance and Administration.

(iii) The Focus Session on Property and Finance shall present the budget of the Annual Conference for legislative action and adoption following the final reports involving budgetary requests of the other Focus Sessions.

(2) A Focus Session shall create a consent calendar which will include those items of legislation receiving 90% or more of the vote of the Focus Session.

(i) Items on the consent calendar will be listed as a single Report #1, with the petitions included clearly identified as follows: #1A (petition title, number and page number in the Pre-Conference Handbook), 1B (title, number, page), 1C, etc.

(ii) The entire consent calendar will be voted upon with one vote without debate.

(iii) In order to remove an item from the consent calendar for debate during the plenary session, ten signatures of Conference members must be presented on the appropriate form to the Conference Secretary before the Focus Session begins its report in the plenary session.

(iv) Each Focus Session may decide by a simple majority vote not to include an item on the consent calendar.

(3) Items to be excluded from the consent calendar include: all

new legislation generated by a Focus Session, or legislation significantly amended so as to have the effect of making it new legislation as determined by a majority of the officers of the Focus Session; any item which would require more than a simple majority vote and would need to record that vote count; i.e., amending the rules and constitution, etc.; and all matters dealing with the budgets of the Annual Conference and vote of closure of churches.

(4) Exceptions to Focus Session Reports: All resolutions, recommendations, petitions, and proposals shall be brought to the floor of the Annual Conference only as part of a report of a Focus Session, excepting matters from the Rules Committee and the Nominations Committee.

(e) Nonconcurrence Reports: Recommendations and petitions on which a Focus Session recommends nonconcurrence or nonconsideration shall not be debated on the floor of the Annual Conference without a motion supported by a simple majority. This motion to open is nondebateable.

(f) Minority Reports: A minority report on any subject on which a report has been adopted by a Focus Session may be presented to the Annual Conference when signed by fifteen or more members of the Focus Session. Those signing a minority report shall choose a member of the conference to present the report to the Annual Conference. This person shall have the same privileges in this presentation as the chairperson of the Focus Session has in presenting the majority report.

Such reports shall be printed and distributed in the same manner as the majority report and shall be designated as minority reports and include the names of the signatories.

A minority report shall be considered on the floor of the Annual Conference as a substitute for the majority report. In accordance with Sec. 4(f) of this Rule, where the report of the Focus Session is for nonconcurrence or nonconsideration, the minority report shall be considered only after a motion to open debate on the Focus Session report has been approved by a simple majority.

Where a Focus Session moves nonconcurrence of a resolution, recommendation, or proposal from a board, commission, or standing committee of the Annual Conference established in these rules or from a special task force or committee established by action of the Annual Conference, that resolution, recommendation, or proposal

shall be included as a minority report of the Focus Session if this is requested by the chairperson of the Annual Conference agency submitting it.

Sec. 5. Joint Sessions of Annual Conference

When an Annual Conference session is to be held jointly with other Annual Conferences, rules concerning the session's planning, legislative proposals and procedures shall be established jointly by a subcommittee of the Rules Committees of the Annual Conferences involved, and approved by the separate Annual Conference's Rules Committees and their Sessions Planning teams.

VI. CONFERENCE AGENCIES

Sec. 1. Organization, Membership and Responsibilities

The official agencies of the Pacific Northwest Conference, under provision of ¶610, are:

(a) **Connectional Table:** Membership of the Table shall consist of the Bishop (chair), the Conference Lay Leader (vice-chair), the Dean of the Cabinet; three persons representing the Leadership Development sub-group: Representative of the Board of Laity, Representative of the Board of Ordained Ministry, one member-at-large appointed by the Bishop; three persons representing the Congregational Development sub-group: Representative of Board of Congregational Development, Representative of the Task Force on Discipleship, one member-at-large appointed by the Bishop; three persons representing the Mission and Compassion group: Representative of the Board of Global Ministries, Representative of the Board of Church and Society, one member-at-large appointed by the Bishop; three persons representing the Administration and Support Services sub-group: Representative of Finance and Administration, Representative of the Communications Committee, Representative of the Rules Committee; two young persons appointed by the Bishop; the Conference Ecumenical Officer, appointed by the Bishop; Director of Connectional Ministries (staff); and Conference Treasurer (staff). Other staff may be invited to attend as needed.

Duties and responsibilities are as described in legislation enacted by the 2004 Annual Conference and in the accompanying report received by the 2004 Annual Conference, and as subsequently amended by succeeding Annual Conference Sessions.

(b) **Ministry Groups:** There shall be four Ministry Groups: Leadership Development; Congregational Development; Mission and Compassion; and Administrative and Support Services, to which the various conference agencies shall be assigned by the Connec-

tional Table.

(c) **Other Conference Agencies**

(1) Councils

(a) Council on Finance and Administration (¶611-619): 15 persons.

(b) Council on Youth Ministry (¶649.1): The composition and number of members (up to a maximum of 25) shall be determined by the Council on Youth Ministry. No more than one-third of the Council shall be adults.

(c) Council on Young Adult Ministries (¶650.1): One young adult elected by each district of the Annual Conference and selected by the district council on ministries. There shall be an additional six members who are selected by the Council. These members shall represent the diversity of young adults in the general population, including those in transition from high school to the next stage in life, college students, working persons, single, married, and those with children. One additional member will serve as the liaison between the Young Adult Council and the Board of Higher Education and Campus Ministry (BHECM). All members of the Young Adult Council shall be young adults (age 18-30). The BHECM liaison will have full voice and vote in both bodies.

(d) Council on Older Adult Ministries (¶651.1): One person from each district elected by the Conference; five persons appointed by the Council.

(2) Boards:

(a) Board of Church and Society (¶628): One person from each district elected by the Conference; five persons named by the Board.

(b) Board of Discipleship (¶629): No more than 15 members elected for terms of four years with a maximum of two consecutive terms for each person. The Conference Nominating Committee shall nominate the chairperson and one person from each district. The remaining members shall be appointed by the board.

(c) Board of Laity (¶630): Conference Lay Leader (chair), Conference Associate Lay Leader; the President, or representative of the executive committee of Conference United Methodist Men, United Women in Faith, Conference Council on Young Adult Ministries, Conference Council on Youth Ministry, Council on Older Adult Ministries; the District Lay Leaders, Conference Director of Lay Servant Ministries, Coordinator of Civic Youth Ministries and Scouting,

Director of Conference Office of Connectional Ministries or an associate, and the Bishop or designate. The Board may name other task forces and committees as needed.

(d) Board of Global Ministries (¶632): Chairperson and Secretary of the Board, and one chairperson from each of the following: Health and Welfare Ministries, Immigration and Refugee Concerns, Conference UMCOR Coordinator, Community Ministries, Conference United Methodist Volunteers in Mission, UMVIM Disaster Response. In addition: a Conference Secretary of Global Ministries, the President of the Conference United Women in Faith, the UWF Mission Coordinator of Education and Interpretation, the Dean of Mission u. In addition, one representative from Hope for the Children of Africa and one from the Conference Mission Personnel Committee. Up to three other agencies may be invited to each send one representative to participate as full members. The Conference Secretary of Global Ministries shall be elected annually by the Annual Conference on nomination of the Board.

(e) Board of Congregational Development (¶632.5e): Chairperson and Secretary of the Board, 7 at-large Board of Congregational Development members (at least one of whom must be between the ages of 18 and 35), up to 3 Cabinet members, 4 Office of Connectional Ministries staff members (including the Director of New Faith Communities, the Director of Connectional Ministries, the Director of Leadership Development for an Inclusive Church, and the Hispanic Coordinator), the Conference Treasurer, the Chairperson of the Commission on Equitable Compensation and Mission Aid, and the Connectional Table Chairperson for Congregational Development for the Annual Conference. The Bishop will serve as an ex officio member.

(f) Board of Higher Education and Campus Ministry (¶633): One person from each district elected by the Conference; four persons named quadrennially by the Board and five persons named annually by the Board. It is recommended that the five annual appointments be students active in campus ministry. The following persons shall be members without vote: United Ministries in Higher Education campus ministers who are United Methodist (clergy or lay), the chaplain of the University of Puget Sound, Wesley Foundation ministers who are

United Methodist, and student ministry workers of local United Methodist churches who are United Methodist. One additional member will serve as the liaison between the Board of Higher Education and Campus Ministry and the Council on Young Adult Ministries. This liaison will have full voice and vote in both bodies.

(g) Board of Ordained Ministry (¶634): Up to 38 elders and deacons in full connection, plus additional lay members, to be nominated, elected and constituted as provided in *the Book of Discipline*.

(h) Board of Pensions (¶638): 14 members, with 7 members elected every 4 years for an 8-year term.

(i) Board of Trustees (¶640, 2512.1-8)

(j) Camping Board of Stewards: 12 persons (including chair, vice-chair, secretary, Indianola Site Advisory Team Representative, Lazy F Site Advisory Team Representative, Ocean Park Site Advisory Team Representative, and Twinlow Board representative) representing all five conference districts. In addition to these 12 persons, the board will consist of the Conference Treasurer or someone the Conference Treasurer names, and a Cabinet Representative (all with vote). The Camping Board of Stewards is an incorporated agency of the Annual Conference which owns, shares ownership, leases or rents sites upon which camping and retreat ministries are conducted. The Board of Stewards is responsible for the employment of staff, the acquisition, development, operation, and maintenance of these sites and for developing and conducting the camping and retreat ministry program which, in a variety of additional settings, under-girds, enhances, and extends the local congregational ministry. This includes the establishment of standards and policies to be observed in these programs.

(3) Commissions:

(a) Commission on Christian Unity and Interreligious Concerns (¶642): one person elected by the Conference as a convener of a committee composed in accord with *the Book of Discipline*.

(b) Commission on Equitable Compensation and Mission Aid (¶624): Six persons elected by the Annual Conference, composed of an equal number of lay and clergy persons, as provided by *the Book of Discipline*, including at least one layperson and one clergy person from churches of fewer than two hundred members. One district super-

intendent named by the Cabinet shall also be a member.

(c) Commission on Religion and Race (¶643): One person from each district, elected by the Conference; five persons named by the Commission, as described in *the Book of Discipline*.

(d) Commission on the Status and Role of Women (¶644): One person from each district, elected by the Conference; four persons named by the Commission; and one member named by the Conference United Women in Faith.

(e) Commission on Communications (¶646) Five persons elected by the Conference, five persons named by the Commission.

(f) Commission on Archives and History (¶641): Seven persons elected by the Conference; five persons named by the Historical Society which shall include exofficio the archivist of each of the three depositories.

(g) Commission on Ethnic Ministries (¶631): One person from each district, elected by the Conference; five persons appointed by the agency.

(4) Standing Committees:

(a) Joint Committee on Clergy Medical Leave (¶652): 2 representatives each from the Board of Ordained Ministry and the Board of Pensions.

(b) Native American Ministries Committee (¶654): Four persons elected by the Conference; three persons named by the Committee.

(c) Committee on Episcopacy (¶636): 15 persons, three of whom shall be appointed by the Bishop and 12 of whom shall be elected quadrennially by the Annual Conference at the session following the General Conference.

(d) Committee on the Full Participation of Persons Living with Disabilities (¶653): Four persons elected by the Conference; three persons named by the Committee.

(e) Clergy Committee on Investigation (¶2703.2): Four clergy in full connection, three lay persons, three alternate clergy in full connection, and six alternate lay persons, three of whom shall be diaconal ministers if available. The Committee shall be nominated by the bishop in consultation with the Board of Ordained Ministry and the Board of Laity.

(f) Diaconal Committee on Investigation (¶2703.2b): There shall be not fewer than three diaconal ministers or members of the church, nominated by the bishop.

(g) Committee on Nominations (Rule VI, Sec. 3): The district superintendents, chairpersons of each district nominating committee or other person named by the district superintendent; the Conference Lay Leader; three other persons named by the Committee.
(h) Rules Committee (¶604.1): Seven persons elected by the Conference.
(i) Administrative Review Committee (¶635): Three clergy in full connection and two alternates who are not members of the Cabinet or the Board of Ordained Ministry, nominated by the bishop and elected quadrennially by the Clergy Session.
(j) Hispanic Ministries Committee (¶655): Twelve members with six persons elected by the Conference and six persons named by the Committee; exofficio members may include one district superintendent, the president or designate of Hispanic/Latino Caucus, and the Coordinator of Hispanic Latino Ministries or other Conference staff person. The committee will organize its own leadership as well as add people to sub-committees and task forces.
(k) Committee on Ethnic Ministries (¶631): One person from each district, elected by the Conference; five persons named by the Committee.
(l) Episcopal Residence Committee (¶637)

(5) Committees:
(a) Annual Conference Sessions Planning Committee (Rule V, Sec 1).

(6) Foundations:
(a) The Faith Foundation Northwest, an independent foundation, includes the Bishop and Conference Treasurers on its Board of Directors, with voice and vote.
(b) The United Methodist Educational Foundation: the Bishop, the district superintendents, and one lay person from each district.

Sec. 2. Membership and Tenure

(a) All councils, boards, commissions, and standing committees of the Annual Conference shall have quadrennial status, and their membership shall be nominated by the Conference Nominations Committee at the first session of the Annual Conference following the General Conference, except as otherwise noted in *the Book of Discipline* or Conference Rules. All members of councils, boards, commissions, and committees shall be members of The United Methodist Church.
(b) All councils, boards, commissions, and standing committees of

the Annual Conference shall meet and organize as promptly as feasible following the election of their members. Every council, board, commission, and standing committee shall continue in responsibility until its successor is organized. The outgoing officers of each agency shall provide orientation, agenda, and program for the organizing meeting.

(c) Those councils, boards, commissions, and committees whose membership is based, at least in part, on district representation shall be permitted to elect to their membership not more than three members at large, if such election is necessary to ensure continuity in positions of responsibility and leadership, such elections to be confirmed by the Annual Conference at its next session.

(d) No person shall serve on any one council, board, commission, or committee of the Annual Conference more than eight consecutive years with the following exceptions and provisions: One or two years' service to fill a vacancy on a quadrennial council, board, commission or committee shall not be counted for the purpose of this rule; in the case of committees or boards elected in three year classes the maximum period of consecutive service shall be three terms, with the provision that a one year appointment to fill a vacancy prior to the first term shall not be counted for the purpose of this rule; persons who are members of a council, board, commission, or committee ex officio shall not be affected by this rule; however, non-salaried Conference and Board officers, such as Conference Secretary and Statistician, executive secretaries of the various Conference boards and commissions, Conference and District Lay Leaders and associate lay leaders shall be limited to eight consecutive years in any one of these offices; however, one or two years service to fill a vacancy during a quadrennium for these offices shall not be counted for the purpose of this rule.

(e) No member shall serve on more than one of the following administrative groups: Council on Finance and Administration, Board of Ordained Ministry, Board of Pensions, or Board of Trustees of the Annual Conference, nor on more than one of the following program groups: Board of Church and Society, Board of Discipleship, Board of Global Ministries, Board of Congregational Development, Board of Higher Education and Campus Ministry, Camping Board of Stewards, Commission on Christian Unity and Interreligious Concerns, Commission on Religion and Race, Commission on the Status and Role of Women, or the Commission on Communications. (This shall not affect membership on groups because of Disciplinary provisions or other provisions of these rules).

(f) Each council, board, commissions, and standing committee shall have the discretion to declare positions vacant on grounds of

non-participation.

(g) Members of General Boards, Councils, or Commissions and their various sections or divisions shall be members of equivalent conference boards, councils, or commissions, with vote.

(h) Legislative action of the Annual Conference establishing committees and task forces for special assignments shall include a term not to exceed four years for the newly-established committee or task force. Committees and task forces thus formed may not function with Annual Conference funding and authorization after expiration of their terms without new Annual Conference authorization. This same term limitation shall apply to *ad hoc* committees and task forces without Annual Conference action.

Sec. 3. Nominations Procedures

(a) The Annual Conference Committee on Nominations shall receive recommendations from: districts, the Conference Council on Youth Ministry, the Conference Council on Young Adult Ministries, and ethnic caucus groups. From the list of persons recommended, but not limited thereto, the Committee shall make nominations for all councils, boards, commissions, and standing committees. The Conference Committee on Nominations in making recommendations shall give special attention to achieving inclusiveness among racial/ethnic persons, lay women, lay men, clergy, youth, young adults, older adults, and persons with disabilities. The Conference Committee on Nominations shall be encouraged to ensure that the membership of all conference councils, boards, commissions, and standing committees represent the needs and concerns and the gifts and graces of churches of 200 members or fewer by actively recruiting from small churches wherever possible.

(b) Where permitted by *the Book of Discipline*, the Conference Committee on Nominations shall nominate for election by the Conference the chairpersons of the Conference agencies and their major sections and committees.

(c) Those persons who are to be nominated shall be consulted and their consent received before their names are presented in the Report on Nominations.

(d) Vacancies on councils, boards, commissions, and standing committees of the Conference that occur between sessions of the Annual Conference may be filled by the Chairperson of the Conference Committee on Nominations, provided: it shall be necessary that these appointments be confirmed at the next session of either the Connectional Table or the Annual Conference.

(e) The Conference Lay Leader shall be elected for a quadrennial

term. The Associate Conference Lay Leader shall be elected for a four year term, beginning at mid-quadrennium.

(1) Each district should select a candidate from that district to be presented to the Laity Session of the Annual Conference. The candidate shall be selected as determined by each district.
(2) Information about each candidate shall be included in the registration packet, and no further promotional material shall be distributed at the Annual Conference session.
(3) Nominations may be made from the floor, during the Laity Session, with the consent of the person being nominated. Nominees should be aware of the job responsibilities and the time commitment of the office.
(4) At a meeting of the lay members convened by the Conference Lay Leader at the Annual Conference, the lay members shall select the Conference Lay Leader or Associate Conference Lay Leader from the list of candidates selected by the districts and those nominated from the floor.
(5) The election shall be conducted by a member of the Board of Laity, not running for either office.
(6) The selected candidate's name shall be submitted to the Conference Committee on Nominations to be included in the committee report for confirmation by the Annual Conference.
(7) The Conference Lay Leader and Associate Lay Leader shall take office at the close of the Annual Conference session.
(8) The Associate Lay Leader may serve in any Conference councils, boards, commissions, and standing committees in the place of the Lay Leader, as they find necessary.

Sec. 4. Officers

(a) Each council, board, commission, and standing committee shall organize with chairperson, vice chairperson, and secretary to hold office for the quadrennium or until their successors are elected. Except for the Board of Ordained Ministry, it is recommended that both clergy and lay persons be represented among the officers. The chairperson elected to the agency shall be responsible for convening the first regular meeting of each agency in a new quadrennium. In the case of Conference agencies where *the Book of Discipline* requires election of the chairperson by the agency itself, the Conference Committee on Nominations shall appoint a convener for this first regular meeting.
(b) In the case of Conference agencies where *the Book of Discipline* requires election of the chairperson by the agency itself, the officers shall be elected by the following process: before adjournment of the Annual Conference prior to the beginning of the quadrennium, those members of the boards and agencies elected for the

quadrennium who are present at the Annual Conference shall be convened by an assigned member of the Conference Executive Staff for the purpose of selecting a nominating committee of three to five persons. The time and place of the meetings for this purpose shall be announced during the Annual Conference session. One member of the nominating committee shall be designated as its convener, and the committee shall prepare to report a slate of nominees for the organizing meeting of the agency.

(c) In the case of agencies whose chairpersons are elected by the Conference the remaining officers shall be elected by the same process as provided in (b) with the exception that the meeting at the Annual Conference session shall be convened by the newly elected chairperson.

(d) At these meetings convened according to (b) or (c), the agency nominating committee which is appointed also may be authorized to prepare recommendations for additional persons to be appointed as members of the agency where this is provided for in these Rules.

Sec. 5. Institutions

All institutions whose trustees must be elected or confirmed by the Annual Conference shall submit to the Conference a list, in writing, of the names of nominees by April 15 before the Annual Conference is required to vote.

Sec. 6. District Committee on the District Superintendency

The District Councils on Ministries or their counterparts in each district shall be responsible for the organization of the District Committees on the District Superintendency.

VII. CONFERENCE FINANCIAL PROCEDURES AND APPORTIONMENTS

Sec. 1. Fiscal Year and Salary

(a) The fiscal year in this Annual Conference shall be the calendar year beginning January 1 and closing December 31. The Conference Treasurer shall close the financial records of the Conference as of December 31, and all remittances must be received in the Conference office by that date in order to receive credit for that fiscal year.

(b) Unless otherwise agreed upon by the local church and the appointing authorities, the salary of a pastor transferred between Conference sessions shall begin when the pastor assumes responsibility with that church.

Sec. 2. Program Proposals

All program proposals to be submitted to the Annual Conference which require Conference financial resources beyond the current fiscal year shall include an estimate of the required financial resource for at least the following three years. Program proposals involving $500 or more, regardless of the source of these funds, shall be referred to

the Conference Council on Finance and Administration for review and report to the Annual Conference prior to its action. The Annual Conference, if it desires, may submit such proposals to the Council on Finance and Administration for their review and recommendation of the financial aspects of the proposal prior to its being acted upon by the Annual Conference.

Sec. 3. Apportionments

(a) All requests for Conference apportionments upon the charges or for Conference-wide appeals for financial support for special causes shall first have been referred to the Council on Finance and Administration, and no apportionments shall be made until the Council shall have made its report. If the report is negative, a 60% majority vote of the Annual Conference shall be required to reverse the recommendation of the Council.

(b) The Council on Finance and Administration shall determine apportionments in the following way for all purposes:

(1) Determine the total for the Conference for the two years preceding the current year for the columns reporting the following items: Pastor's Plan Compensation Paid, Associate Pastor's Plan Compensation Paid, Non-Capital Parsonage Expenses, Travel Allowance, Other Cash Allowance, Diaconal Ministries Compensation, Other Staff Compensation, Current Expenses for Program, and Other Current Expenses.

(2) For the same two years determine the total giving of each local church for the same purposes.

(3) Determine the ratio of giving of each local church of the Conference by dividing item (2) by item (1) to get the ratio grade point for each church; same to be carried out to the nearest five decimal points.

(4) Multiply the amounts to be apportioned by the Conference to the churches, for any cause authorized by the Conference, by the ratio grade point for each church to determine the amount to be apportioned to each local church, computing apportionment to the nearest dollar.

(c) The Council on Finance and Administration shall have the power to make adjustments in cases of new churches, of churches composed of other than United Methodist constituency, and churches with unusual or critical situations.

(d) The minimum apportionment for a newly chartered church shall be set by formula by Board of Congregational Development using the models they have developed that reflect both the current context and emerging new ministry models.

(e) Whenever the asking for World Service and Conference Benevo-

lences of any local church is less than the asking for the previous year, the local church shall be encouraged by its District Superintendent to accept the asking for the previous year.

(f) The maximum increase in grade point for a local church shall not exceed 30% in any conference year.

(g) The total annual apportionments to the churches of the Annual Conference shall not be increased over the previous year by a percentage that exceeds the aggregate percentage increase in those items in the local churches upon which the grade point is based.

Sec. 4. Conference Benevolences

The officers of all institutions, causes, and agencies participating in the funds allocated under the "Conference Benevolences" budget shall be required to submit to the Council on Finance and Administration through the Conference Treasurer's office, at least 90 days prior to the meeting of the Annual Conference, a statement of their budget, showing uses made of the funds granted under the Conference Benevolences budget, together with their requests for the ensuing year. These shall be submitted in the form and number of copies requested by the Council on Finance and Administration.

Sec. 5. Remittances of Local Funds

(a) All funds on apportionments, including benevolences, shall be remitted to the Conference Treasurer in twelve equal payments, beginning with January, except that small churches (membership under 100) may elect to pay on a quarterly basis.

(b) 5/12 of each church's annual apportionment shall be paid in full by May 31 of each year, and the remaining 7/12 shall be paid in full by December 31 of each year.

Sec. 6. Financial Audits and Bonds (¶617)

(a) All officers and staff of the Annual Conference who handle Conference funds shall be bonded. The nature and amounts of such bonds shall be determined by the Council on Finance and Administration, subject to the provisions of ¶¶618 and 2511.

(b) Each institution, agency or organization which is related to the Annual Conference pursuant to ¶632.4(b)(27), which receives funds from this Conference shall furnish each year to the Council on Finance and Administration one copy of both its annual audit report and its current liability insurance policy.

(c) Each institution which is related to the Annual Conference pursuant to ¶632.4(b)(27), which does not receive funds from this Annual Conference shall annually furnish the Conference Treasurer one copy of its audited financial statement and current liability insurance policy.

Sec. 7. Funds for Program Ministries of the Council

The Treasurer is authorized to advance money to the program min-

istries of the Annual Conference from funds available on a monthly basis in an amount not to exceed one-twelfth (1/12) of the income from the Conference Benevolences portion of the budget.

Sec. 8. Capital Funds Campaign

(a) The designated cause for a Capital Funds Campaign and the plan for raising these funds shall be separate issues before the Annual Conference.

(b) Any plan for raising Capital Funds for the Annual Conference shall provide several alternatives for consideration by the local church, which shall have the option of developing its own plan for raising its accepted portion of a Capital Funds effort.

Sec. 9. Authority to decrease budgeted expenditures and redirect receipts from apportionments

Unless otherwise determined by a special session of the Annual Conference, if at anytime between annual sessions of the Conference, the Council on Finance and Administration concludes that actual annual receipts from apportionments in the Ministerial Support and Administration Fund, or the World Service and Conference Benevolences Fund are likely to be less than ninety-five percent of the budgeted annual receipts from apportionments for that Fund, the Council on Finance and Administration is authorized to (a) decrease budgeted expenditures; and (b) redirect actual receipts from apportionments within funds, line items, or other elements of the Conference budget, including the total amount of the World Service and Conference Benevolences Fund, in consultation with the Conference Connectional Table.

Sec. 10. Authority to transfer reserve balances from Conference Budget

If the Council on Finance and Administration reasonably concludes that the balance in the Conference Contingency Reserve Fund is likely to be less than $200,000, then the Council on Finance and Administration is authorized to transfer reserve balances from or among any line items of the Conference budget, including the World Service and Conference Benevolences Fund, in consultation with the Connectional Table.

Sec. 11. Advance Special Advance Number. Each authorized Conference Advance Special shall have a unique conference advance number.

Sec. 12. Conference Disaster Response Fund

Funds given in response to a disaster in the Annual Conference may be designated for that response effort. Funds in excess of what is required may be placed in undesignated funds to be used in response to other disasters in the Annual Conference. This reallocation requires the approval of the Conference Board of Global Ministries and the Cabinet.

VIII. ANNUAL CONFERENCE HOUSING AND TRAVEL

Sec. 1. Responsibility

A budget for the Housing and Travel Fund shall be considered each year by the Council on Finance and Administration for inclusion in the Ministerial Support and Administration Budget.

Sec. 2. Eligibility

The following are eligible to receive Travel funds:

(a) All ministerial members serving local churches.
(b) Ministerial members returning from sabbatical and ministers on leave of absence returning for appointment.
(c) All lay members of the Annual Conference as defined in Rule II, Sec. 3, with travel within the bounds of the Annual Conference.
(d) Provisional members appointed to attend school, while attending Annual Conference.
(e) Ministerial members appointed to serve in ministries beyond the local church, with travel within the bounds of the Annual Conference.
(f) Each new pastor receiving an appointment in a local church, who shall be certified by a district superintendent as in attendance at Annual Conference.
(g) Certified candidates for ministry.
(h) Retired ministerial members who attend Annual Conference, with travel limited to the bounds of the Annual Conference.
(i) Two lay members of the Connectional Table.

Sec. 3. Housing and Travel: Pages

Annual Conference youth pages are eligible to receive housing and travel funds in a number to be determined by the Annual Conference Sessions Planning Committee as adequate to meet the needs of the Annual Conference.

Sec. 4. District Superintendents

The Annual Conference expenses of the District Superintendents shall be paid from the District Superintendents' Fund.

Sec. 5. Conference Staff

The Conference staff shall draw their Annual Conference expense from the "field expense" parts of their budgets.

Sec. 6. Housing and Travel Annual Report

A report of income and expenditures for housing and travel for the prior year shall be made to the Annual Conference each year.

IX. EQUITABLE SALARY PLAN (¶ 342, ¶624)

Sec. 1. Administration

The Equitable Salary Plan shall be administered by the Commission on Equitable Compensation and Mission Aid.

Sec. 2. Eligibility and Participation

(a) All extra financial aid received by a pastor, from whatever source, including but not limited to payment of insurance premiums, fuel, electricity, and other utilities, shall be considered part of their salary.
(b) Each full-time pastoral charge is expected to pay not less than the full equitable salary as set by the Annual Conference. In those charges where the full equitable salary cannot be paid, the Conference will participate through the Equitable Compensation Fund; however, no more than 30% of the pastor's full salary schedule for the year shall come from the Fund.
(c) Student and part-time pastors may, upon recommendation of the District Superintendent and the approval of the Commission on Equitable Compensation and Mission Aid, receive aid from the Equitable Compensation Fund according to a salary schedule worked out separately for that charge. That schedule shall be less than the Conference equitable compensation schedule for full-time pastors, and the school being attended shall be approved by the Conference Board of Ordained Ministry.
(d) Where possible, the equitable salary aid shall be reduced each year.
(e) Any pastor who is in the Course of Study and who fails in any year to meet Disciplinary requirements of the Course of Study for that year, as determined by the Board of Ordained Ministry, shall not participate in the Equitable Salary Plan for the next succeeding year.
(f) In every charge where Equitable Compensation Funds are requested, a financial support program must be organized and carried out under a plan approved by the District Superintendent before the charge can qualify for equitable salary aid.
(g) Any charge of more than one church, receiving equitable salary aid, shall be eligible for an additional allowance for travel expenses, as set by the Annual Conference.
(h) At the discretion of the Commission on Equitable Compensation and Mission Aid, after consultation with the Cabinet and Board of Ordained Ministry, Equitable Salary Compensation may be used to assist in the transition for persons who initiate a career change or when a career change is initiated in accordance with ¶360.3 or ¶362 of *the Book of Discipline.*
(i) By their initiation, after consultation with the District Superintendent, a local pastor, appointed less than full-time, may waive all or part of salary and benefits as calculated by the minimum salary schedule.

Sec. 3. Proposed Salary Schedule

The Commission on Equitable Compensation and Mission Aid shall

present annually to the Council on Finance and Administration and the Annual Conference, a proposed figure for the Equitable Compensation Fund and a schedule of equitable salaries for the coming year.

Sec. 4. Necessitous Fund (¶625)

A Necessitous Fund may be established to be used in alleviating unusual financial distress of any minister serving in this Annual Conference, and is to be constituted by voluntary contributions of the ministers. The Commission on Equitable Compensation and Mission Aid shall present annually to the Annual Conference a report on the past year's use of the Necessitous Fund that includes a financial summary and the type of use made of the Fund.

X. PENSIONS (¶¶638,1506)

Sec. 1. Board of Pensions (¶638)

The Conference Board of Pensions shall have charge of the interests and work of providing for and contributing to the support, relief, assistance, and pensioning of clergy and their families, other church workers and lay employees of institutions and organizations and agencies, within the Pacific Northwest Conference of The United Methodist Church, except as otherwise provided for by Wespath.

Sec. 2. Annual Conference Group Health Care Plans

The Conference Board of Pensions shall provide for and administer the health plans of Wespath for full-time clergy and full-time conference lay employees and if appropriate under Federal Law to make it possible for these full-time participants that qualify to seek health coverage through the health care exchanges available in the Pacific Northwest Conference geographical area. The health policies of the Board determine funding of the health programs by the salary paying units.

Sec. 3. Retiree Health

The Conference Board of Pensions shall provide access to Medicare supplement plans and prescription drug coverage plans. The health policies of the Board determine the subsidization of the cost of coverage.

Sec. 4. Past Service Rate Goal

The Pre-82 funding plan is to increase the Past Service Rate at 2% per year and keep the contingent annuitant percentage at 70%. The 2% increase per year is the goal of the funding plan but can be adjusted if economic times require. The Past Service Rate cannot decrease from one year to the next. The Annual Conference shall set the Past Service Rate for the following calendar year after recommendation from the Conference Board of Pensions.

Sec. 5. Exofficio Members

The Conference Treasurer, Conference Benefits Officer, Assistant Treasurer/CBO, assigned district superintendent and minister to retirees shall be members of the Board of Pensions with voice but no vote.

Sec. 6. Rental/Housing Allowance for Retired, Terminated, or Disabled Ministers

An amount equal to 100% of pension, severance, or disability payments received from plans authorized under *the Book of Discipline*, which includes all such payments from Wespath, during the calendar year by each active, retired, terminated, or disabled clergy person who is or was a member of, or under appointment to, the Conference or its predecessors, be and hereby is designated as a rental housing allowance for each such "Clergy person." (See 2016 *Journal*, pp. I17-18 for complete resolution).

Sec. 7. Wellness Programs

The Conference Board of Pensions shall provide and maintain health and wellness programs for the Annual Conference's full-time clergy and full-time conference lay employees.

Sec. 8. Comprehensive Funding Plan for Benefit Obligations (¶1506)

The annual conference delegates the responsibility to the Conference Board of Pensions to approve annually the comprehensive funding plan and receive a favorable opinion from Wespath Benefits and Investments. The Conference Board of Pensions will share the written summary of the funding plan with the Council on Finance and Administration. The annual funding plan will be signed by the Conference Treasurer, Conference Benefits Officer, chair of Conference Board of Pensions and chair of Council on Finance and Administration.

XI. MISCELLANEOUS

Sec. 1. District Superintendents' Reports

(a) The District Superintendents, at least one month preceding the Annual Conference session, shall provide the Registrar of the Board of Ordained Ministry with lists of all those who should be considered by the Board, together with statements relative to character, fitness, training, and effectiveness of each.

(b) It shall be the duty of the District Superintendents to present all matters of interdenominational cooperation to the Board of Global Ministries, the Board of Congregational Development, and to the Annual Conference for its consideration of ecumenical concerns, and to present a written report of the same for publication in the *Journal*.

Sec. 2. Moving Expenses

(a) The Annual Conference shall provide a moving subsidy to each receiving church/charge to cover or assist with the cost of each intra-conference move for any duly-appointed pastor-in-charge and associate pastor under full-time appointment. The amount of the subsidy will be set annually by the Annual Conference on recommendation of the Council on Finance and Administration.

This payment will be made by the Conference Treasurer upon request from the receiving church/charge. Each ministerial family shall receive only one subsidy.

(b) The Annual Conference shall pay the one-time moving expenses, up to an amount set by the Annual Conference on recommendation of the Council on Finance and Administration, of the following persons: a minister retiring under appointment from a local church, a minister on Medical Leave, the surviving spouse of an active minister under appointment to a local church, the surviving spouse of a District Superintendent, and the surviving spouse of a minister appointed to the Conference staff.

(c) Candidates for ministry or clergy being appointed from beyond the conference boundaries (including ¶337.1) may be reimbursed for moving costs according to a schedule of allowable amounts recommended by the Council on Finance and Administration and approved by the Annual Conference.

Sec. 3. District and Local Church Parsonages

(a) The provision of the district parsonages shall be the responsibility of the district in which each is located.

(b) Parsonages shall meet housing standards established by the Annual Conference and available on the Conference website and in the District Service Center.

Sec. 4. Procedures Relating to Election of Delegates to General and Jurisdictional Conferences

(a) At least ninety days before the Annual Conference session at which elections are to be held, instructions and nomination forms approved by the Connectional Table shall be made available on the Conference website by the Director of Connectional Ministries to members of the Annual Conference for the nomination of lay and clergy delegates to General and Jurisdictional Conferences.

(b) Lay members may nominate only those candidates for election as lay delegates who meet the qualifications established by the General Conference and printed in *the Book of Discipline* (¶387), and who indicate their willingness to serve if elected by signing the nomination form. Clergy members may nominate only those candidates for election as clergy delegates who meet the qualifications established by the General Conference and printed in the Book of Discipline (¶36), and who indicate their willingness to serve if elected by signing the nomination form. The Board of Ordained Ministry shall furnish a list of clergy eligible to serve as delegates.

(c) Nomination forms sent to the Conference Office by April 15 preceding the Conference Session shall be arranged alphabetically and duplicated in the Pre-Conference Handbook. Nomination

forms returned after April 15, and before June 1, will be duplicated and distributed to the conference members at the time of their registration for the Annual Conference session.

(d) All candidates for election as lay delegates shall be introduced at the Lay Session of the Annual Conference. All candidates for election as clergy delegates shall be introduced at the Ministerial Executive Session of the Annual Conference.

(e) On the opening day of the Annual Conference session, a final opportunity shall be afforded for lay and clergy nominations from the floor by name only, without additional comments or introductions. Regular nomination forms, signed by those nominated from the floor, shall be filed immediately with the Conference Secretary. Nothing in this procedure shall keep any eligible person from being named on any ballot.

(f) At the sessions of the Annual Conference, nominated lay and clergy candidates are encouraged to present promotional material for distribution describing their sense of call to the ministry of serving as a delegate, limited to a single sheet no larger than 8 1/2 x 11 inches printed through private arrangements by the candidate or sponsors. Promotional materials shall not be distributed after balloting has begun.

(g) The outcome of each Lay and Clergy ballot shall be clearly announced before the next ballot is taken.

(h) During the sessions of the Annual Conference there shall be no demonstrations, electioneering, placards, or campaigning on the floor of the Conference.

Sec. 5. Procedures for Nominating a Candidate for the Episcopacy

(a) During the opening plenary of the Annual Conference, the Pacific Northwest Annual Conference members of the Western Jurisdiction Committee on Episcopacy shall announce the anticipated episcopal vacancies for the next quadrennium. Eligible candidates for episcopacy shall be recommended for nomination by the Annual Conference. The Jurisdictional Conference delegation may recommend episcopal candidates for nomination. Candidates may be recommended from the floor.

(b) Each recommended candidate may provide support for their candidacy on an 8 ½ x 11 inch sheet of paper, which may be circulated to members of the Annual Conference.

(c) If only one candidate is recommended, the lay and clergy members of the Annual Conference shall vote by simple majority whether to nominate the candidate for the episcopacy.

(d) If more than one candidate is recommended the lay and clergy members of the Annual Conference shall ballot among those named. Members shall vote for no more candidates than the

number of episcopal vacancies anticipated, less the number of candidates already nominated. Any candidate receiving votes from a majority of the members voting shall be declared nominated by the Annual Conference. The nomination process shall be complete when as many candidates have been nominated as there are anticipated vacancies, or when the Annual Conference votes to discontinue the nomination process.

(e) The Conference Secretary and the Jurisdictional Conference delegation shall communicate as appropriate the results of the nominations from the Annual Conference.

Sec. 6. Procedures Relating to District Representation

Any person elected to membership in the Annual Conference or to a council, board, commission, or committee of the Conference as a representative of a district shall vacate the position when moving from the district, except as permitted in Rule VI, Sec. 2(c).

Sec. 7. Petitions to General Conference

All petitions to the General Conference submitted to the Annual Conference for its action which change language in *the Book of Discipline* shall clearly indicate paragraph references and all additions and deletions to existing language.

Sec. 8. Special Sundays (¶265)

Sec. 9. Weapon-Free Zones

The Annual Conference offices and the camps and retreat centers of the conference shall be weapon-free zones, in accordance with United Methodist Resolution #3426 (adopted 2008, upheld 2012), and shall be so posted.

Sec. 10. Fellowship of Certified Lay Ministers

(a) Establishment

The Fellowship of Certified Lay Ministers in the Pacific Northwest Conference of The United Methodist Church is established for the sake of the life and mission of the church and to foster a deepening relationship with God among its members.

(b) Purpose

The purpose of the Fellowship of Certified Lay Ministers is to:

(1) Be a network of trusting mutual support, unity, common commitment, counsel, camaraderie, and covenant account ability for the encouragement, development, growth and inspiration of Certified Lay Ministers in their discipleship as they strive to fulfill the Church's Mission and realize the Vision of the Pacific Northwest Conference whether through their assignments as part of mutual ministry teams or other roles they may play in the life and mission of the church;

(2) To provide for regular gatherings of Certified Lay Ministers,

and;

(3) To advocate for and affirm the essential and critical role of Certified Lay Ministers.

(c) Membership
All persons certified as Lay Ministers in the Conference become members upon certification, remain so as long as certified, and are encouraged to participate in the Fellowship.

(d) Organization
The Fellowship will organize itself so as to best accomplish its intended Purpose.

(e) Relations with the Order of Elders, Order of Deacons, and Fellowship of Local Pastors and Associate Members.
The Fellowship will establish and maintain collegial relations with the Order of Elders, Order of Deacons, and Fellowship of Local Pastors and Associate Members. This relationship will facilitate the development and dissemination of models and best practices of cooperative and collaborative ministries.

(f) Conference Support
The Bishop shall provide continuing spiritual leadership for the Fellowship. Financial support for the Fellowship shall parallel that for the Order of Elders, Order of Deacons, and Fellowship of Local Pastors and Associate Members

Sec. 11. Bereavement Leave

(a) Bereavement leave, not to exceed one-fourth of a year, will be available and shall be granted by the bishop, the cabinet, and the executive committee of the Board of Ordained Ministry to any local pastor, provisional member, associate member, or clergy member in full connection who so requests it at the death of a spouse or child.

(1) Persons desiring bereavement leave should file their request with the committee on pastor-parish relations after consulting with the district superintendent prior to its beginning to allow adequate pastoral care for the church(es) involved to be developed.

(2) During the bereavement leave, the clergy member's annual conference relations will remain unchanged, and the health and welfare benefit plans will remain in force.

(3) A bereavement leave of up to one-fourth of a year will be considered as an uninterrupted appointment for pension purposes.

(4) Compensation will be maintained for no less than the first eight weeks of bereavement leave.

(5) During the bereavement leave time, pastoral responsibility for the church or churches involved will be handled through consultation with the committee on pastor-parish relations of the local church(es) and the district superintendent.

(6) Special arrangements shall be made for district superintendents, bishops, and those under special appointment who request bereavement leave.

XII. RULES

Sec. 1. Rules of Order

(a) The President shall decide all questions of order; in case of appeal the question shall be taken without debate.

(b) Robert's Rules of Order shall be in effect in this Conference unless otherwise provided for in these Conference Rules.

(c) No one shall speak more than once on the same subject until all who desire have spoken, nor for more than five minutes without permission by vote of the Conference. This rule shall not pertain to those presenting formal reports. All speakers on the floor shall identify themselves by name and church, indicating whether they are clergy or lay persons.

(d) The Conference shall not vote to prevent debate upon an item of business before that item of business is presented.

(e) All motions and major amendments thereto, other than those relating to procedure, must be submitted in writing on appropriate forms at the time of presentation.

(f) A rule may be suspended at any regular session by 2/3 vote of the members present voting. A rule may be amended, rescinded, or adopted at any regular session by a majority of the members present and voting.

Note: All *the Book of Discipline* references refer to the current version as approved by the 2020/2024 General Conference of The United Methodist Church.