

Conference Rules

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CHAPTER 1. RULES RELATING TO MEMBERSHIP IN THE ANNUAL CONFERENCE

- 1.000 Lay Members. Each charge within the Conference shall at the Charge Conference succeeding each General Conference elect for four-year terms one lay member to the Oregon-Idaho Annual Conference and two reserve lay members (§§32, 249.5).
- 1.001 A charge served by more than one clergy shall be entitled to as many lay members as there are clergy members. The number of lay members chosen under this provision, however, shall not exceed the number of churches on a circuit unless the number of clergy serving that circuit exceeds the number of churches.
- 1.002 A charge consisting of more than one church shall be entitled to elect one lay member from each church on the circuit. Each church shall be represented by a lay member before any church on the circuit is entitled to representation by a second lay member.
- 1.006 Lay and clergy membership in the Annual Conference shall be equalized quadrennially on the basis of information provided in the last printed Annual Conference Journal of each Quadrennium. The Conference Secretary shall certify the number of lay members to be elected (if any) and identify churches entitled to elect additional lay members.
- 1.007 The number of additional lay members to be elected under provisions of rule 1.006 (if any) shall be allocated, one per church, starting with the largest church, and continuing in descending order according to membership, until the required number is provided.
- 1.010 Lay members of the Annual Conference to be elected by districts (Rule 1.012) and District Lay Leaders (Rule 1.014) shall be nominated by the District Committee on Nominations and elected at a District Conference or a district caucus at the Annual Conference session next succeeding the adjournment of the regular session of the General Conference. Should a vacancy occur during a quadrennium the replacement shall be named by the District Nominating Committee.

- 1.011 Each District Youth Ministry Team annually shall name two youth as members.
- 1.012 Each district shall elect as lay members two young adults who shall be at least 19 and not more than 30 years of age at the time of election and one student enrolled at a college or university at the time of election.
- 1.013 Two lay persons from ethnic minority groups (Asian American, Black American, Hispanic American, Native American, or Pacific Islanders) from each district, selected in accordance with procedures determined by the Racial/Ethnic Ministries Coordinating Team and in consultation with the chair of the Nominating Committee, shall be members.
- 1.014 District Lay Leaders shall be lay members (if not already) (§602.4).
- 1.015 District Presidents of United Methodist Women shall be lay members (if not already).
- 1.016 District Presidents of United Methodist Men shall be lay members (if not already).
- 1.017 The Conference Adult Coordinator shall be a lay member (if not already).
- 1.018 The Conference Older Adult Coordinator shall be a lay member (if not already).
- 1.019 The Conference Young Adult Coordinator shall be a lay member if not already).
- 1.020 The Conference Secretary, Treasurer, and Statistician shall be members of the Annual Conference (if not already).
- 1.021 Elected lay chairpersons of conference ministry teams shall be lay members of the annual conference (if not already). The Ministry Leadership Team, in consultation with the Conference Secretary, will review and approve a list of conference ministry teams to which this rule shall apply. Ministry teams having co-chairpersons shall determine in advance which is to serve as the voting member of the annual conference. The other may be seated with a voice but without a vote.
- 1.022 The chair of the Conference Rules Committee shall be a member (if not already).
- 1.023 Persons having Conference membership by Rules 1.017, 1.018 and 1.019 shall not be compensated for expenses by the Annual Conference.
- 1.024 Lay Delegates to Jurisdictional Conference shall be lay members (if not already).
- 1.025 Lay persons who are elected as members of General Boards, Jurisdictional Boards or Commissions shall be seated at Annual Conference as equalization members.
- 1.026 The Idaho Archivist and the Oregon Archivist shall be lay members (if not already).
- 1.027 Lay persons who are Conference Executive Staff shall be lay members (if not already) by virtue of their position, provided they hold membership in a United Methodist congregation.
- 1.028 The Conference Youth Coordinator shall be a member (if not already). If unable to attend the CYMT shall designate an alternate adult who is also a member of CYMT.
- 1.029 The Conference Director of Lay Speaking Ministries and the District Directors of Lay Speaking Ministries shall be members of Annual Conference (if not already) without Annual Conference Compensation.
- 1.030 Persons elected as lay members of the Annual Conference under Rules 1.011, 1.012, 1.013, 1.014, 1.015 and 1.016, may submit expense vouchers for room and board to the Conference Treasurer for payment.
- 1.031 The lay members of the Ministry Leadership Team shall be lay members of the annual conference (if not already).
- 1.032 The Conference Peace with Justice Coordinator shall be a member (if not already).
- 1.033 A lay person assigned to serve as the pastor of a local church within the annual conference shall become a lay member of the conference as of the date he/she begins the assignment and shall continue in membership as long as his/her assignment is active. The membership of the lay pastor assigned does not replace that of the local church's elected lay member of annual conference.
- 1.200 The clergy membership of the Conference shall consist of deacons and elders in full connection, probationary members, associate members, affiliate members and local pastors under full-time and part-time appointment to a pastoral charge (§§602.1, 368.1, 316.6, 321.1, 329.2, 334.1, 586.4d)

- 1.202. Missionaries may be given Affiliate Membership in the Annual Conference (§§344.4, 602.9)
- 1.305 Every person under Episcopal appointment whose salary paying unit is a local church within this Conference, or the Annual Conference itself, is entitled to 30 days of vacation at regular pay during the Conference year. All other vacations are subject to written agreements or negotiation between the parties involved. A person in his or her first year under appointment in the Annual Conference may take up to 15 days of the yearly vacation during the first six months in the new appointment.
- 1.310 Pastoral Appointments, unless otherwise terminated in writing, shall terminate the last day of June.
- 1.311 Parsonage Possession. Unless otherwise agreed upon by the incoming and outgoing clergy, the Chairs of the Pastor-Parish Relations Committees, and the District Superintendent, a clergy moving from a parsonage shall fully vacate it of his or her personal property, furnishings, and effects not later than 12 noon on the last Wednesday before the first Sunday in July.
- 1.320 The Conference Board of Pensions shall provide for and administer a conference group hospitalization and medical expense program.

CHAPTER 2. RULES RELATING TO PROCEDURE IN THE ANNUAL CONFERENCE SESSIONS

(See also Rules 5.004, 5.006, 10.040)

- 2.010 All expenses of the Annual Conference session shall be assumed by the Annual Conference.
- 2.011 The Conference shall assist with travel expenses to and from the seat of the Conference, exempting the first 200 round trip miles, on an equitable basis for all members of the Conference. (For members appointed outside the boundary of the Conference, the maximum reimbursement shall be \$600.00).
- 2.012 All members (lay and clergy) shall attend the sessions of the Annual Conference. Attendance may be excused by the appropriate superintendent. Persons unable to attend shall request by letter to the appropriate superintendent, setting forth the reason for absence.
- The names of ordained clergy in the effective relationship and full-time local pastors who are absent from the Annual Conference session without satisfactory reason shall be submitted to the Board of Ordained Ministry by the Conference Secretary.
- The names of Diaconal ministers absent from the Annual Conference Session without satisfactory reason shall be submitted to the Board of Ordained Ministry, Division of Deacons by the Conference Secretary.
- 2.014 All members of the Conference shall register upon arrival. This registration may constitute a roll call at the discretion of the Conference Secretary.
- 2.016 Child and dependent care information and scholarships will be provided, as requested, for each session of the annual conference. The Sessions Committee will continue to study the need and options for child and dependent care.
- 2.020 There shall be a Conference Sessions Team and a Conference Arrangements Team. The Conference agenda shall be set in accordance with procedures established by the Conference. (See the Conference Sessions Report to the 1987 Annual Conference).
- 2.021 The printed program, as prepared by the Conference Sessions Team (2.020), subject to such changes as they recommend, shall be the official program.
- 2.022 A Memorial Service shall be provided at each session of the Annual Conference for members who have died during the year.
- 2.023 The Conference Sessions Team shall provide for such study sections, legislative committees, small group meetings, task groups or Legislative Assembly as necessary for the adequate consideration of the Annual Conference proposals and actions. The Annual Conference in Plenary Session shall make the final determination of all action.
- 2.024 The Bishop shall preside over a Legislative Assembly. Support staff shall consist of a vice-chair for logistics, the Conference Secretary, the Conference Communication Director, and the Legislative Coordinator(s). These persons have right of voice, but not vote, unless appointed to the Legislative Assembly itself.

Voting members of the Legislative Assembly shall be drawn from the membership of the Annual Conference, shall be named to a four-year term, and may serve for a second four-year term. Membership shall be representative of the Annual Conference as a whole, with effort made to balance gender, age, ethnic and national origin, theological perspective, and socioeconomic location. No discrimination shall be made based on gender identity, disability, or sexual orientation.

Legislative Assembly Membership shall consist of:

- *The lay leader of the annual conference.
- *A second lay member named by the Board of Laity.
- *Four representatives from each District (Two clergy and two lay, including one of whom shall be the District lay leader.)
- *Two representatives named by (and members of) the Board of Ordained Ministry (one deacon and one elder).
- *Two youth representatives chosen from a pool representing all Districts.
- *Two young adult representatives chosen from a pool representing all Districts.
- *Two members named by the Commission on Religion and Race.
- *One member from each of the following administrative teams: Conference Council of Finance & Administration, Conference Board of Pensions, Conference Board of Trustees.
- *The Annual Conference President of the United Methodist Women, or a designated representative.
- *The Annual Conference President of the United Methodist Men, or a designated representative.
- *One representative of the Appointive Cabinet.
- *One representative of the Ministry Leadership Team.

If a Legislative Assembly member is unable to attend, an equitable and representative person may be chosen by the representative entity as a replacement.

Compliance with this rule [2.024] requires:

- a reasonable attempt by organizers of the Legislative Assembly to meet all category requirements,
- persons representing the named categories have been asked to serve with appropriate notice, and
- actual attendance of Legislative Assembly is at least 70% of membership as prescribed herein.

- 2.026 No material shall be distributed to members in study sections or plenary sessions without the express authorization of the Conference Sessions Team.
- 2.030 Pre-Conference Reports shall be submitted to the Conference office not less than 60 days before the Annual Conference Session.
- 2.032 Pre-Conference Reports shall be duplicated with lines numbered at the left of the page.
- 2.034 Pre-Conference Reports shall be posted to the Conference website not less than 30 days before the Annual Conference Session. If members of the Annual Conference request and pay for paper or hard copies of the Reports, they shall be mailed no less than 15 days before Annual Conference. Limited numbers of printed copies shall be made available at Annual Conference.
- 2.039 An action request is in the nature of a petition. It is a request for Annual Conference deliberation and adoption which has been submitted by an individual member of the UMC within this Conference; or a group of such members; or agencies of the annual conference or of a local church.
- 2.040 All Action Requests must be submitted electronically to the Legislative Coordinators no less than 75 days before the Annual Conference Session is to convene. All Action Requests thus submitted shall be reviewed by the Legislative Coordinators, and entered into standardized computer format for uniformity. Any changes deemed necessary by the Legislative Coordinators shall be made only in consultation with the sponsor of the Action Request. All Action Requests thus submitted shall be posted to the Conference website and mailed to members of the Legislative Assembly.

- 2.041 The Legislative Assembly shall convene to consider the Action Requests no less than 45 days before Annual Conference will convene. Recommendations of the Legislative Assembly shall be posted to the Conference website no less than 30 days before the Annual Conference is to convene. Limited numbers of printed copies of the recommendations of the Legislative Assembly shall be available at the Annual Conference site. The Legislative Assembly will provide with any submission of a consent calendar to Annual Conference a full list of Legislative Assembly members present and voting, and appropriate information regarding representative membership.
- 2.042 Action Requests arriving later than 75 days before Annual Conference will be assigned to the Legislative Assembly, possibly without prior posting to the website or mailing to Legislative Assembly members. If they arrive after the Legislative Assembly has dispersed, the Sessions Committee and the Legislative Coordinators may reconvene the Legislative Assembly immediately before Annual Conference at the Annual Conference site to deal with this legislation. These action requests will appear before the full membership only as recommended by the Legislative Assembly.
- 2.050 All Reports to Annual Conference Sessions shall be reproduced with lines numbered at the left of the page; each duplicated page shall be given a separate number.
- 2.052 All Reports shall be in the hands of Conference members in duplicated form not less than three hours before their presentation. Publication in the Pre-Conference Reports automatically fulfills this requirement.
- 2.054 In accordance with Discipline ¶613.2, any actions with budgetary implications which have not previously been considered by the Conference Council on Finance and Administration shall be referred to them for a report and recommendation at the next regularly scheduled plenary session.
- 2.056 Any person who makes a motion which directs that the Secretary shall take a particular action (such as write a letter) shall provide in writing the information necessary for completing the task (complete name, address, draft of letter with all pertinent information regarding the issue to be addressed) before the close of the Conference Session.
- 2.100 The Rules of Order of the preceding General Conference Session shall be authoritative on all questions not referred to or fully treated in these Conference Rules.
- 2.101 When a matter is under debate, the presiding officer shall encourage alternation between lay and clergy speakers.
- 2.102 Upon request by three members of the Conference, a vote shall be recorded in the following three categories: "Yes," "No," "Abstain."
- 2.104 A member may vote only when within the bar of the Conference.
- 2.106 Any member of the United Methodist Church, though not a member of the Annual Conference, may be given the privilege of the floor, but shall not have the privilege of voting.
- 2.120 No system of balloting for persons for any office, agency membership, or delegation by the Annual Conference or any of its agencies or institutions shall be used which requires voting for some eligible persons in a manner different from that used to vote for the total of those eligible.
- 2.200 The election of General and Jurisdictional Conference Delegates:
1. Clergy and lay ballots shall be taken separately.
 2. The Secretary shall appoint tellers for the Clergy Ballot and tellers for the Lay Ballot. The tellers shall distribute the ballots, collect them, count them, and report at once in a sealed envelope the result of each ballot to the Conference Secretary and to no one else.
 3. For the first ballot 3 minute nominating speeches may be allowed. There shall be no seconding speeches. The names of those nominated shall be posted in alphabetical order, together with their initials, district, and local church.
 4. Before each ballot, the presiding officer shall announce the number of candidates that ballot may elect.
 5. A ballot to be effective must include the exact number of names that the ballot may elect. All other ballots are defective and shall not be counted.
 6. When the ballots have been distributed and sufficient time has elapsed to mark them, the Bishop shall call upon all the clergy members in full connection or all the lay members (or

reserves), according to the ballot being taken, to stand and remain standing until their ballot has been collected. As soon as a member has thus voted he or she shall be seated.

7. In counting the ballots, the intent of the voter shall be allowed regardless of mistakes in spelling, omission or mistakes in Christian name or initial, etc. If the tellers are not able to agree unanimously on the intent, the vote for that name only shall not be counted.

8. When the whole number of regular delegates has been elected, a separate ballot shall be taken for the reserve delegates.

9. In each ballot a majority of all the effective ballots shall be necessary for election.

10. Members may write in on their ballots names of persons who have not been nominated.

2.210 The procedure for nomination of Clergy delegates to General and Jurisdictional Conference shall be as follows:

1. In January of the year for which delegates are to be elected, a mailing will be sent by the Conference Secretary to all clergy members in full connection asking them to nominate five clergy and/or self nominate to be considered for General and Jurisdictional Conference delegates, and encouraging nominations to be inclusive as well as representative of the Annual Conference.

2. Clergy who receive 10 or more nominations and/or self nominate will be sent a form inviting them to respond to three of the following questions (no more than 200 words for the total of all responses):

- a. "What is the most important issue facing the UMC today and how would you address it?"
- b. "What does the UMC need most in order to experience revitalization?"
- c. "What gifts and graces would you bring as a participant around the General Church table?"
- d. "Name an Oregon-Idaho strength or concern which you would carry to General or Jurisdictional Conference?"

3. Responses will be mailed to all clergy in pre-conference packets.

4. Voting at Annual Conference shall proceed as outlined in Rule 2.200.

2.250 Names of Ordained Elders who are members in full connection of an Annual Conference may be submitted to the session of Annual Conference preceding Jurisdictional Conference for the purpose of consideration for nomination to the Episcopacy by the following process:

1. The names of ordained elders who are member in full connection of an Annual Conference may be placed before the session of the Annual Conference preceding Jurisdictional Conference by submitting to the secretary of the Annual Conference session a petition on behalf of the named elder containing the signatures of at least 25 persons who are members, lay or clergy, of the Annual Conference. Petitions are due to the Annual Conference Secretary by May 1.

2. The names of all persons so qualified shall be presented during a plenary session of the Annual Conference session preceding the Jurisdictional Conference. Any number of persons may be nominated for Episcopal election by the Annual Conference. Written ballots shall be taken seriatim on all names submitted. Each individual receiving at least a 2/3 majority of the vote taken shall be nominated for Episcopal election.

2.300 In accordance with the intent of the Idaho and Oregon Merger Report (p. 62, 1968 Idaho Conference Journal), once each quadrennium the Annual Conference Session will be held within the boundary of the former Idaho Annual Conference.

2.400 Only members of the Conference shall be permitted to sit in Closed Sessions. (Rule 10.040 for Clergy Session).

CHAPTER 3. RULES RELATING TO DISTRICTS AND SUPERINTENDENTS

(See also rules 1.010, 1.030, 1.041, 1.311, 1.330, 2.012, 5.600, 8.020, 12.062 and 12.066)

3.000 There shall be four districts in the Oregon-Idaho Annual Conference.

- 3.010 Each District Superintendent shall report the supplementary salaries received by any clergy members from any church-related source by January 15 to the Conference Treasurer for inclusion in the Pre-Conference Reports and Journal. This shall include all General, Conference, and District Missionary Funds, promotion funds, minimum salary support, etc.
- 3.020 Each District Superintendent shall file with the Board of Ordained Ministry, not less than 10 days prior to the scheduled interviews, statements relative to the character, fitness, training and effectiveness of all Local Pastors, Probationary Members, Associate Members in the course of study, and any other person related to his or her district who will be appearing before the Board.
- 3.025 Each District Superintendent shall report to the Director of Stewardship and Finance by July 15 the name, appointment and amount of the Pension Plan Compensation for every clergy member in their district appointed for the first time in the conference. The Director of Stewardship and Finance shall, in turn, notify the Board of Pensions. The District Superintendents are also responsible for such notifications regarding first-time appointed clergy between sessions of the annual conference.
- 3.030 Each District Superintendent shall send the names and addresses of the local church chair of Records and History to the Commission on Archives and History annually.
- 3.031 Each District Superintendent shall file with the Commission on Archives and History all records of local congregations which have been discontinued.
- 3.040 Each District Superintendent shall file with the Conference Secretary a list of persons known to have a valid License as a Local Pastor for listing in the Journal.
- 3.050 In advising the Bishop with respect to the making of pastoral appointments, the superintendents shall observe the following procedures, except in emergencies:
1. There shall be a joint consultation between the superintendent, pastor, and Pastor (Staff) Parish Relations Committee to consider together the needs and mission of the local church (or churches) involved before the superintendent makes any final recommendation regarding a change in appointment.
 2. When a change of pastors is advisable the superintendent shall consult with the Pastor (Staff) Parish Relations Committee, in the light of the needs and mission of the local church, regarding possible successors. In such consultation the Pastor-Parish Relations Committee shall follow the process set forth in the Discipline, ¶¶430 through 434.
- 3.060 The names of all persons excused from attendance at Annual Conference under Rule 2.012 shall be submitted by the superintendent(s) to the Secretary for printing annually in the Conference Journal.

CHAPTER 4. RULES RELATING TO OFFICERS, MINUTES AND JOURNAL

(See also Rules 1.006, 1.041, 2.012, 2.014, 2.056, 2.200, 3.010, 3.040, 3.060, 5.500, and 6.001)

- 4.010 The Conference Secretary shall be nominated and elected at the Annual Conference session next succeeding the adjournment of the regular session of the General Conference and shall serve beginning January 1 for the succeeding quadrennium.
- 4.012 The Conference Secretary shall keep a record of all the proceedings of all sessions, and when approved, the minutes shall be the official record of the Conference.
- 4.013 The Conference Secretary may require any motion, resolution or other offering from the floor of the Conference to be furnished in writing at the time of presentation.
- 4.014 The Minutes of Conference Sessions shall be posted on the conference website daily by the secretary.
- 4.015 The Conference Secretary shall be responsible for the care and security of current Conference papers, documents and records. All such records and papers no longer in current use shall be filed by him or her with the Commission on Archives and History.
- 4.020 The Conference Statistician shall be nominated and elected at the Annual Conference session next succeeding the adjournment of the regular session of the General Conference and shall serve beginning January 1 for the succeeding quadrennium.
- 4.030 The Conference Treasurer shall be nominated quadrennially by the Conference Council on Finance and Administration and elected by the Annual Conference. (¶619).

- 4.040 Assistants to the Secretary, Treasurer and Statistician shall be subject to the approval of the Annual Conference.
- 4.050 Materials to be printed in the Journal shall be typed and delivered to the Secretary in digital format before the end of the Annual Conference Session, unless other specific arrangements are made with the Conference Secretary.
- 4.051 The production of the Conference Journal is the responsibility of the Conference Secretary. The Conference Sessions Committee shall, in consultation with the Conference Secretary, provide for an editor of the Conference Journal. Reports submitted to the Conference Journal may be condensed or edited.
- 4.052 All Members of the Annual Conference shall be entitled to receive at no charge a copy of the Annual Conference Journal within three months of the adjournment of the Annual Conference session. General distribution of the Journal to the membership may be in digital form with the option to substitute a printed copy by request.
- 4.053 Each local ministry setting of the Annual Conference shall be entitled to receive at no charge two printed copies of the Conference Journal within three months of the adjournment of the Annual Conference session. A ministry setting may purchase additional print Journals at a price to be established by the Conference Secretary and relative to the cost of production. Orders for such additional Journals shall be placed with the Conference Secretary not later than thirty days following the adjournment of the Annual Conference session.
- 4.060 The Conference Journal shall include:
1. names and addresses of Conference officers; a Directory (Rule 4.061);
 2. the names of all Registered Ministerial Students and Candidates for the Ministry;
 3. all assessments, shared ministries, percentages and grade figures upon charges;
 4. the Conference budget as adopted;
 5. the Treasurer's and Statistician's reports for each charge;
 6. essential sections of all reports made to the Annual Conference;
 7. minutes of the daily proceedings; all errata in the previous Journal reported by the close of Annual Conference Session;
 8. The Organizational Structure of the Annual Conference.
 9. The Boards, Councils, Commissions, Committees and Ministry Teams of the Annual Conference including the ex-officio members of each group.
 10. The Conference Secretary shall publish annually in the Journal a list of organizations in which the Annual Conference holds membership and/or with which the Annual Conference is formally affiliated.
- 4.061 All members of Conference Bodies, including Annual Conference, shall be listed in the Conference Journal Directory by name, address, phone number, and church.
- 4.062 Service Records:
1. The Service Records of all clergy members shall be published in the Conference Journal each year in the following categories: Full, Associate, Provisional, Retired Full, Retired Associate, Full-Time Local Pastors, Part-Time Local Pastors, Student Local Pastors, Honorably Located Clergy, Honorably Located Clergy-Retired, and Retired Local Pastors.
 2. The Service Records of all Diaconal Ministers, Deaconesses, Home Missioners, and Lay Persons Assigned for Pastoral Ministry shall be published in the Conference Journal.
- 4.063 Salary, utility allowances, travel expense, housing allowance, and other compensation given to pastors shall be listed separately in the Conference Journal precisely as designated. (§§344.1, 344.2, 627, 628, 807.9).
- 4.070 Standing Resolutions. The Annual Conference has established a category of "Standing Resolutions" that states the position of the Oregon-Idaho Annual Conference on social issues. They shall be printed each year in the Conference Journal and carry with them notations of the year(s) approved and the group that submitted them.
1. New Standing Resolutions may not be passed on the consent calendar (Rule 2.024), but must be voted on individually by the Annual Conference. Standing Resolutions must be adopted by a 2/3 majority of those present and voting. Standing Resolutions receiving a majority vote but less than a 2/3 majority shall be printed as an Annual Conference Action.

2. Any specific action required of the Annual Conference by a Standing Resolution must specify how the action is to be undertaken and by whom. If a letter is to be written or a statement to be made by the Annual Conference, the text of said letter or statement shall be part of the Standing Resolution. If there is a specified recipient of a letter of statement, contact information must be provided to the person or group sending the information on behalf of the Annual Conference.

3. A Standing Resolution shall expire after the third anniversary of its adoption or continuation, and shall be removed by the Conference Secretary from the list of Standing Resolutions unless it is reintroduced to the Annual Conference session for revision and/or renewal. The process outlined above shall apply.

4. Any Standing Resolution may be removed for debate or challenged at any Annual Conference session by submission of an Action Request to delete a Resolution.

5. The following introductory statement shall precede any listing of the Standing Resolutions:

We commend these issues to local churches for continued and further study and action. The Oregon-Idaho Annual Conference recognizes that sincere and dedicated Christians can differ on matters of proper Christian ethics and actions. These resolutions are the expression of the belief of the majority of those gathered in the Annual Conference Session. They are commended to the membership for their prayerful study and individual consideration.

CHAPTER 5. RULES RELATING TO CONFERENCE FINANCE

(See also Rules 2.054, 4.030, and 9.035)

- 5.000 The Conference Fiscal Year shall begin January 1 and end December 31.
- 5.002 All persons handling Conference Funds shall annually file a copy of their audit report with the Conference Treasurer.
- 5.004 Budgeted travel and facilities cost of holding Annual Conference Sessions shall be pro-rated over a 4 year period on an equal basis annually including the amount of extra funding required when sessions are held within the bounds of the former Idaho Annual Conference. Funds are to be accrued at interest.
- 5.006 Expenses for meetings or programs planned during Annual Conference will be paid by the Conference only if the Annual Conference has made provision for funds to meet those expenses.
- 5.010 Budget requests from all boards and agencies responsible to the Ministry Leadership Team (MLT) shall be submitted to the MLT not less than 120 days before the opening of Annual Conference.
- 5.012 Budget requests from all Conference agencies shall be submitted to the Conference Council on Finance (CCF&A) and Administration not less than 90 days before the opening of Annual Conference.
- 5.020 A Recommended Budget shall be published in the Pre-Conference Reports, together with other required information, by the CCF&A.
- 5.021 Any budget item with a 30% or greater increase or decrease shall have a written explanation included as a part of the Pre-Conference Reports.
- 5.030 The Conference Budget shall be as established by vote of the Conference.
- 5.032 Expenses for committees formed by action of Annual Conference will be paid by the Conference only if Annual Conference has made provision for funds to meet those expenses.
- 5.033 Petitions for programs adopted by the Annual Conference which require funding not already included in the budget line items shall be referred to the appropriate program agency for implementation in so far as possible and for inclusion in the proposals submitted to the CCF&A for the following year.
- 5.140 All financial shared ministries shall be apportioned to the local congregations based on a Grade Figure. The Grade Figure shall be computed and distributed by the Conference Treasurer not less than 30 days before the Annual Conference session and shall be effective on January 1st. of the following year concurrent with the budget.

- 5.141 The Grade Figure formula shall be calculated as follows: 75% based on the current expenses as reported on the latest year's Local Church Report to the Annual Conference. These include Pastor's and Associate pastor's salaries, housing and parsonage allowances and business and professional expenses, other allowances and benefit expenses, staff salaries, program expenses, and other current expenses. 25% based on the average of the last two year's current expenses as indicated above.
- 5.142 All financial shared ministries to the charges shall be based on grade figures. If the total apportionments as calculated by the grade figure would increase more than 15% in any one year, the increase shall be limited to 15%, except as follows:
1. If required by Rule 5.143.
 2. If required by vote of the Annual Conference Session.
 3. If a charge shall have benefited for two consecutive years from the 15% limitation in this Rule, its apportionments shall thereafter rise at whatever rate is necessary to bring them to the full amount indicated by its grade figure in four additional years. (i.e., six years from the time the 15% limitation took effect.)
- 5.143 Shared Ministries for newly organized congregations shall be calculated on the basis of 1/3 of a normal full apportionment during the second year of existence; 2/3 during 3rd year; and full shared ministries after the 4th year.
- 5.144 The shared ministries for charges merged during a fiscal year shall be the sum of those of the previous separate charges.
- 5.145 Payment by Charges on shared ministries, including benevolences, shall be remitted to the Conference Treasurer in equal monthly amounts so far as possible.
- 5.148 The Conference Treasurer shall communicate to the Annual Conference Session the churches which paid 5/12 of all apportionments by May 31 of each year.
- 5.200 Necessary Expenses for travel, meals, appropriate arrangements for children and dependent in connection with interim meetings of Conference Boards and Agencies shall be reimbursed at a rate established by the CCF&A.
- 5.205 Conference agencies receiving funds from the budget shall not use them for any other purposes than those designated, without the previous consent of CCF&A. Conference agencies may transfer funds between line items within each agency's budget without the previous consent of CCF&A. Conference agencies receiving funds from the budget may not exceed their agency's budget without the previous consent of CCF&A.
- 5.206 All Conference Agencies receiving funds from the budget shall send a copy of their adjusted budget to the Conference Treasurer not later than thirty days after the adjournment of Conference.
- 5.300 **MOVING POLICY**

1. Moving Expenses: Expenses for moving clergy and their families and lay professional staff of the Annual Conference shall be administered under the following policies. These policies apply to the amount of reimbursement that will be paid by the Conference and the maximum amount required of the local congregation.

a. The moving fund shall assist in paying the moving expenses for household goods, office furniture, and equipment of itinerant clergy appointed to a pastoral charge, a conference staff position, or as district superintendent. Clergy included in this provision shall include full members, probationary members, associate members, local pastors, seminary students appointed to a local charge, a retiring clergy person to his/her retirement residence, and those under disability leave. If a clergy person receives payment for a retirement move and later is appointed to serve a local charge, additional retirement moves will not be paid.

b. This policy shall also cover the following personnel:

1) Lay persons hired as professional staff of the Conference.

2) The moving expenses for the first move for divorced spouses from the parsonage shall be paid by the Conference within the provisions of this policy. The District Superintendent shall notify the Conference Treasurer when this provision becomes applicable.

3) Surviving spouses and/or dependents of clergy who die while under appointment to local charge, conference staff position, or a district superintendent may have their moving expenses paid by the Conference within the provisions of this policy. The District

Superintendent in consultation with the Conference Treasurer shall determine the total amount paid.

- c. Clergy leaving an appointment in Oregon-Idaho for leave of absence, honorable location, or transfer to another conference or denomination will not be eligible for moving expense payments.
- d. Clergy members of the Conference returning from special appointment, sabbatical leave, leave of absence, or school appointment beyond the M. Div. degree and retired clergy members of other conferences or denominations moving into or out of the Conference for any reason are not eligible to receive reimbursement from the Fund.
- e. Clergy moving to Oregon Idaho from outside the boundary of the Conference are eligible to participate in the reimbursement fund as indicated in section 2.

2. Expense Payment Parameters: The following parameters shall apply to the payment of moving expenses:

- a. The total allowance for packing materials shall be \$400. Clergy couples shall be allowed \$500. No conference reimbursement is authorized for actual packing or unpacking.
- b. One extra stop charge at the points of origin and destination will be allowed for each move. Clergy couples shall be given an additional stop allowance of up to \$500 provided the move is to a multiple point charge.
- c. The cost of appliance hook-ups shall be the responsibility of the person being moved.
- d. The Conference shall not pay for “extra carry” charges, storage or delays, unless approved before the move.
- e. Charges for vehicles, motorcycles, canoes, firewood, lumber, potters clay, kilns, and other oversize or overweight items shall be the responsibility of the person being moved.
- f. The cost of motel, meals, and mileage during the actual days of the move are not reimbursed by the Conference.

3. Reimbursements:

- a. The receiving church or charge is responsible for payment of the entire moving bill. The Conference Treasurer shall reimburse the church or charge 50% of the moving charges within the parameters described herein and upon receipt of the following: 1) an invoice; 2) a bill of lading signed by the person being moved or an authorized family member.
- b. The maximum amount the Fund will reimburse to any one church or charge for any one move will be equal to 10% of the current year’s Conference Minimum Cash Salary as established in the report of the Equitable Compensation Commission.
- c. The maximum amount the local church will be required to pay will be equal to 13% of the current year’s Conference Minimum Cash Salary as established in the report of the Equitable Compensation Commission.
- d. Any amount over the sum of 3b & 3c will be the responsibility of the individual. .
- e. The Fund shall reimburse each retiring clergy member, lay member of the professional staff, disabled member, or surviving spouse up to 12.5% of the Conference Minimum Cash Salary to help with his or her moving expenses provided the move is made within 24 months following retirement or change of status.
- f. The maximum amount the Fund will reimburse to a divorced spouse shall be 10% of the Conference Minimum Cash Salary.
- g. At the end of the previous fiscal year, any unexpended funds will be retained in the Moving Fund Reserve.

4. Self-Moves: Self-moves may be made by the individual. In addition to items in section 2, reimbursement shall include the charges for truck & trailer, fuel for the trucks used in the move and insurance. The contents of all property in a self-move shall be insured for the full replacement value up to a maximum of \$50,000 with a \$500 deductible. If the goods being moved have a value higher than the maximum, the clergy may buy additional insurance at his/ her own expense. In order for the local church to receive reimbursement under this policy, proof of insurance on household goods must be provided along with the rental agreement, fuel slips, and receipts for packing materials.

5. Exceptions: Exceptions to any of the above may be approved or denied by the Conference Treasurer after consultation with the District Superintendent, if appropriate. Appeals of any decision by the Conference Treasurer may be directed to the Conference Council on Finance and Administration (CFA). CFA shall have the final authority to interpret the moving policy and make decisions regarding its implementation.

6. Procedures: The Conference Treasurer shall establish and administer all procedures for implementing the moving policy contained herein.
- 5.500 Any organization operating within the Conference and under the name of the United Methodist Church in Oregon and/or Idaho shall submit a complete financial statement to the Conference Treasurer each year for publication in the Journal.
- 5.600 Approval is given to the district church extension societies to or their equivalents to raise funds with the specific district (§658.4).
1. Approval for the expenditure of the funds will be given by the district extension society members as designated in the individual districts.

CHAPTER 6. RULES RELATING TO THE ORGANIZATION OF THE ANNUAL CONFERENCE

(See also Rules 5.010 and 7.030)

- 6.001 The annual conference shall be organized, based on an accountable leadership model, to fulfill its expressed purpose of “making disciples of Jesus Christ for the transformation of the world” by equipping local ministry settings for ministry and providing a connection for ministry beyond the local setting, all to the glory of God. (§ 601). The Annual Conference structure shall provide for the connectional relationship of the local church, district, and conference with the general agencies.
- 6.002 The structures of the annual conference will be organized into two parts The Ministry Leadership Team and Ministry Teams. Every effort shall be made to ensure that leadership of the annual conference shall reflect the diversity of the annual conference.
- 6.003 There will be a Ministry Leadership Team chaired by the Bishop and charged with the connecting and aligning of the ministries and resources of the annual conference with its mission and vision, and providing for connections with the agencies of the General Church. (See chapter 9 of the Conference Rules.)
- 6.004 There will be ministry teams for the purpose of carrying out the ministries and activities of the annual conference and districts. These shall be empowered, connected and aligned through the Ministry Leadership Team.
- 6.006 The Annual Conference shall elect a Conference Personnel Committee:
1. Purpose: To ensure that there are adequate and just employment policies for the conference staff, not including appointed clergy. The Conference Personnel Committee shall have responsibility for Conference program and finance staff structure, approve new and modified positions and job descriptions to strategically align Conference staff with the vision and mission of the Conference; and to oversee staff evaluation, recognition and disciplinary procedures with the staff member’s direct supervisor and the Conference Treasurer.
 2. Scope: The CPC will work in collaboration and consultation with the other conference agencies that employ staff, to support the mission of the Conference as well as create and nurture a spirit of unity among all employees.
 3. Organization: The CPC will consist of 4 ex-officio, non-voting members including the Bishop or designee, conference treasurer, dean of the cabinet, Human Resources manager. Additionally, five voting members, 4 laity and one clergy from the annual conference, will be nominated by the Conference Nominating Committee and elected by the Annual Conference for terms of four years. The Chair will be elected by the Annual Conference from among the five voting members. The Vice-Chair and Secretary will be elected from among the membership of the committee. These members will have expertise in personnel related issues and policies. Voting members will be appointed by the Chair to lead issues of a) Compensation, b) Job Description Development, c) Policy Development. The CPC shall report to the Ministerial Leadership Team (MLT).
 4. Meeting Schedule: The CPC shall meet at least twice annually and more often as needed. The CPC shall meet as needed to receive, review and reach decisions regarding grievances brought by non-appointed Conference Staff.
 5. Confidentiality: Any staff-specific personnel matters shall be confidential and not discussed outside the parameters of this committee.

- 6.010 There shall be a Conference Rules Committee. It shall codify, condense, phrase, and include within these rules all actions of the Conference designed as permanent regulations. The committee shall harmonize the rules with such Disciplinary changes as are made from time to time. It shall secure the removal of obsolete rules by proper Conference action.
- 6.011 At the organizational session of the Conference the Rules Committee shall be prepared to submit such session rules as may facilitate the organization and work of the Conference.
- 6.012 A Conference Rule may be suspended or amended by action of the Conference at any regular session by a two-thirds majority, except as may be otherwise provided in specific rules.
- 6.013 Changes, amendments, or new rules may originate in any of the following ways:
1. by Board, Council, or Committee resolution or recommendation;
 2. by the Rules Committee;
 3. by the lay sections;
 4. by the clergy section; or
 5. from the floor, provided that when originating from the floor the resolution shall carry the signatures of at least five members, and provided that no change, amendment, or new rule may be submitted to the conference without a copy being submitted to the Rules Committee 24 hours in advance.
- 6.014 There shall be a Conference Board of Pensions auxiliary to the General Board of Pensions. It shall have charge of the interests and work of providing for the support of conference claimants, except as otherwise provided for by the General Board of Pensions.
1. The Conference Board of Pensions shall be composed of not less than twelve members qualified as provided in the 2008 Book of Discipline ¶639.2, the membership to be made up of clergy and lay persons in the proportion of 1/3 clergy, 1/3 lay women and 1/3 lay men.
 2. Members shall be elected for a term of eight years, one half of the membership to be elected quadrennially; provided, for the purpose of properly instituting the first new Board, there shall be nominated and elected one-half of the membership for the period of four years only.
- 6.090 The Annual Conference shall not hold membership in nor affiliate with any organization except by action of the Annual Conference. The means of selecting the representation to that organization shall be stated in the enabling legislation.

CHAPTER 7. RULES RELATING TO ARCHIVES AND HISTORY

(See also Rules 3.030, 3.031, 4.015)

- 7.010 At the first charge or church conference of a new quadrennium (i.e.: 1984, 1988, etc.), each District Superintendent shall include in the required reports of the local church a copy of the historical reporting form provided by the Conference Commission on Archives and History. Each District Superintendent shall send these gathered reports to the chair of the Conference Commission on Archives and History.
- 7.020 Each charge shall file with the Commission on Archives and History a copy of its history. At the beginning of each new decade (i.e.: 1980, 1990, etc.) each charge shall file a supplementary history covering the previous ten years.
- 7.030 All Boards, Commissions, Committees, Councils, etc. of the Annual Conference shall file copies of their minutes, soon after each meeting, with the Commission on Archives and History except for the minutes of the Board of Ordained Ministry, and other minutes deemed to be confidential, which minutes shall be filed with the office of the Bishop.

CHAPTER 8. RULES RELATING TO CONFERENCE PROPERTY

- 8.010 All equipment or other personal property for which \$10 or more has been paid, purchased in whole or in part from Conference Funds, shall be the property of the Oregon-Idaho Annual Conference and title, taken in the name of the Oregon-Idaho Conference Trustees. An annual inventory, noting additions and deletions, shall be taken of such property and submitted in writing to the Conference Trustees. It shall be the duty of the Oregon-Idaho Annual Conference Trustees to obtain such inventories and include the same in the Trustees' annual report to the Conference.

- 8.020 Abandoned Church property. When a District Superintendent has decided to request the Annual Conference to declare a certain property abandoned, he or she shall first record the individual trustees of the Annual Conference as the elected trustees of the church property in such a way as to make them the trustees of said property.
- 8.030 When properties are sold by the Conference Trustees from the discontinuation or abandonment of a congregation, any net proceeds of the sale will be divided as follows: 65% going to the Annual Conference Vital Church Project; 20% going to the District Church Extension Society of the district in which the church existed; and 15% to be retained by the Conference Board of Trustees to be used for expenses incurred in the disposition of properties for which there is a net cost in the disposition of the property. All funds shall be disbursed in compliance with the Discipline and as part of an overall strategy of church development and redevelopment in the conference.

CHAPTER 9. RULES RELATING TO THE MINISTRY LEADERSHIP TEAM

(See also Rules 1.330, 4.070, 5.010, 5.012, 5.200, 5.400, 6.001, 6.030, 6.035)

- 9.000 The Oregon-Idaho Annual Conference shall have a Ministry Leadership Team (MLT), which is charged with the responsibility of providing on-going oversight for the mission and ministry of the Oregon-Idaho Annual Conference within the Greater Northwest Area's vision and strategies. The MLT will accomplish this by helping to:
1. Contextualize the mission of the United Methodist Church to our settings within the Oregon-Idaho Annual Conference.
 2. Prioritize and align our connectional resources to live out our mission and purpose as a church as described in the Book of Discipline, ¶601.24
 3. Encourage and support our local congregations throughout this process to demonstrate vitality and further this mission through their life and ministry
 4. Provide for the functions and maintain General Conference connections as appropriate and outlined in the Book of Discipline, ¶601.
- 9.010 The Ministry Leadership Team shall consist of no more than 16 individuals. The MLT chair will be determined by the bishop, in consultation with the Director of Connectional Ministries (or equivalent) and the AC Lay Leader. MLT members include:
- The GNW Area Bishop
 - The Conference Lay Leader
 - Director of Connectional Ministries (or equivalent)
 - Two District Superintendents and two District Lay Leaders
(such that each district is represented)
 - Conference Treasurer / Benefits Officer
 - Director of Communications
 - A representative of the Council on Finance and Administration
 - A representative of the Conference Board of Pensions
 - A representative of the Board of Ordained Ministry
 - A representative of the Board of Camp and Retreat Ministries
- Persons who are determined by the Bishop to be serving in lead positions of Annual Conference priority ministries (such as the Vital Church Project, Imagine No Malaria, Hunger Initiative, etc.)*
- *Additional individuals may be named by the bishop, in consultation with the Director of Connectional Ministries (or equivalent) and the AC Lay Leader, in order to help maintain a sense of balance and attend to all of our various equity concerns related to clergy/laity, age, ethnicity, etc. (BOD ¶610.5)
- 9.015 General Church Connections and Responsibilities: The MLT will align and oversee the work of the annual conference, in concert with the Bishop of the Greater NW Area and conference leadership as outlined in the Book of Discipline, so that the functions of ministry and administration are appropriately implemented within the Oregon-Idaho Annual Conference.

- 9.020 The Ministry Leadership Team may authorize Conference Ministry Teams as needed to fulfill the mission and vision of the conference. Conference Ministry Teams will have:
1. a mission aligned with the Conferences mission, vision and values,
 2. a mission plan including an identified mission field, method and specific measurable achievable goals, and
 3. a team leader accountable to the Ministry Leadership Team.
- 9.030 The Ministry Leadership Team shall consult with CCF&A in the creation of the Annual Conference Budget.

CHAPTER 10. RULES RELATING TO ORDAINED MINISTERIAL MEMBERSHIP

(See Rules 2.012, 3.020 and 7.030)

- 10.010 The minimum requirements for Clergy orders in this Conference shall be those established by the current Book of Discipline. The Board of Ordained Ministry may, at its discretion, establish procedures for candidates to follow, and shall enforce such additional requirements as the Conference may authorize.
- 10.011 The Oregon-Idaho Annual Conference shall require psychological testing and evaluation of all who desire to be certified as candidates for licensed or ordained ministry, local pastors, candidates seeking associate membership, candidates seeking to be ordained as elders or deacons.
- The cost of testing for a person applying for certified candidacy shall be shared as follows: \$200 paid by the candidate, \$200 paid by the recommending charge conference, the balance paid by the Board of Ordained Ministry.
- 10.012 A candidate for Associate Membership shall have served for two years as a Full Time Local Pastor in this Annual Conference before being admitted to Associate Membership.
- 10.015 Clergy who transfer in as Provisional Members to this Annual Conference shall serve at least two full years of Provisionary Membership under full time appointment in this Conference before being received into full connection.
- 10.018 Clergy coming from other denominations shall serve as Provisional Members under the supervision of a District Superintendent in this Conference at least two years and fulfill all other disciplinary requirements before admission into full connection.
- 10.024 Continuing Education. All active clergy members (Rule 1.200) shall maintain a program of study leading to professional growth. The minimal quadrennial requirement for active members in full-time appointments, or its equivalent, shall be 100 contact hours with a minimum of 15 contact hours annually. Active members in less than full-time appointments shall be required to complete a proportioned number of hours equal to their appointments (i.e. a person appointed half-time would be required to complete 50 contact hours per quadrennium with a minimum of 7.5 hours annually). In most cases the clergy member's continuing education program should allow for study at least one week per year, and at least one month during one year each quadrennium.
- 10.040 There shall be a Clergy Session.
1. All clergy members of the Annual Conference deacons and elders in full connection, provisional members, associate members, affiliate members, and local pastors under fulltime or part-time appointment to a pastoral charge and the elected lay members of the Board of Ordained Ministry may attend and shall have voice in the Clergy Session. (§605.6). The secretary of the presiding bishop may attend the clergy session, without voice or vote. Others may be admitted by the express action of the Clergy Session but shall not have vote, nor unless specifically granted by the Clergy Session, shall have voice.
 2. The Clergy Session shall meet as prescribed by the orders of the day to consider questions relating to matters of ordination, character and conference relations of clergy. (§605.6)
 3. The clergy session may grant all clergy members the right to vote on certain matters, however only members in full connection shall have the right to vote on matters of ordination, character and conference relations of clergy. (§605.6)
 4. When a clergy member makes a request of the Board of Ordained Ministry for a "Leave of Absence," the Board will share the reasons for such a request (as stated by the clergy in his/her

request). Information on Leave of Absence will be given in the year the leave is first granted, or the year the leave is terminated. (Business of the Annual Conference Questions 50).

5. When the Board of Ordained Ministry recommends to discontinue a Provisional Member, the Board will make a statement regarding which qualifications were not met by the member. (Business of the Annual Conference Questions 42)

6. When a clergy member withdraws “under complaint” or “under charges,” the Board of Ordained Ministry will make a statement including all relevant factual information, summarizing the complaint or charges pending against the member. (Business of the Annual Conference Questions 46c).

7. When a clergy member has his/her membership terminated, the Board of Ordained ministry will make a presentation including all relevant factual information to the Clergy Session, regarding the conclusions of the review process together with a supporting statement of why the BOM recommends termination. (Business of the Annual Conference Questions 46d)

8. When a clergy member has his/her membership terminated by administrative location, the Administrative Review Committee automatically will conduct a review and the Board of Ordained ministry will make a presentation including all relevant factual information to the Clergy Session, regarding the conclusions of the review process together with a supporting statement of why the BOM recommends termination. (Business of the Annual Conference Questions 43c).

9. When a clergy member is suspended under the provisions of The Book of Discipline ¶2704.2, no report will be made by the Board of Ordained Ministry or the Cabinet until after the matter has been resolved. (Business of the Annual Conference Questions 47)

10. The Joint Committee on Medical Leave will make a report on the status of each clergy member who is on medical leave. (Business of the Annual Conference Questions 52)

11. Record of the final actions taken in Clergy Sessions relative to each personnel case shall be included in the minutes of that day’s proceedings.

12. Any change in this rule shall be permitted only by a two-thirds vote of Annual Conference members present and voting.

- 10.042 Recommendations by the Board of Ordained Ministry to the clergy session pertaining to the election of persons to associate membership, provisional membership, or full membership, shall require a two-thirds vote of the members present and voting in a duly called session of the Board of Ordained Ministry.

CHAPTER 11. RULES RELATING TO DIACONAL MINISTERIAL RELATIONSHIP

(See also Rules 2.012, 4.062 and 7.030)

- 11.011 Continuing Education. All Diaconal ministers shall maintain a program of study leading to professional growth. The minimal quadrennial requirement shall be 70 contact hours plus 3 continuing education units (CEUs) with a minimum of 15 contact hours annually. This program shall include at least one extended, organized educational activity during the quadrennium.

CHAPTER 12. RULES RELATING TO PROCEDURES BY LOCAL CHURCHES

(See also Rules 1.000-1.002, 1.007, 1.305-1.321, 2.012, 3.050, 4.053, 5.140-5.148, 7.010, 7.020, 10.011, 10.024, 11.011 and 11.024)

- 12.050 The salary(ies) paid by the local church(es) to the pastor(s) shall be at least equal to the provisions of the Equitable Salaries Report as printed in the current Journal. It is required that both housing and adequate health insurance be provided in addition to equitable salary.
- 12.061 Parsonages shall be furnished, a minimum, with a kitchen range, refrigerator, automatic washer, automatic dryer, living and dining room carpet (floor covering), curtains, draperies, shades, TV antenna or cable installation, fireplace equipment (if needed), lawn and garden tools and equipment.
- 12.062 The sale of a parsonage shall be carried out according to the Book of Discipline in current use. In addition, the Cabinet must vote its approval of such sale except when the sale is for the purpose of purchasing another parsonage. If the Cabinet does agree that it is appropriate to authorize the sale of a parsonage, the following procedure shall be followed by the local church: The amount realized from the sale of the parsonage shall be invested in a prudent and wise manner so as to realize earnings consistent with the interest market at the time. No part

of the corpus shall be used for any other purpose than the future purchase of a parsonage. In addition to the original corpus, interest amounting to at least half the amount earned annually shall be compounded and added to the amount to be held in trust for a future parsonage purchase. Up to one-half of the interest earned may be utilized by the church in providing a housing allowance for the pastor. Variations in this stated policy may be approved by a 2/3 majority vote of the Cabinet. If after five years following the sale of a parsonage and the investment of the proceeds, a congregation still wishes to pay a housing allowance in lieu of providing a parsonage, with the approval of the Cabinet 100% of the interest earned may be used for providing a housing allowance. If after eight (8) years the congregation still wants to continue paying a housing allowance instead of providing a parsonage, the congregation may, with the approval of the Cabinet and the decision of a duly called Charge Conference, use all or any part of the corpus of the investment for any capital improvement or construction of any building owned by the congregation.

- 12.064 Each local church shall conduct a well-planned and comprehensive stewardship campaign annually which contacts each member.
- 12.066 Any church receiving Equitable or Supplemental salary support from the conference shall be required to conduct an annual planned giving program (Loyalty Sunday, Every Member Visitation, Circuit Rider, etc.) approved by the District Superintendent.
- 12.070 Clergy Salaries. In the event of a change in appointment, all clergy remuneration paid by the local church shall be paid to the out-going clergy through June 30, unless other arrangements are made in writing to the satisfaction of the superintendents, church and clergy involved.
- 2.071 All clergy remuneration paid by the local church for a pastor transferred between Conference sessions, unless otherwise agreed upon in writing, shall begin when the pastor assumes his or her responsibilities. Moving costs (Rule 5.310) shall be paid in addition.
- 12.080 Local Church Reports to Annual Conference (statistical and financial) shall be submitted annually from each pastoral charge to its respective District Superintendent not later than January 31.

CHAPTER 13. RULES RELATING TO CONFERENCE NOMINATIONS AND ELECTION

- 13.000 There shall be a Conference Nominating Committee.
1. This committee shall be composed of two persons, one lay and one ordained, from each District. They shall be elected by District Conferences or district caucuses of Annual Conference members at the seat and time of the Annual Conference session next succeeding the adjournment of the regular session of the General Conference.
 2. Ex-officio members of the Conference Nominating Committee shall include the District Superintendents, District Lay Leaders, one youth designated by the Conference Youth Ministries Team, and one ethnic representative named by the Conference Commission On Religion and Race.
 3. The chair of the Conference Nominating Committee shall be designated by the Ministry Cabinet and may be either clergy or lay. The Director of Connectional Ministries shall serve as a consultant to the committee.
 4. An Executive Committee from the Conference Nominating Committee shall be composed of the Chairperson, the Director of Connectional Ministries, one District Superintendent and two others. The total membership shall include at least two lay persons and two clergy persons.
- 13.010 The Conference Nominating Committee:
1. Shall nominate and the Conference elect such bodies and officers as are required by the current Discipline, by these rules, and by the Structure Plan as revised and published in the current Journal. In addition the following shall be nominated and elected by the same process: appropriate representatives to ecumenical agencies within Oregon and Idaho; Board of Directors, the Lee Mission Cemetery; [and Directors of the Oregon-Idaho United Methodist Foundation]. The nomination report shall include nominations made by other persons or groups for election by the Annual Conference.
 2. Election for service on quadrennial Councils, Boards, Commissions and Committees shall be at the Annual Conference session next succeeding the adjournment of the regular session of the General Conference. The term of service is to begin with the adjournment of the Annual Conference session.

3. Between Annual Conference Sessions the Executive Committee of the Conference Nominating Committee may act to fill any vacancies on an Ad Interim basis, subject to election at the next session of the Annual Conference. The Executive Committee shall report all actions to the Conference Secretary.

4. At the beginning of the quadrennium the total membership of all the divisions and each board shall be balanced by having no fewer than 15% from each district. The nominations whenever possible shall be inclusive of laywomen and men, clergy women and men, racial and ethnic minorities, and persons with handicapping conditions. (For the purpose of this rule, "clergy" is defined by Rule 1.200.)

5. Persons elected to a board or division shall serve for the quadrennium, even if they should move to another district in the Annual Conference, unless they are district coordinators, in which case replacements shall be elected.

6. The Conference Nominating Committee shall make its report not later than the first full day of a Conference session.

7. Any person related to and/or living in the same household as a full or part-time Conference Staff Person will not be allowed to serve on the Conference Personnel Committee.

13.020 The Conference Boards, Councils and Committees shall be under two general heads: Disciplinary and Annual Conference. Under each of these headings they shall be grouped as Quadrennial, Term, and Annual.

13.030 Service on Boards and Committees. No person shall serve on any one Board, Council or Committee of the Annual Conference, or on any district board or committee whose members are elected by the Annual Conference, more than eight consecutive years, with the following exceptions and provisions:

1. One or two years' service to fill a vacancy on a quadrennial Board, Council or Committee shall not be counted for the purpose of applying this rule.

2. In the case of Committees or Boards elected in three-year or other term classes, the maximum 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 applying this rule.

3. Persons who are members of a Board ex-officio shall not be affected by this rule, except that non-salaried Conference or Board officers, such as Conference Secretary and Statistician, and Conference and District Lay Leaders and Associate Lay Leaders, shall be limited to eight consecutive years in any one of these Boards, Councils and Committees.

4. The Board of Trustees of the Annual Conference, and the Board of Conference Claimants, Inc., are requested to follow the above-stated limitations of this section in nominating persons as trustees of said corporations.

5. No member of the Conference shall serve simultaneously on more than one Ministry Team or Council unless in an ex-officio capacity, by disciplinary requirement or otherwise provided for in these rules. Division members who are thereby members of a Board are recognized as serving only on a single Board/Division and are in compliance with this rule.

6. Members of the Board of Pensions shall be limited to one eight-year term, although two years' service to fill a previous vacancy shall not be counted for the purpose of applying this rule.

7. If a member of any program board, division or committee of the Annual Conference is absent from two consecutive regularly stated meetings without cause, that body may, after notice to the individual, request the MLT to declare the position vacant. The MLT will then declare such vacancy to the Conference Nominating Committee.

8. Any changes in committee membership between sessions of the Annual Conference must receive the approval of the Executive Committee of Conference Nominating Committee before becoming effective.

9. An elected member of the Board of Ordained Ministry may serve a maximum of three consecutive four-year terms (§635.1a).

13.040 Rules for the organization of Boards, Commissions and Committees:

1. Conference Boards and Agencies whose chairs are elected by the Annual Conference: The newly elected chair shall within 30 days of the end of the Annual Conference Session notify all elected members of the newly elected Board or Agency. The chair shall designate one of the persons as head of the nominating committee.

2. Conference Boards and Agencies who elect their own chair: The person who has been serving as the Chair, whether or not he or she is eligible for re-election to the same group

and whether or not he or she is eligible for re-election as its chair, shall schedule a meeting during the Conference Session for the new Board or Agency to organize, and shall appoint a nominating committee of not less than 3 persons from the membership of the newly elected Board or Agency. The chair shall designate one of the persons as head of the nominating committee thus formed.

3. The nominating committee appointed in 1) above shall meet at a time and place convenient to them on call of the head of the committee and nominate at least two persons for each position (normally vice-chair and secretary), securing if possible the consent of each to serve if elected. Whenever the Discipline allows, both clergy and lay persons shall be represented among the nominees.

4. The nominating committee appointed in 2) above shall meet promptly at a time and place convenient to them on call of the head of the committee and nominate at least two persons for each position (normally chair, vice-chair and secretary), securing if possible the consent of each to serve if elected. Whenever the Discipline allows, both clergy and laypersons shall be represented among the nominees.

5. All voting shall be done by secret ballot for each position individually. (Rules Committee note: Under Robert's Rules of Order, Newly Revised Ed. 1970, p. 348 "this requirement cannot be suspended even by a unanimous vote. . . It is out of order. . . to move that one person . . . cast the ballot. . .")

6. Ad hoc committees shall be convened and organized in the manner specified in the resolution establishing them. If no other method is specified the group shall be convened by the first named person at a time and place determined by the Bishop and shall, without nominations of any sort, elect officers by secret ballot.

7. Those elected by the Annual Conference or district caucuses (or equivalent) shall be notified by mail of their election by either the Conference or district nominating committee. The letter will include information contained in Rule 13.030(7).

- 13.050 The Conference Lay Leader shall be elected quadrennially by the lay members in attendance at a Laity Session at the Annual Conference succeeding the adjournment of the regular session of the General Conference. The Board of Lay Ministry shall nominate at least one candidate. Biographical information on the Board of Lay Ministry nominee(s) will be provided in the Pre-Conference Reports. Nominations will be accepted from the floor of the session. All nominees will be informed of the nature of responsibilities of the elected Conference Lay Leader and give their consent to be nominated. Any vacancy which may occur shall be filled by the Nominations Committee from the membership of the Board of Lay Ministry to serve through the quadrennium.
- 13.060 The Conference Lay Leader may nominate a professing member of a United Methodist Church within the annual conference to serve as Associate Conference Lay Leader. Nominations may also come from the floor. This nomination will be subject to ratification by the Board of Lay Ministry and the Ministry Cabinet. The lay members at a Laity Session at the Annual Conference will elect the Associate Conference Lay Leader by a majority vote. The Associate Conference Lay Leader will be a Lay Member of Annual Conference. At the request of the Conference Lay Leader, the Associate Conference Lay Leader is authorized to serve in the place of the Conference Lay Leader.