

STANDING RULES OF ORDER AND PROCEDURE

As Approved by The Virginia Annual Conference at its 2023 Session

The annual conference shall elect a Rules Committee as allowed by ¶604 of the *Discipline* and as set forth in ¶V.B.18 of the Standing Rules.

The Virginia Annual Conference Rules and Policies shall be those published in the *Journal of The Virginia Annual Conference United Methodist Church* of the preceding annual conference and shall be published in the *Book of Reports* of each annual conference.

The current edition of Robert's Rules of Order Newly Revised shall apply to any and all situations not covered elsewhere by these rules.

I. THE ANNUAL CONFERENCE

A. THE PURPOSE OF THE ANNUAL CONFERENCE

The purpose of the Virginia Annual Conference is to make disciples of Jesus Christ for the transformation of the world by equipping its local churches for ministry and by providing a connection for ministry beyond the local church; all to the glory of God.

B. MEMBERSHIP

1. **Clergy Membership.** The clergy membership of the annual conference shall consist of deacons and elders in full connection, provisional members, associate members, affiliate members, and local pastors under full-time and part-time appointment to a pastoral charge.
2. **Campus Ministries.** Campus ministers, chaplains and Wesley Foundation directors shall be included in the annual conference composition. In districts where United Methodist laypersons serve as campus ministers/directors of Wesley Foundations, they shall be added as district-at-large lay members to the annual conference. In districts where United Methodist clergy who are members of the annual conference serve as chaplains, campus ministers, or directors of Wesley Foundations, the laypersons elected as their balancing counterpart shall be elected from and by either that campus ministry board of directors or the students from that ministry/foundation and their expenses paid by the district. Special consideration shall be given to the inclusion of United Methodist young adults who are active participants in campus ministry.
3. **Lay Membership.** All lay members of the annual conference shall conform to the requirements for membership of the 2016 *Book of Discipline* in ¶ 602.4, and consist of the following (or designated alternate), if lay persons:
 - a. a professing member elected by each charge; except that 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. (¶ 32, 2016 *Book of Discipline*)
 - b. diaconal ministers;
 - c. the active deaconesses and home missionaries under episcopal appointment within the bounds of the annual conference;
 - d. the conference president of United Methodist Women (hereinafter "United Women in Faith");
 - e. the conference president of United Methodist Men;
 - f. the conference lay leader;
 - g. district lay leaders;
 - h. the president of the conference young adult organization;

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- i. a member of the conference youth organization;
 - j. the chair of the annual conference college student organization;
 - k. the conference secretary of global ministries;
 - l. the conference director of lay servant ministries;
 - m. one youth between the ages of 12 and 18 and one young person between the ages of 18 and 30 from each district, to be selected as set forth in *2016 Book of Discipline*, ¶602.4.
 - n. at least three additional youth between the ages of 12 and 18 and at least three additional young adults between the ages of 18 and 30 from each district, to be selected by the District Council on Ministries or equivalent body.
 - o. the conference Treasurer;
 - p. the Chancellor(s) of the annual conference;
 - q. the Director of Connectional Ministries;
 - r. lay members of general boards, councils and commissions, and lay members who serve on agencies related to the general church and are mandated by the *Discipline* because of their office to serve on related annual conference agencies, who are members of such as of August 31 of the previous year;
 - s. district presidents of United Methodist Men;
 - t. district presidents of United Women in Faith;
 - u. conference Scouting coordinator;
 - v. the president or chairperson of the following annual conference agencies: Commission on Archives and History; Board of Church and Society; Church Development Team; Commission on Disabilities; Board of Discipleship; Commission on Equitable Compensation; Commission on Ethnic Minority Concerns and Advocacy; Council on Finance and Administration; Missional Ministries Board; Board of Higher Education and Campus Ministries; Board of Ordained Ministry; Rules Committee; Site Selection Committee; Commission on Status and Role of Women; Virginia United Methodist Pensions, Inc.; Trustees of the Virginia Annual Conference, Inc.; and Virginia Conference Board of Communications and Virginia United Methodist Foundation.
 - w. And by annual conference formula to equalize the number of lay and clergy membership of the annual conference (¶ 32, *2016 Book of Discipline*) additional lay members to be elected by the lay members of the district conference of each district in such numbers as to provide that the total number of lay members from that district shall bear the same ratio to the total lay membership of the annual conference as the church membership of that district bears to the total church membership of the annual conference. Each district conference shall also elect alternates to those elected under this paragraph in number to equal at least one-third of the numbers provided under this subparagraph. The computations that form the basis for the determination of the additional lay membership to be elected by each district hereunder shall be based on the various membership categories as of the adjournment of the preceding annual conference. In making these computations, a lay person shall not be counted in more than one membership position. The Director of Connectional Ministries shall furnish to the Bishop by September 1 of each year the totals of each category of members together with the number of additional lay members to be elected by each district.
- 4. Members of Next Succeeding Annual Conference.** By the adoption of Paragraphs 3. d-v, all lay persons holding the positions enumerated in those subparagraphs are elected as lay members of the next succeeding annual conference. In the event of a change in the persons holding a position in ¶ I.B.3. between sessions of the annual conference, the person holding the position at the time of the next succeeding annual conference shall be the member of the annual conference.
- 5. Expenses.** Unless otherwise covered by a local charge, expenses of attending annual conference shall be born as follows:

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- a. By the districts:
 - i. two youth between the ages of 12 and 18;
 - ii. two young adults between the ages of 18 and 30;
 - iii. the district lay leaders;
 - iv. the district president of the United Methodist Men;
 - v. the district president of the United Women in Faith;
 - vi. additional district members at large;
 - b. By the annual conference:
 - i. the Director of Connectional Ministries
 - ii. the Conference Director of Lay Servant Ministries;
 - iii. the president of the conference young adult organization;
 - iv. a member of the conference youth organization;
 - v. the conference Treasurer;
 - vi. the conference Chancellor(s);
 - vii. lay members of general boards, councils and commissions, and lay members who serve on agencies related to the general church and are mandated by the *Discipline* because of their office to serve on related annual conference agencies, who are members of such as of August 31 of the previous year;
 - viii. the chair of the annual conference college student organization;
 - ix. the conference scouting coordinator
 - c. By annual conference boards or agencies:
 - i. the Conference Lay Leader
 - ii. the conference president of the United Methodist Men;
 - iii. the conference president of the United Women in Faith;
 - iv. the Conference Secretary of Global Ministries
 - v. the president or chairperson, of the following annual conference agencies: Commission on Archives and History; Board of Church and Society; Church Development Team; Commission on Disabilities; Board of Discipleship, Commission on Equitable Compensation; Commission on Ethnic Minority Concerns and Advocacy; Council on Finance and Administration; United Methodist Foundation; Missional Ministries Board; Board of Higher Education and Campus Ministries; Board of Ordained Ministry; Rules Committee; Site Selection Committee; Commission on Status and Role of Women; Virginia United Methodist Pensions; Inc., Trustees of the Virginia Annual Conference, Inc.; and Virginia Conference Board of Communications.
- 6. Right to Floor and Right to Vote.** With the exception of provisional members, associate members, and local pastors serving full time and part-time appointments, those members of the conference listed in ¶¶ I.B.1.,2., and 3. shall be full members of the conference with the right to the floor and the right to vote. Provisional members, associate members, and local pastors serving full time and part-time appointments have the right to the floor and the right to vote on all matters except the following:
- a. Constitutional amendments.
 - b. Matters of ordination, character and conference relations of clergy. These shall be the sole responsibility of clergy members in full connection.
- For the election of delegates to the General and the Jurisdictional conference the following clergy are eligible to vote:
- a. Active and retired members (elders and deacons)
 - b. Active and retired provisional members
 - c. Active and retired associate members
 - d. Part-time and full-time local pastors who have completed the educational requirements and have been under

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uninterrupted appointment for two years (*2016 Book of Discipline* ¶316.6).

e. Retired local pastors (including those under appointment) are NOT eligible to vote for the election of delegates (*2016 Book of Discipline* ¶320.5).

7. **Roll of Conference.** The roll of the conference shall be the official registration signed by the members of the conference.
8. **Privilege of Floor Without Vote.** The following shall be seated in the annual conference and shall be given the privilege of the floor without vote: official representatives from other denominations, especially from member churches of Churches Uniting In Christ, invited by the annual conference; missionaries regularly assigned by the General Board of Global Ministries and serving within the bounds of the annual conference; lay missionaries regularly appointed by the General Board of Global Ministries in nations other than the United States and certified lay missionaries from nations other than the United States serving within the bounds of the annual conference (quoting *2016 Book of Discipline* ¶ 602.9).

C. ANNUAL CONFERENCE OFFICIALS

1. **The Presiding Officer.** The resident Bishop of the conference shall preside at all sessions of the conference but shall have the privilege of appointing a presiding officer to preside in his or her stead in the event of illness or temporary absence from the annual conference floor.
2. **Annual Conference Secretary.** The secretary of the annual conference shall be elected quadrennially by the annual conference upon nominations arising from the floor at annual conference following each regular General Conference of The United Methodist Church. In the event a vacancy occurs between sessions of the annual conference, the Bishop, after consultation with the District Superintendents, shall appoint a person to act until the next session.
3. **Assistant Secretaries.** The secretary shall annually nominate a sufficient number of assistant secretaries who shall be elected by the annual conference to handle properly the work of the annual conference.
4. **Treasurer.** The annual conference Treasurer shall be nominated by the Council on Finance and Administration. He or she shall be elected by the annual conference at the first session of the annual conference following the regular General Conference. He or she shall be elected for the quadrennium or until his or her successor has been elected and qualifies. If a vacancy should occur during the quadrennium, the Council on Finance and Administration shall fill the vacancy until the next session of the annual conference.
5. **Statistician.** The annual conference statistician shall be elected by the annual conference on nomination by the Cabinet at the annual conference following each regular General Conference of The United Methodist Church. In the event a vacancy occurs between sessions of the annual conference, the Bishop, after consultation with the District Superintendents, shall appoint a person to act until the next session of the annual conference.
6. **Assistant Statisticians.** The annual conference statistician shall annually nominate a sufficient number of assistant statisticians who shall be elected by the annual conference for the annual conference year.
7. **Editor of the Annual Conference Journal.** The annual conference secretary shall nominate annually the editor of the conference *Journal*, who shall be elected by the annual conference for the next calendar year. He or she shall be responsible for editing and printing the *Journal of the Virginia Annual Conference* and shall be amenable to the conference secretary.
8. **Conference Parliamentarian.** The Bishop may appoint a conference parliamentarian whose duty shall be to advise and counsel concerning rules of order and procedure.

D. NOMINATION AND ELECTION OF BOARDS, COUNCILS, COMMISSIONS, AND COMMITTEES

1. **The Conference Nominations Team:** There shall be a Conference Nominations Team. The team shall meet at least quarterly. The Director of Connectional Ministries and the Conference Lay Leader shall serve as co-chairs. The Conference Nominations Team shall consist of 18 members in addition to the co-chairs. Two members (one clergy, one lay) shall be appointed by the Bishop to ensure appropriate age, ethnic and gender representation on

the Conference Nominations Team. The Bishop will make replacement appointments in a manner that continues to ensure appropriate age, ethnic and gender representation and in a manner that maintains the clergy/laity balance on the Conference Nominations Team. Of the remaining 16 members, eight shall be clergy and eight shall be lay. Each district of the Virginia Annual Conference shall be represented. Representatives of the Commission on the Status and Role of Women, the Commission on Disabilities, and the Commission on Ethnic Minority Concerns and Advocacy shall monitor and have voice at these meetings.

All persons shall serve terms of four years, and no person shall serve for more than four consecutive years. As terms of district representatives expire, each District Nominations Facilitation Committee will name one replacement individual to serve on the Conference Nominations Team, clergy to replace lay, lay to replace clergy. In the event that a member moves from the district, resigns, or dies during his/her term, a replacement shall be selected in the manner which was applicable to the departing member, with the replacement only serving until the end of the original term.

Each District Nominations Facilitation Committee shall designate one of its members as an alternate to its District Representative on the Conference Nominations Team.

2. **District Nominations Facilitation Committee.** There shall be on each district a Nominations Facilitation Committee composed of the District Superintendent as chair; the district lay leader; president of United Methodist Men; president of United Women in Faith; a representative of United Methodist Youth; a college chaplain or a campus minister (applies only to districts with Wesley Foundation or ecumenical campus ministry programs), the district representative to the Conference Nominations Team, plus one to three persons (lay and clergy) elected by the district council on ministries. The committee shall meet on the call of the chair at least twice a year between annual conference and March 1. The committee shall develop and maintain a talent bank of lay and clergy persons from the district who could be qualified nominees for the various boards and agencies of the annual conference. The committee shall prepare a profile on each person nominated and upon having a person nominated to a board or agency of the conference, will provide a copy of that profile, including address and phone number, conference boards or agencies the individual is already serving, and the person's willingness to serve, to the co-chairs of the Conference Nominations Team.
3. **Information to Be Furnished to Each District Nominations Facilitation Committee.** Each board, council, commission and committee of the annual conference shall furnish to the co-chairs of the Conference Nominations Team on a timely basis for the use of the District Nominations Facilitation Committees:
 - a. A summary of its responsibilities and the specific division/committee for which a vacancy exists;
 - b. A list of the gifts and talents desired;
 - c. Length of service expected;
 - d. Demographic information about its current makeup (e.g., number of men, women, ethnic representation, district representation, etc.); and
 - e. Schedule of times and locations of its meetings during the year.

It may also suggest names and profiles to the Conference Nominations Team through its co-chairs.

4. **When Conference Nominations Team Should Make Nominations.** The Conference Nominations Team shall annually or quadrennially, as set forth by Disciplinary provision or Virginia Annual Conference Rules and Policies, nominate the membership of the boards, councils, commissions, and committees of the annual conference. Nominees for boards and other agencies shall be published in the *Book of Reports*.
5. **Removal Due to Absences.** Any member of any board, council, commission or committee who is absent from two meetings of such board, council, commission or committee without excuse, or from three consecutive agency meetings for any reason, shall automatically cease to be a member of such board, council, commission or committee. The secretary of each board, council, commission or committee shall notify the co-chairs of the Conference Nominations Team of vacancies. Any vacancy shall be filled by action of the board, council, commission or com-

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mittee until the next annual conference session, at which time the annual conference shall fill the vacancy.

6. **Request at Annual Charge Conferences for Names to be Given to District Nominations Facilitation Committee.** At each annual charge conference the elder presiding at the charge conference shall ask if the Lay Leadership Committee has any names to recommend for conference boards, councils, commissions or committees. Such names shall be given to the district Nominations Facilitation Committee.
7. **Multicultural Inclusiveness.** The Conference Nominations Team shall strive to insure multicultural inclusiveness.
8. **Normal Term Of Service Is Four Years.** Unless otherwise specified in these rules or in the *Book of Discipline*, a person elected to a board, council, commission or committee of the annual conference is elected for a four-year term of service and is eligible for re-election to an additional four-year term. However, if one is first elected to fill an unexpired term of two years or less, that person is eligible for re-election to two full terms. A person completing two consecutive full terms is eligible for re-election to that agency after an interim of one year. In the case of a board or agency with an eight-year term, members elected to fill unexpired terms of three years or less shall be eligible for re-election to one full term of eight years. Program boards and agencies other than the Board of Ordained Ministry may co-opt specific persons for specific projects for short periods of time as consultants, without vote. Any combination of continuous service as either a regular or co-opted member shall count on the eight-year time limit for consecutive service. The term of office of members of conference boards and agencies shall begin with the adjournment of the Annual Conference at which said members are elected and shall extend until their successors are elected.
9. **Ex-Officia Members.** Members of general boards or agencies shall be members ex-officio of the corresponding conference board or agency.
10. **Nomination or Election to Only One Board, Council, Commission, or Standing Committee with Limited Exceptions.** No person is eligible for nomination, election, or interim appointment to more than one board, council, commission, or standing committee, except where permitted by the *Discipline* and/or conference structure.
11. **District Superintendent Not Eligible to be Chairperson or President of Board, Council, Commission, or Standing Committee.** No District Superintendent shall be eligible to serve as a chairperson or president of any board, council, commission, or committee of the annual conference. The Bishop may appoint a representative of the Cabinet to any board, council, commission, or committee which is not program related of which a member of the Cabinet is not already an elected member. The appointment of District Superintendents to boards, councils, commissions, or committees which are program related shall be made annually.
12. **Officers of Quadrennially Elected Boards, Councils, Commissions or Committees.** Officers of boards, councils, commissions, and committees whose members are required to be elected quadrennially shall be elected by the representative agency at the session of the annual conference at which new members are elected or within ninety days after adjournment. Nominations shall come from a nominating committee appointed by the outgoing president of the agency and/or from the floor. The organizational or first meeting of each agency shall be convened by a person designated by the Bishop.
13. **Officers of Other Boards, Councils, Commissions and Committees.** Officers of other boards, councils, commissions and committees shall be elected by the representative agency at the agency's last regular meeting prior to each annual conference. Nominations shall come from a nominating committee appointed by the outgoing president of the agency and/or from the floor.
14. **Tellers.** For those sessions of the annual conference where there is no election of delegates to General Conference and the jurisdictional conference, the Conference Nominations Team shall, as necessary, appoint a chief teller, who shall be ineligible to serve again for a quadrennium. It shall additionally appoint a team of tellers composed of four persons, twoclergy and two lay, from each district. Each time a count vote is called for in the annual conference session, the chief teller shall have the tellers ready to count the vote, having previously trained them to accurately and efficiently perform their duties.

II. REPORTS, PRESENTATIONS, PETITIONS, PROPOSALS AND CONSENT AGENDA

A. REPORTS

1. **Submission of Annual Reports and Publishing of *Book of Reports*.** Agencies shall submit annual reports to the designated person before the date set annually by the Common Table for Church Vitality. The Director of Connec-tional Ministries shall make available the *Book of Reports* to each clergy and lay member of annual conference at least 30 days before the opening session of annual conference.
2. **Reporting At Annual Conference.** For reports printed in the *Book of Reports*, verbal introductions shall not exceed five minutes, and there shall be no further reading of reports, unless requested for clarification or requested by a majority vote of the annual conference. The presiding Bishop may amend the Annual Conference agenda or schedule as needed.
3. **Amendments to be Submitted in Writing.** Persons proposing amendments to any report must submit them in writing to the secretary upon presentation to the annual conference.
4. **Submission of New Reports, Changes, or Additions to Printed Report.** Persons proposing new reports, changes or additions to the printed report of an agency in the *Book of Reports* must submit them in writing for delivery to members of the annual conference at or before the opening session, but not to be considered by the annual confer-ence before the morning session of the second day of annual conference, or at such time as directed by the resident Bishop or presiding officer for consideration.
5. **Presiding Officer of Agency giving Report has Privilege of Floor, without Vote, for that Report.** When the annual conference has before it the report of any agency, or a matter concerning any agency, the presiding officer of that group, if not a member of the conference, shall have the privilege of the floor, without vote, for that report.

B. PRESENTATIONS

Requests for inclusion of presentations for the annual conference agenda shall be submitted to the Director of Connec-tional Ministries by the due date for the publication of the *Book of Reports*. The author or originating agency must be identified if other than the submitter(s) of the proposal.

C. PETITIONS

An area designated by the annual conference planning committee shall be determined for receiving signatures for petitions.

D. PROPOSALS

1. **Proposals Requiring Publication of Materials.** Proposed annual conference action that includes publication or dissemination of information shall be referred to the Print Media Committee of Virginia Conference Board of Communications for its consideration and report on the proposed action, including the financial consequences, prior to conference action. The committee may act through its chairperson, the Virginia Conference Director of Communications, or other representatives to make its report and recommendation.
2. **Proposals Requiring Funding.** Proposals or amendments which may require expenditure of funds, which have not been considered by the Council on Finance and Administration (CFA), must be submitted by the conclusion of the afternoon session preceding the concluding day of annual conference, or at such time as directed by the resident Bishop, presiding officer, or the CFA. Such proposals of amendments which may require expenditure of funds shall be referred to CFA for its consideration and recommendation prior to final annual conference action.
3. **Proposals Requiring Addition to Agenda.** During the first business session of annual conference, the agenda shall include time to introduce items in addition to the printed agenda. Any such items not referred to conference agen-cies under the preceding paragraphs shall be referred to the Rules Committee for its consideration and recommen-dation prior to adjournment of annual conference.
4. **Proposals from the Floor.** A motion is a formal proposal. Anytime the Annual Conference is in session and there

is no business on the floor of the Annual Conference, a proposal from the floor may be made. This proposal will need to be placed in writing and in conjunction with the rules as stated in VII K.

E. CONSENT AGENDA

Agenda items and reports not requiring action by the Annual Conference other than a vote to receive said items for publication in the Journal shall be placed on a Consent Agenda. For any item or report to be eligible for placement on the Consent Agenda, it must have been distributed in the pre-Conference materials. Determination of items to be placed on the Consent Agenda shall be made annually by the Bishop in consultation with the Consent Agenda Committee. This committee shall be composed of the Conference Secretary, the Conference Lay Leader, the Chair of the Conference Rules Committee, and the Director of Connectional Ministries. An individual item may be removed from the Consent Agenda at the request of no less than 30 members of the annual conference. The process for making that request will be determined by the Consent Agenda Committee, and the deadline for such requests will not be prior to ten minutes after the call to order of the annual conference session. The Consent Agenda will be made available electronically one week prior to the annual conference. When an individual item has been removed from the Consent Agenda, it shall be placed into the regular agenda

III. ELECTION OF DELEGATES TO GENERAL CONFERENCE AND THE JURISDICTIONAL CONFERENCE

A. AN INCLUSIVE CHURCH

We are an inclusive church. We desire to have a delegation that will capably represent the annual conference. The delegation should be representative of the annual conference considering such factors as sex, age, race, disability, ethnic background, economic conditions and geographical locations.

B. ELECTION PROCEDURES

Clergy and lay delegates to General Conference and the jurisdictional conference shall be elected in a fair and open process at the session of the annual conference held not more than two years preceding the session of General Conference.

1. **Special Sessions.** Clergy and lay delegates elected to the preceding General Conference and the jurisdictional conference shall be the delegates to special sessions of the respective conferences.
2. **Number of Delegates.** The number of clergy and lay delegates to the General Conference and the jurisdictional conference shall be that number of delegates to such conferences respectively as furnished by the secretary of the General Conference.
3. **Election of General Conference and jurisdictional conference Delegates.** The number of General Conference delegates authorized by the secretary of the General Conference shall be first elected, followed by balloting on the authorized number of the jurisdictional conference delegates who shall be reserves to General Conference in the order of their election. After the authorized numbers of the jurisdictional conference delegates have been elected, 10 clergy and 10 lay reserve delegates to the jurisdictional conference shall be elected on a single ballot with the 10 persons receiving the greatest number of votes in each category being elected in the order of the number of votes received.
4. **Speeches/Printed Materials.** No speeches may be made or printed materials distributed at the site of the Annual Conference on behalf of any nominee.
5. **Nominee Participation.** Nothing herein shall prevent any nominee from
 - a. appearing and speaking, once recognized, for the purpose of conducting Conference business
 - b. fully participating in activities of the Conference including the debate over budgets or proposals pending before the Conference. This shall include the right to bring petitions or amendments to the Conference and encourage

votes for or against the same.

- c. conducting one-on-one conversations about the election of delegates to the General Conference and the jurisdictional conference including how that nominee proposes to represent the Conference at such events. Nominees are reminded to respect the need of the Conference to conduct business and are asked to take such conversations off the floor of the Conference.

C. CLERGY NOMINATIONS

1. Eligibility

- a. **To be nominated.** All clergy members in full connection and those who are recommended by the Board of Ordained Ministry to full membership in the connection are eligible to be nominated (2016 *Book of Discipline* ¶35), except as provided in 2016 *Book of Discipline* ¶354.8.

- b. **To vote**

- i. The following clergy are eligible to vote:

- a) Active and retired members (elders and deacons)

- b) Active and retired provisional members

- c) Active and retired associate members

- d) Part-time and full-time local pastors who have completed the educational requirements and have been under uninterrupted appointment for two years (2016 *Book of Discipline* ¶316.6)

- ii. Retired local pastors (including those under appointment) are NOT eligible to vote (2016 *Book of Discipline*, ¶320.5).

2. Nomination Process.

- a. **All eligible clergy have the opportunity to serve as delegates to General Conference and jurisdictional conference.** Clergy persons desiring nomination/election as delegates to General and jurisdictional must follow the process outlined below. No exceptions to the process, including deadline dates, will be granted except as mandated by changes in *The Book of Discipline of The United Methodist Church* and/or the Annual Conference in changing these rules.

Those who consent to or desire nomination are asked to commit to the following expectations:

- 1) Pray for God's guidance in decision-making;
- 2) Commit the time needed to read and study the issues;
- 3) Attend the meetings of the Virginia Conference delegations;
- 4) Attend both General Conference and jurisdictional conference.

Each clergy nomination shall be submitted on a clergy nomination form. Clergy nomination forms will be posted on the conference web site in January preceding the Annual Conference session of delegate elections. The form shall include the names one clergy who is eligible to vote who is making the nomination. Alternatively, any clergy who desires nomination must complete a clergy nomination form. All nominations shall include the nominee's name, picture not to exceed 1 1/2" by 2 1/2" unless nominated from the floor of the Annual Conference, address, phone number, e-mail address if available, church, district, and should include a personal statement no to exceed 150 words in which may be indicated the nominee's experience, qualifications, and reasons for wanting to serve. There shall be a box to be checked stating: "Nominee is aware of nomination and agrees to serve if elected.", and a line for the signature of the nominee. The completed nomination form or facsimile thereof must be returned to the Director of Connectional Ministries no later than March 1 preceding the Annual Conference session of delegate elections. The deadline is non-negotiable.

- b. **Clergy Nominations from the Floor.** After the convening of the Annual Conference session, prior to entering block voting, the presiding Bishop will ask for any nominations from the floor. Any nominations made from the floor must be made by eligible clergy (III.C.1.b.i) and the nominee must be present to accept or decline the nomination. Nominations from the floor shall be closed by the presiding Bishop.

- c. **Clergy Nomination Review Committee.** The committee shall be composed of two persons appointed by the bishop plus one clergy member of the Rules Committee designated by that committee. The Director of Clergy Excellence shall serve as an ex-officio member. The committee shall review and compile all nomination forms alphabetically according to the last name of the nominee. This clergy nomination booklet will be available on the conference web site. Printed copies will be available at cost from the office of the Director of Connectional Ministries. An alphabetical listing will be included in the clergy *Book of Reports* packet. This committee will also be responsible for reviewing and validating any nominations made from the floor of the Annual Conference.

D. LAY NOMINATIONS

1. **Lay Nominations from Districts.** Nominations for lay delegates to General Conference and the jurisdictional conference shall be made by the lay members of the district conference of each district from names submitted by the District Council on Ministries and/or from names of all persons given by any member of The United Methodist Churches of the district to the District Superintendent. These names shall be submitted by the superintendent to the District Conference. Additional nominations at the district conference may be made from the floor, provided that no nomination may be made without the agreement of the nominee to serve if elected. In the event of a tie for the final nominee(s), the nominee(s) shall be selected by lot.

Each district may nominate up to one person for each 2,000 members of The United Methodist Church or major fraction thereof in that district, based upon figures reported at the preceding annual conference. District nominees need not be from the district which nominates them

2. **Agency Nominations.** The lay members of the following agencies of the annual conference may also nominate one additional lay delegate: Board of Church and Society; Commission on Disabilities; Board of Discipleship; Commission on Ethnic Minority Concerns and Advocacy; Council on Finance and Administration; Missional Ministries Board; Board of Higher Education and Campus Ministries; Board of Laity; Commission on the Status and Role of Women; United Methodist Men; United Women in Faith; Virginia Conference Board of Communications; and Virginia United Methodist Pensions, Inc. In addition to the aforementioned nominees, the Conference Council on Youth Ministries, and the Virginia United Methodist Student Movement each may nominate one delegate.
3. **Church Membership.** All nominees shall have been professing members of The United Methodist Church for at least two years preceding their nomination and must be members of churches in the Virginia Annual Conference and shall have been active participants in The United Methodist Church for at least four years preceding their election. They also must be active members within The United Methodist Church at the time of holding General Conference and jurisdictional conference. The four-year participation and two-year membership requirements may be waived for young persons under twenty-five years of age. Such persons must be members of The United Methodist Church and active participants at the time of election.
4. **Nomination Forms.** All nominations shall include the nominee's name, picture not to exceed 1½" x 2½" (unless nominated from, the floor of the Annual Conference), address, phone number, e-mail address if available, church, district, and should include a personal statement not to exceed 150 words in which the nominee may indicate his or her experience, qualifications and reasons for wanting to serve. There shall be a box to be checked stating: "Nominee is aware of nomination and agrees to serve if elected.", and a line for the signature of the nominee. The nominations shall be on a form or facsimile thereof furnished by the Director of Connectional Ministries. It is recommended that the nomination forms for persons to be voted upon by the district conference be circulated to the members of the district conference in advance of the district conference at which voting is to take place.
5. **Lay Nominations from the Floor.** After the convening of the Annual Conference session, prior to entering block voting, the presiding Bishop will ask for any nominations from the floor. Any nominations made from the floor must be made by lay members of the Annual Conference (I.B.3) and the nominee must be present to accept or decline the nomination. Nominations from the floor shall be closed by the presiding Bishop.
6. **Conference committee on lay delegate nominations.**
 - a. **Membership.** The committee shall be composed of two persons appointed by the Bishop plus one member of

the Rules Committee designated by that committee.

- b. **Function.** Each District Superintendent shall by January 15 of the year of election submit to this committee in care of the Director of Connectional Ministries completed forms for all nominees from the district. The committee shall then forward a list of all nominees to the agencies named in ¶ III.D.2. Each agency of the annual conference shall be responsible for forwarding to the committee any completed nomination form no later than March 1. The committee shall review and compile all nomination forms alphabetically according to the last name of the nominee. This lay nomination booklet will be made available on the conference website. Printed copies will be available at cost from the office of the Director of Connectional Ministries. An alphabetical listing will be included in the *Book of Reports*. This committee will also be responsible for reviewing and validating any nomination forms made from the floor of the Annual Conference.
- c. **List of Nominees.** The lay nominees shall be those persons named on the nomination forms and nominated from the floor.

E. BALLOTING PROCEDURES

1. **Separate Voting Areas.** Following the convening of Annual Conference, clergy and laity will separate to elect General and jurisdictional delegates and alternates, allowing five (5) hours to complete the process.
2. **Ballots Shall be Counted Electronically.** The Rules Committee shall determine the electronic equipment and procedures to be used and shall do so in consultation with the chief lay and clergy tellers.
3. **Valid Ballots.** To be valid, a ballot:
 - (a) must be cast on the ballot bearing the number designated by the presiding officer for that particular ballot; and
 - (b) must be voted for the number of delegates and/or alternates to be elected on that ballot, no more and no less.
4. **Voting Area.** The presiding officer shall designate the areas for Lay and Clergy voting. Ballots shall be cast from only those present and seated within the voting areas of the annual conference and displaying the proper credentials.
5. **Ballot Reporting.** After a ballot has been counted, the chief teller, either clergy or lay, shall furnish a written report to the Bishop which shall contain (a) number of ballots cast; (b) number of invalid ballots; (c) number of ballots counted; (d) number of ballots necessary to elect; and (e) list of names of persons voted for, including the number of votes received by each, beginning with the largest number of votes.
6. **Conditions for a Revote.** After the ballots have been counted and reported, if the number of collective invalid ballots exceeds 15%, the Bishop shall declare the prior ballot invalid and shall order a revote.
7. **Majority Required for Election.** On every ballot, a majority of the valid votes cast shall be necessary for the election of a delegate, except on the ballot to elect reserve delegates to the jurisdictional conference.
8. **Reading or Distributing Names.** On the first ballot for General Conference, the presiding officer shall read or display all names receiving votes with the number of votes cast for each. After the first ballot, the 25 nominees receiving the highest number of votes shall be read or displayed, according to the highest number of votes received. In the event of a tie between two or more nominees for the last available position on the General or jurisdictional delegation, a run-off election will be ordered by the bishop to select the person to fill that position. Only the names of those in the run-off are open for votes. The names will be read in order of their election. The person with the highest number of votes cast will be seated with the appropriate delegation.

When all General Conference delegates have been elected, the same procedure shall be followed for jurisdictional conference delegates
9. **Handling of Ballots after Counting and Recording.** Upon completion of the counting and recording of a ballot, the chief teller shall seal the ballot results and deliver them to the annual conference secretary. The annual conference secretary shall retain all ballot results until the adjournment of the annual conference after which they shall be destroyed.

F. TELLERS

- 1. Appointment of Chief Tellers, Assistant Chief Tellers and Tellers.** The Conference Nominations Team shall appoint a chief teller and an assistant chief teller for the clergy tellers and a chief teller and an assistant chief teller for the lay tellers. The chief tellers shall not be eligible to serve in the year of the next election of delegates to General Conference and jurisdictional conference. The Conference Nominations Team shall additionally appoint four (4) clergy and four (4) lay members of the annual conference from each district to form a pool of tellers from which as many teams shall be formed as the chief tellers deem advisable. One member of each team shall be designated as the captain for that team.
- 2. Expenses for Balloting.** All expenses incident to the balloting for and election of delegates to General Conference and the jurisdictional conference shall be borne by the annual conference.

G. EXPENSES OF CLERGY AND LAY ALTERNATES

The expenses of two clergy and two lay alternates to General Conference and to the jurisdictional conference shall be borne by the annual conference. Such expense allowances shall not exceed the expense allowances, per diem and travel, as are paid to the regular delegates.

H. DELEGATES UNDER THE AGE OF 18

When a General Conference or jurisdictional conference delegate will be under the age of 18 at the time of General Conference and/or jurisdictional conference, the Virginia Conference Child Protection Policy will be observed for this person. The leader of the General Conference Delegation will be responsible for implementation of the Child Protection Policy.

IV. NOMINATIONS FOR EPISCOPAL ELECTION

At the annual conference immediately preceding the jurisdictional conference, nominations for the office of Bishop may be made by submitting the name of an elder and a biographical sketch of not more than 100 words to the secretary of the conference signed by not fewer than 50 members of the annual conference. To be eligible for nomination the person must not have attained his or her 68th birthday prior to the first day of the month in which the jurisdictional conference is held. Nominations shall cease at the close of the afternoon session of the first day of the annual conference.

The conference secretary shall cause copies of each sketch to be prepared and distributed to the members of the annual conference. Ballots shall be prepared containing the name of each nominee and, beside each name, a square followed by the word “yes.” The ballots shall be distributed to the members of the annual conference immediately before they are to be cast. A member of the annual conference may vote for one or more nominees, but not more than the number of episcopal vacancies to be filled, or may choose not to vote for any of the nominees. To be nominated to the jurisdictional conference, a nominee must receive an affirmative vote of not less than 60 percent of the total ballots cast.

V. ANNUAL CONFERENCE PROGRAMS — COMMON TABLE FOR CHURCH VITALITY, BOARDS AND AGENCIES

A. THE COMMON TABLE FOR CHURCH VITALITY. The Common Table for Church Vitality (“Common Table”) exists to resource mission and ministry to fulfill the conference mission and vision. As a diverse body of representatives, the Common Table coordinates with Boards and Agencies, assists in the disbursement of ministry and program grants, and oversees the personnel of the Annual Conference offices that are under its guidance. The Common Table supports the Director of Connectional Ministries to fulfill the requirements of Paragraph 208 in the *Book of Discipline*. The mission, values, membership, officers, committees, meetings, finances, as well as the responsibilities of the Director of Connectional Ministries are set forth in the Charter for the Common Table for Church Vitality. This Charter is an Appendix to these Standing Rules of Order and Procedure for ease of reference but is not incorporated into these Standing Rules.

B. ANNUAL CONFERENCE PROGRAM BOARDS AND AGENCIES

STANDING RULES

The following are defined as program boards and agencies: The Board of Church and Society, the Church Development Team, the Board of Discipleship, the Missional Ministries Board, the Board of Higher Education and Campus Ministries, and the Board of Laity. Each board and agency shall meet at least annually.

1. **Membership.** All program board and agency members shall be elected for a four-year term by the annual conference. So far as possible, board membership shall be composed of an equal number of clergy and laity. No elected member may serve more than eight consecutive years except as authorized by the *Discipline* or in ¶ I.D.8 of the Virginia Annual Conference Rules and Policies. The bishop shall annually appoint for one year terms at least one District Superintendent to each board, agency or commission. Except for the Board of Ordained Ministry, the presiding bishop and the Director of Connectional Ministries are members of all boards, agencies and commissions with vote unless otherwise provided for by the *Book of Discipline*.
2. **Organization.** The boards shall organize in the several divisions or equivalent structure listed below to carry out their respective functions. Each member of a board shall serve on one division or equivalent structure. There shall be an executive committee of each board whose duties and responsibilities shall be determined by the board. A board may develop such additional structure, including the election of division members at large, as it deems necessary to discharge its assigned responsibilities, provided, however, that where additional funding is required for such structure, prior approval of the Common Table for Church Vitality shall be obtained by the board. Division members at large are not members of the board.
3. **Function.** The conference boards will provide consultative services and resources to the local church, the District Councils on Ministries, the annual conference and the Common Table for Church Vitality. Each board will make program recommendations to the Common Table for Church Vitality, will be responsible for the essential functions of the area of concern assigned by the Common Table for Church Vitality, or by the *Book of Discipline*, and will be related to the objectives and scope of work set forth by its General Board. Each board is amenable to the Common Table for Church Vitality.
4. **Responsibilities.**
 - a. **Church and Society.** The Board of Church and Society, in cooperation with the General Board of Church and Society and the Common Table for Church Vitality, shall develop programs on Christian social concern within the bounds of the annual conference. To discharge its responsibilities it shall divide its membership into committees, which so far as practical shall be patterned after the divisions of the General Board of Church and Society. The total membership shall be 20 (10 lay and 10 clergy).
 - b. **Church Development Team.** There shall be a Church Development Team dedicated to working on strategies for and implementation of church development and new faith communities in the annual conference. This team/board will consist of a minimum of 12 and up to 16 persons: six nominated by the bishop and Cabinet, six nominated by the Conference Nominations Team, and up to four additional persons who may be co-opted by the team for expertise and diversity. The membership of this team will be placed in four classes to ensure continuity. The team is amenable to the Common Table for Church Vitality.
 - c. **Discipleship.** The Board of Discipleship in cooperation with the General Board of Discipleship and the Common Table for Church Vitality shall create partnerships by providing a network of experience, knowledge and coaching through intentional connection to enhance or create effective disciple making processes. These partnerships are created by: (1) coaching at local levels and pulling in identified district and conference resources as needed, (2) training at district or regional levels, (3) drawing on best practices gathered locally, jurisdictionally, nationally and globally, (4) connecting mentor/resource churches with those who request assistance and information, (5) organizing in regional teams, and (6) raising vision, visibility and possibility during Annual Conference sessions and inviting people to connect with a congregational coach. The Board of Discipleship shall consist of a directing board to set the vision for disciple-making ministries in the annual conference and to support research on best practices, gathered and distributed by a Conference Awareness Team at events and through all other forms of communication.

The Directing Board will consist of the following eight (8) members: three officers (chair, vice-chair, and secre-

tary)

to be elected by the Annual Conference, the chair of the Disciple Resource Team, and four (4) Regional Network Leads. In addition, the Bishops' Foundation will be represented by one person with voice but no vote. The Directing Board will select individuals to serve as leads of the Regional Network Teams. The Regional Network Leads will be ex-officio members of the Directing Board with voice and vote.

The Disciple Resource Team will consist of eight (8) members, Four classes of two, one laity and one clergy per class. Members of the Disciple Resource Team will be nominated from the Conference Nominations Team (CLDDT) and elected by the Annual Conference.

Members of the Regional Network Teams will be selected by the Regional Network Leads, in consultation with the Directing Board, based upon best practices research.

Each age-level council will meet at least annually as the conference council for the respective ministry areas (with additional members as required by conference Rules and the *Book of Discipline*, if any) for: (a) sharing of the best practices in their regions, (b) training which will enhance their service to the faith communities within each region, (c) coordinating of conference programs and initiatives as appropriate, and (d) serving as resources to the Regional Network Teams.

The Youth Council and Young Adult Council (ages 18 – 35) will consist of members as mandated in the appropriate sections of *The Book of Discipline*.

The Youth Council shall have one youth representative (grade 7 – 12) elected by each District Youth Council or equivalent. Six adults shall be elected to the Youth Council: three adults elected by the Youth Council or equivalent and three elected by the Annual Conference.

The Young Adult Council shall have three additional young adult members at-large elected by the Annual Conference.

The Older Adult Council shall have six members elected by the Annual Conference.

d. Missional Ministries. The Missional Ministries Board in cooperation with the General Board of Global Ministries and the Common Table for Church Vitality shall develop programs to assist and invite districts and local churches to carry out all phases of the work of the church in mission and of church extension within the annual conference. The Associate Director of Serving Ministries shall serve as the Conference Secretary of Global Ministries (CSGM), fulfilling the responsibilities outlined in ¶ 633.3 of the *2016 Book of Discipline*. To discharge its responsibilities it shall divide into three (3) mission teams: (1) Missional Discipleship and Engagement and (2) Missional Connection and (3) Partnership of Hope. The position of Conference Coordinator of Christian Unity and Interreligious Concerns (CUIC) shall be appointed by the Bishop and shall be an ex-officio member of the Mission Connection Team of the Conference Missional Ministries Board, as outlined in ¶ 633.2 of the *2016 Book of Discipline*.

The membership of the board shall be 20, with 6 or 4 persons (one-half lay and one-half clergy) elected each year to replace outgoing classes.

- e. Higher Education and Campus Ministries.** The Board of Higher Education and Campus Ministries in cooperation with the General Board of Higher Education and Campus Ministries and the Common Table for Church Vitality, shall develop programs to provide for higher education and ministry objectives as set forth in ¶ 1405 of the *2016 Book of Discipline*, and to perform the responsibilities in regard to education and professional campus ministries as set forth in ¶ 634 of the *2016 Book of Discipline*.

Membership: With an effort to maintain a balance of clergy and laity, the Board of Higher Education and Campus Ministries shall have 12 Conference elected members (placed in four classes): a current campus minister, a current Campus Ministry Local Board Chairperson, a current local church pastor with passion for campus ministry, a current United Methodist College or University President (or their designee), a young adult/student, a member with expertise in property management, and six general members (with a preference for expertise in

executive leadership, finance, communication, and marketing). The member who has expertise in the area of property management shall also serve as the chairperson of the Conference Board of Property Managers of the Wesley Foundation, Inc. Ex officio members shall be: the Director of Connectional Ministries, a Liaison District Superintendent (liaison between the BHECM and the Cabinet), the Conference Treasurer, and any Virginia Conference member to the General Board of Higher Education and Campus Ministries. The designated conference staff person will serve as members with voice but no vote. The term for chairperson shall be four years and terms for members shall also be four years and follow section I.D.8 of the Conference Rules and Policies. Nominations and election of the chairperson shall follow section I.D.11 of the Conference Rules and Policies. The Executive Committee of the BHECM shall consist of the chairperson, the Liaison District Superintendent, the current campus minister, the member with expertise in property management and three general members.

Organization: The BHECM will meet a minimum of every other month. The Executive Committee will meet as needed. The BHECM will also be responsible for a minimum of one annual meeting for the following: Effectiveness Training Forums for Local Campus Ministry Boards, Effectiveness Training Forums for Campus Ministers/Chaplains, and Effectiveness Discussion Forums for District Superintendents. The incorporated entities of the board are the Wesley Foundation, Inc., and Francis Asbury Loan Fund, Inc. The conference board of property managers is a sub-group of the Wesley Foundation, Inc. The Executive Committee of the Board shall function as the board of directors of both the Wesley Foundation, Inc., and Francis Asbury Loan Fund, Inc

- f. **Laity.** The Board of Laity shall act as an advocate for the Virginia Annual Conference laity in all forums of the annual conference. The purpose of the Board of Laity is to fulfill the mission of making disciples of Jesus Christ for the transformation of the world; and carry out the vision of the Annual Conference. Membership of the Board of Laity shall be composed of the conference lay leader, four associate conference lay leaders, the Conference Director(s) of Lay Servant Ministries, the presidents of the conference organizations of United Methodist Men and United Women in Faith or their designees, Young People's Representative selected by the Youth or Young Adult Council, district lay leaders, one Connectional Ministries staff representative, one District Superintendent appointed by the Bishop, and the Bishop. No more than three clergy who model excellence in the lay-clergy partnership for ministry will be appointed by the Executive Committee. The Conference Director of Scouting Ministries is to be appointed by the President and approved by the Board with voice representation. The Board of Laity shall nominate to the annual conference for election a layperson to be the conference lay leader for the ensuing four (4) years. Any person elected to the office of conference lay leader shall not be eligible to serve more than two consecutive terms, or a total of eight (8) years.

C. ADMINISTRATIVE AGENCIES

The following agencies having administrative responsibilities are grouped together under the general title "Administration" with duties and responsibilities as indicated.

1. **Archives and History, Commission on.** There shall be a Commission on Archives and History and a Virginia Conference Historical Society. The duties and responsibilities of the commission shall be as set forth in the 2016 *Book of Discipline* (See ¶ 641). Members of the annual conference shall be members of the Virginia Conference Historical Society, which will elect 48 members to the commission who will also serve as the directors of the Virginia Conference Historical Society. The officers of the commission and the society shall be the same.
2. **Bishops' Foundation.** There shall be a Bishops' Foundation whose purpose is to provide funding for leadership development of both lay and clergypersons of the Virginia Conference of The United Methodist Church in the areas of evangelism and preaching in the Wesleyan spirit, and whose Board of Directors shall consist of nine (9) directors nominated by the Cabinet of the Virginia Conference and elected by the Annual Conference: five (5) clergy members and four (4) lay members serving for staggered terms of three (3) years after the initial term of 1, 2, and 3 years. The director of Connectional Ministries of the Virginia Conference or his/her designee will serve as an *ex officio* member of the Board of Directors.
3. **Communications, Virginia Conference Board of.** There shall be a Conference Board of Communications which is to serve all of the agencies of the annual conference in the area of communication. It shall be administratively

related to and amenable to the Common Table for Church Vitality. The board and/or its subunits may be incorporated.

- a. **Function:** The mission of Virginia United Methodist Communications is to assist faith communities in communications and related technologies, empowering their mission to make disciples of Jesus Christ.
- b. **Membership:** Virginia Conference Board of Communications shall consist of 24 persons, 14 of whom (half lay and half clergy) shall be elected by the annual conference. The 14 members thus elected and ex officio members shall elect 10 additional members at large selected with regard to professional expertise, nonprofessional objectivity, and media representation. The ex officio members shall be the Director of Connectional Ministries, a Cabinet representative, Director of Communications for the Virginia Conference, the Conference Manager of Technology, and any member of United Methodist Communications, the United Methodist Publishing House, and any other general board or agency whose purpose or function is included with the purposes and functions of this organization, or their successors, who is a member of a local charge in the Virginia Annual Conference or a clergy member of the Virginia Annual Conference. There shall be a president, vice president and secretary.
- c. **Organization:** There shall be the following committees:
 - i. *Executive Committee.* shall consist of the elected officers of the board, the conference Director of Communications and one additional member of the board. The non-officer member of the Executive Committee shall be elected quadrennially by the Board of Directors and shall hold office until the successor is elected and qualified. Vacancies may be filled at any meeting of the Board of Directors. All non-officer members of the Executive Committee shall be chosen from among the directors. The Executive Committee shall include both laypersons and clergypersons. The president shall act as chair of the Executive Committee. The Executive Committee shall also serve as the committee on Nominations, with the board vice president overseeing the business of nominations. The Executive Committee shall review board membership annually and recommend changes in membership to the board.
 - ii. *Project Committees.* As needs arise, project committees may be appointed by the president to function on behalf of specific projects or activities of the board. Any two (2) members of a project committee shall constitute a quorum for the transaction of the committee's business. The president shall be an ex-officio of all such project committees. It is strongly encouraged that all board members serve on a project.
 - iii. *Finance.* The Director of Communications for the Virginia Conference shall be designated as the person who can authorize expenditures on behalf of the corporation under the direction of the Board of Directors.
 - iv. *Budget.* The Director of Communications for the Virginia Conference, working closely with the board president, committee chairs, and communications staff will annually develop the various communication budgets and submit them to the board for approval and will regularly review expenditures to insure compliance with the adopted budgets. The Board of Directors, prior to the budget deadline of the annual conference Connectional Ministries office each year, shall recommend an income and expense budget covering all activities for the next fiscal year, including capital improvements or expenditures.
4. **Conference Nominations Team.** (See ¶ I.D.1. for composition and function of the Conference Nominations Team.)
5. **Disabilities, Commission on.** The commission shall consist of 18 members, half clergy and half lay. Membership shall include persons with physical disabilities and persons with intellectual disabilities. The Bishop may appoint to the commission a District Superintendent to serve as Cabinet representative with voice but not vote.
6. **Episcopacy, Committee on the.** There shall be a Committee on the Episcopacy, the membership and duties of which shall be as prescribed in ¶ 637 of the *2016 Book of Discipline*.
7. **Equitable Compensation, Commission on.** The Commission on Equitable Compensation shall be composed of an equal number of lay and clergy persons including at least one lay and one clergy from churches of fewer than 200 members who are nominated by the Conference Nominations Team and elected by the annual conference. In

addition, one District Superintendent named by the Cabinet shall be a member. It shall perform the duties assigned to it by the *2016 Book of Discipline* (See ¶ 625). It shall receive all requests from or on behalf of all pastoral charges for aid to be used solely for clergy support. It shall administer the Equitable Compensation Fund and may employ money from other agencies, including those which may be granted by the Missional Ministries Board, as appropriate in each case, to meet these requests.

8. **Ethnic Minority Concerns and Advocacy, Commission on.** There shall be a Virginia Conference Commission on Minority Concerns and Advocacy amenable to the Common Table for Church Vitality. The commission will provide for the functions as outlined in the current *Book of Discipline* for the Committee on Ethnic Local Church Concerns and Commission on Religion and Race. The basic membership of the commission shall consist of 10 clergy, 10 laypersons, and five members at-large elected upon nomination of the Conference Nominations Team. A minimum of two members shall be youth and young adults between the ages of 12 - 35. The commission will be constituted so that two-thirds of the membership be representative of people from diverse racial and ethnic backgrounds. The district coordinators for Religion and Race shall be ex-officio members of the commission with both voice and vote. The presidents or chairs of conference caucuses, fellowships, or associations for racial and ethnic constituencies shall be ex-officio members of the commission with voice but not vote. The bishop may appoint to the commission a district superintendent to serve as Cabinet representative with voice but not vote.
9. **Finance and Administration, Conference Council on.** There shall be a Conference Council on Finance and Administration elected and organized with responsibilities as set forth in the *2016 Book of Discipline* (See ¶¶ 611-619), provided that membership of the council shall be composed of five clergy, five lay women, and five lay men nominated by the Conference Nominations Team.
10. **Foundation, United Methodist.** There shall be a United Methodist Foundation organized with responsibilities as set forth in the *2016 Book of Discipline* ¶2513 and pursuant to the Foundation charter the directors elected by Annual Conference shall be no less than fourteen (14) or no less than 60% of the total Foundation Directors. As the total number of Foundation directors can fluctuate from year to year, the Foundation will confirm annually with the Director of Connectional ministries on the number necessary to meet the Annual Conference 60% requirement.
11. **Clergy Medical Leave, Joint Committee on.** There shall be a Joint Committee on Clergy Medical Leave consisting of two representatives from the Board of Ordained Ministry, two representatives from the Virginia United Methodist Pensions, Inc., one representative from the Cabinet and one representative of the General Board of Pension and Health Benefits. Their duties shall be as prescribed by the *2016 Book of Discipline* (See ¶ 652).
12. **Investigation, Committee on.** There shall be a Committee on Investigation nominated, elected, and with duties as set forth in the *2016 Book of Discipline* (See ¶ 2703.2).
13. **Minutes, Committee on.** There shall be a Committee on Minutes consisting of seven members nominated by the Cabinet for a term of eight years, provided that the terms of four members shall expire at the end of one quadrennium and terms of the other three shall expire at the end of the next quadrennium. At least three members shall be lay persons and at least three shall be clergy. The chair shall be designated by the Cabinet. The committee shall review the daily minutes of the annual conference proceedings and report at the next session. Within three weeks of the close of the annual conference session, the committee will meet with the conference secretary to review and correct the minutes of proceedings before submitting the same for printing in the conference *Journal*.
14. **Ordained Ministry.** The Board of Ordained Ministry in cooperation with the General Board of Higher Education and Ministries and the Common Table for Church Vitality, shall develop programs to assist districts and local churches in preparing and aiding persons to fulfill their ministry in Christ as historically understood by United Methodism. The Board of Ordained Ministry shall perform all the duties and functions as set forth in the *Book of Discipline* (2016 BOD ¶635.2) and shall be directly amenable to the annual conference. The Board of Ordained Ministry shall have no more than sixty-seven (67) persons nominated by the bishop, (2016 BOD ¶635.1a) in consultation with the Board Chair and Cabinet, and elected by the annual conference at the beginning of each quadrennium. The Board shall elect from its membership officers deemed necessary to fulfill its duties (2016 BOD ¶635 1c). The annual conference registrar and at least one District Superintendent appointed by the bishop shall

also serve as members of the Board of Ordained Ministry. At least one person from each district shall be included on the Board. If during the course of the quadrennium a district loses its representation on the Board, an additional person shall be appointed ad interim to the Board by the bishop in consultation with the Board Chair and the Cabinet, ensuring inclusive representation from each district. Ad interim members will be voted on at the next annual conference.

- 15. Pensions and Related Benefits, Virginia United Methodist, Inc.** This agency, which is incorporated as Virginia United Methodist Pensions, Inc., shall be composed of twenty-four (24) members serving eight-year terms, and arranged into classes at the agency's discretion. It is recommended that all classes consist of one-third laywomen, one-third laymen, and one-third clergy. Any clergy member of the conference or lay member of a church within the conference who is a member of the Wespath shall also be a member of the agency (*2016 Book of Discipline* ¶639.2a) If no District Superintendent is a member of this agency the Bishop may name one to represent the Cabinet. He or she shall have a voice but not vote.

This agency shall perform the duties set forth in the *2016 Book of Discipline* (see ¶ 639). In addition, it shall administer the conference program for participant supplemental benefits including the various insurance programs, shall study on a continuing basis the problems of participant disability, making recommendations relative to these problems as needed, and shall provide for a continuing pastoral ministry to disabled participants.

- 16. Preachers' Relief Society.** This is an incorporated body with invested trust funds, the income from which is used from time to time for the relief of needy members of the clergy and their families.
- 17. Professional Administrators of the United Methodist Connectional System.** There shall be a Chapter of the Professional Association of United Methodist Secretaries (VAPAUMCS), which is to provide church secretaries and other administrative professionals a supportive base for unity and fellowship so as to promote individual growth, professional development, continuing education, and spiritual enrichment. There shall be an Executive Committee consisting of a President, 1st Vice President, 2nd Vice President, Secretary, Membership Secretary, Treasurer and the Standing Committees Chairs. There shall be standing committees: Communications composed of five members; Finance composed of four members (the President, 1st Vice President, 2nd Vice President and Treasurer); and Nominating composed of six members in classes of two for three-year terms.
- 18. Rules Committee.** There shall be a Rules Committee consisting of nine members elected by the annual conference on nomination of the Conference Nominations Team or from the floor for a term of eight years. The terms of four members shall expire at the end of one quadrennium and the terms of the other five members shall expire at the end of the next quadrennium. Five members of the committee shall be lay and four members shall be clergy. The chancellor(s) of the annual conference shall be ex officio members of the Rules Committee. The Rules Committee shall review the Virginia Annual Conference Rules and Policies between sessions of the annual conference, and make its recommendations to the annual conference. Proposed amendments to the Virginia Annual Conference Rules and Policies and any other matters of parliamentary order or procedure in the business of the annual conference shall be referred to the Rules Committee. All members of the Rules Committee are encouraged to take a basic parliamentary procedure course within 6 months of their election. However, those who wish to be parliamentarians of the Annual Conference must take a more advanced course at the approval of the Rules Committee Chair. The cost of these courses will be reimbursed upon the passing of the class.
- 19. Site Selection, Committee on.** There shall be a Committee on Site Selection consisting of four members, one half lay and one half clergy, elected on nomination of the Conference Nominations Team for a term of eight years. The committee shall be divided into two classes with the terms of one class to expire at the end of one quadrennium and the terms of the other class to expire at the end of the next quadrennium. This committee shall make arrangements for the meeting of the annual conference and shall recommend a location for the meeting of the annual conference a minimum of three years in advance.
- 20. Status and Role of Women in the Church, Commission on the.** There shall be a Virginia Annual Conference Commission on the Status and Role of Women in The United Methodist Church amenable to the Common Table for Church Vitality. The membership shall consist of up to two representatives from each district plus six persons at

large elected by the annual conference. In addition, the conference United Women in Faith shall name one member. The Bishop may appoint to the commission a District Superintendent to serve as Cabinet representative with voice but not vote. The majority of the commission, including both lay and clergy, shall be women. The chairperson shall be a woman.

- 21. Trustees, Board of.** There shall be a Board of Trustees consisting of 12 members, elected by the annual conference, organized and with responsibilities as set forth in the *2016 Book of Discipline* (§§ 2512-2517).

D. TASK FORCES

A task force may be established to accomplish a specific objective. If it is organized by direction of the annual conference, the authorizing legislation shall contain a termination date for the task force. Such task force desiring continuation beyond its termination date shall seek and receive their established termination dates (June or December). Task forces should not as a general rule exist beyond a four year term. Task forces may request funding for conference projects, but no task force shall disburse funds unless so directed by its parent board or requested to do so by the Common Table for Church Vitality and approved by the Council on Finance and Administration in its report to annual conference. A conference organized task force continuing beyond its first year shall annually request, in its report to annual conference, funding to cover operational costs in the succeeding year.

E. CHANGING STRUCTURE OF PROGRAM BOARD OR AGENCY

Any proposal to the annual conference to amend or change the structure of any program board or agency at the division level or above may originate (1) upon recommendation of the board or agency itself and shall be submitted to the Common Table for Church Vitality for its recommendation; (2) upon recommendation of the Common Table for Church Vitality, provided such proposal shall have been submitted to the board itself for its recommendation; or (3) on petition of a member or members of the annual conference if such a petition has been previously submitted to the Common Table for Church Vitality and the board or agency for their recommendations, or if not previously so submitted in time for consideration by these organizations, such petition shall be referred to the Common Table for Church Vitality and the board or agency for their recommendations prior to action by the annual conference. Internal change below the division level shall be the responsibility of each board.

F. MEETINGS OF THE COMMON TABLE, BOARDS, COUNCILS, COMMISSIONS, FOUNDATIONS AND COMMITTEES

For the Common Table for Church Vitality, and all District, Board, Council, Commission, Foundation and Committee sessions or meetings, the terms “meet” and “meeting” shall include meetings where members are physically present in one room or area (“in-person” meetings), and when deemed necessary by the presiding Chairperson, may also include meetings held through electronic means such as the Internet or by telephone.

VI. THE DISTRICT CONFERENCE

A. DISTRICT CONFERENCE SHALL MEET AT LEAST ONCE A YEAR

Each district within the Virginia Conference shall hold a session of the district conference in the manner designated by the District Superintendent at least once during the annual conference year (in accordance with the *2016 Book of Discipline*, §658).

B. AGENDA

The district superintendent, in consultation with the district lay leader, shall set the agenda for the district conference. The agenda shall include a report from the district committee on ordained ministry.

Members of the district conference shall elect the district lay leader (§660.2) to serve a four-year term, not to exceed two consecutive terms. The district conference shall also elect the committee on the district superintendency (§669.1,2), the district trustees (§2518.2) and such other officers as it deems appropriate. The district committee on ordained ministry

STANDING RULES

(¶666.1) and the district board of church location and building (¶2519) are approved or elected by the annual conference.

C. MEMBERSHIP

The membership of each district conference shall be composed of the following: all ordained and commissioned clergy, licensed local pastors, lay supply pastors, certified lay ministers, diaconal ministers, and deaconesses and home missionaries related to that district; a church lay leader, chairperson of the church council*, church school superintendent, president of the United Women in Faith, and president of the chartered United Methodist Men from each local church in the district; the district steward from each charge; the lay member of the annual conference from each charge; and three members at large, one of whom shall be a youth, elected by each charge conference;

District officers who are members of the district conference include*: the chairperson of the district Council on Ministries*, the district trustees, the district treasurer, the district lay leader and associate lay leaders, the president of the district United Women in Faith, the president of the district United Methodist Men, a representative of the district youth council*, the president of the district United Methodist Young Adults*, the district coordinators of children, youth, young adult, adult, and family ministries, other district coordinators and directors, five youth members elected by the district youth council and five young adult members* elected by the District Council on Ministries*. Special attention shall be given to inclusiveness. *Designates or equivalent body.

D. ELECTION OF DISTRICT LAY MEMBERS AT LARGE OF ANNUAL CONFERENCE

District members at large of the annual conference shall be elected by the lay members of the district conference. Nominations may be made in whatever manner the district determines, but provision shall always be made for nomination from the floor. Districts are encouraged to include members-at-large from non-chartered faith communities being served by clergy with voting rights at Annual Conference, provided that they meet the provisions of the *2016 Book of Discipline* ¶602.4. Election shall be by written ballot, and those nominees receiving the most votes shall be the members at large, and the rest shall be alternates in order of the votes received up to the number of members at large and alternates allotted to each district by the annual conference.

E. RECORD OF DISTRICT CONFERENCE

The secretary of the district conference shall keep an accurate record of the proceedings and send a copy to the secretary of the annual conference within 30 days following the district conference.

VII. RULES OF ORDER AND PARLIAMENTARY PROCEDURE

A. RULES THAT APPLY WHEN THE CHAIRPERSON STANDS

When the chairperson stands and calls the conference to order, no member shall speak, address the chair, or stand while the chairperson stands.

B. VOTING AREA

The annual conference shall fix the voting area of the conference at the opening business session and voting on all annual conference matters must take place within the prescribed area. The voting area of the conference shall be separated from other areas at the meeting site. All entrances to the voting area shall be staffed by ushers and admission shall be by official badge only. All members of the conference within the voting area when the vote is taken shall be entitled to vote except such persons as otherwise are ineligible to vote.

C. SUFFICIENT SEATS SHALL BE PROVIDED

Sufficient seats shall be provided for all lay, clergy, provisional, and associate members and all youth members, members on special assignment, and all other persons entitled by the Virginia Annual Conference Rules and Policies to be within the voting area of the conference.

D. VOTERS TO DISPLAY PROPER CREDENTIALS

STANDING RULES

Members of the conference and others entitled to be seated within the voting area of the conference shall be furnished proper credentials as set forth in Appendix “A” (attached). During balloting, ballots will be distributed to and collected from only those persons displaying the proper credentials.

E. METHOD OF VOTING

Method of voting shall be determined by the presiding officer. A count vote may be ordered on call of any member supported by one third of the members present and voting, in which case the members shall arise as they are able from their seats and stand until counted.

F. ELECTRONIC VOTING PROCEDURE

Anytime the presider opens the floor, during an electronic meeting, whether for questions, discussions, motions, and/or amendments he or she shall wait at least 3 minutes before putting the question, motion, report or amendment to a vote.

G. EXCEPTIONS TO THE NO INTERRUPTION RULE

No member who has the floor may be interrupted except for a question on the matter under consideration, a breach of order, a misrepresentation, to direct the attention of the conference to the fact that the time has arrived for a special order, or to raise a very urgent question of high privilege.

H. LIMITS ON SPEAKING

No member shall speak: 1. more than once on the same question if any member who has not spoken desires the floor; 2. more than twice on the same subject under the same motion; 3. any longer than two minutes, unless this two minute period may be limited or extended by a two thirds vote of the conference.

I. HIGH PRIVILEGE

A member claiming the floor for a very urgent question of high privilege shall be allowed to indicate briefly the nature of the question, and if it be adjudged by the chair to be such, he or she may proceed until the chairperson judges that he or she has exhausted the privilege.

J. CALL FOR DIVISION OF ANY QUESTION

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

K. MOTIONS TO BE PRESENTED IN WRITING

For the benefit of the secretary, and for the sake of clarification, motions, including amendments, shall be presented in writing. If an approved motion is requested to be sent to entities, the maker of the motion shall provide names and addresses to the Secretary of the Virginia Annual Conference.

L. SUSPENSION OF THE RULES

The operation of any of the provisions of the Virginia Annual Conference Rules and Policies or of these Rules of Order and Procedure may be suspended at any time by a two thirds vote of the conference.

M. CHANGE OR AMENDMENT OF THE RULES

The Virginia Annual Conference Standing Rules of Order and Procedure, including these Rules of Order and Parliamentary Procedure, may be amended or changed by a two thirds vote of the conference; provided the proposed change or amendment has originated in the Rules Committee, or has been presented to the conference in writing and referred to the Rules Committee, which committee shall report as soon as practicable taking into account all of the facts and circumstances of the proposed rule change.

N. ROBERTS RULES OF ORDER APPLIES

The current edition of *Robert's Rules of Order Newly Revised* shall apply to any and all situations not covered elsewhere by these rules.