

**VIRGINIA ANNUAL CONFERENCE  
THE UNITED METHODIST CHURCH**

**BOARD/AGENCY INFORMATION FORM**

**2019-2020**

**Board/Agency/Commission** Rules Committee

**Description of the Work of the Board** There shall be a Rules Committee consisting of nine members elected by the annual conference on nomination of the Conference Leadership Discovery and Development 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.

**Specific Expertise Needed** A good working knowledge of the latest edition of The United Methodist Discipline, Robert's Rules of Order, and attention to detail. The use of formal legal language is also helpful. All members are encouraged to take a basic parliamentary procedure course, however, in order to serve as a parliamentarian on stage of the annual conference you are required to take a more advanced course.

**Number of Meetings per year** 3

**Date/ Location of Meetings** Fall, Spring, Annual Conference

**How Does Board Meet?** (check all that apply)

- In person
- Conference Call
- Online meetings (Zoom, WebEx, etc.)

**Additional Information for prospective members** This committee does require your attendance to Annual Conference, though you are not automatically a member of the Annual Conference. Because of this, your expenses are not covered through the Annual Conference (Unless you are the chairperson of the committee AND not a clergy person under appointment or a lay member of the Annual Conferenece (Conference Rules: I.B.3).