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ARTICLE 1. ANNUAL CONFERENCE ORGANIZATION

1.1 COMPOSITION

- 1.1.1 The Annual Conference shall be composed of clergy members as defined by the General Conference, together with professing lay members elected by each charge, the diaconal ministers, the active deaconesses and home missionaries under Episcopal appointment within the bounds of the Annual Conference, the conference president of United Methodist Women, the conference president of United Methodist Men, the conference lay leader, district lay leaders, the conference director of Lay Speaking Ministries, the conference secretary of Global Ministries (if lay), the president or equivalent officer of the conference young adult organization, the president of the conference youth organization, the chair of the Annual Conference college student organization, and one young person between the ages of twelve (12) and seventeen (17) and one young person between the ages of eighteen (18) and thirty (30) from each district to be selected in such manner as may be determined by the Annual Conference. (2016 *Discipline* ¶ 32, Article 1)
- 1.1.2 Each charge served by more than one clergy shall be entitled to as many lay members as there are clergy members. (2016 *Discipline* ¶ 32, Article 1) (Clergy membership defined: "the clergy membership of an Annual Conference shall consist of deacons and elders in full connection, provisional members, associate members, affiliate members, and local pastors.") (2016 *Discipline* ¶ 602)
- 1.1.3 If the lay membership should number less than the clergy members of the Annual Conference, the Annual Conference shall, by its own formula, provide for the election of additional lay members to equalize lay and clergy membership of the Annual Conference. (2016 *Discipline* ¶ 32, Article 1)
- 1.1.4 The lay equalization members of the Annual Conference (after those designated by the *Discipline* and Rules of the Conference) shall be allocated equally among the districts. Such lay equalization members shall be elected by the respective district conferences preferably at least six months in advance. The persons occupying the following offices shall be appointed as ex officio lay equalization members, if they have been members of The United Methodist Church for the one year preceding their election and shall have been active participants of The United Methodist Church for at least the last four years preceding their election and after those members of the Western Pennsylvania Annual Conference designated by the *Discipline* and Rules of the Conference: all lay General Conference delegates and Jurisdictional Conference delegates, all lay chairpersons of conference agencies, and the district presidents of United Methodist Women, United Methodist Men, and United Methodist Youth. In the event that any of the above named organizational presidents are unable to attend Annual Conference, a representative of the organization shall be named in their place. Each district conference shall determine its own formula for electing the designated number of members. This formula is to be presented to the district conference for modification or acceptance. In addition, each district shall elect at least six (6) reserve members to fill any vacancies that may be created in respect to a vacancy in an ex officio appointment, or by reason of vacancy at the district level. Persons shall not serve at the same time as both a lay equalization member of the Annual Conference and as a lay member from a local church or charge.

1.2 ELECTION

- 1.2.1 The **lay member(s)** of the Annual Conference and alternates shall be elected [annually by charge conference]. If the charge's lay representative to Annual Conference shall cease to be a member of the charge or shall for any reason fail to serve, an alternate member in the order of election shall serve in place. [see 2016 *Discipline* ¶ 251.2]
- 1.2.2 The charge conference shall elect upon nomination of the committee on lay leadership the lay member(s) of the Annual Conference. [see 2016 *Discipline* ¶ 252.5g]

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- 1.2.3 District Youth Members. Each district conference shall, prior to the meeting of the Annual Conference elect one youth and one alternate who have completed, or are completing, grades 9-12 at the time of the Annual Conference and one youth and one alternate who have been a high school graduate or equivalent in degree or age, for at least one year and whose age does not exceed twenty-five at the Annual Conference session. The district superintendent shall send the Conference Secretary and the conference coordinator of youth ministries the names and addresses of those elected. The nominations in the high school category shall come from the district youth with the right to nominate from the floor valid in both categories.

1.3 QUALIFICATIONS

- 1.3.1 Both the lay members and the alternates shall have been professing members in good standing of The United Methodist Church [and of the local church from which they were elected] for at least two years and shall have been active participants for at least four years next preceding their election, except in a newly organized church, which shall have privilege of representation at the Annual Conference session. (2016 *Discipline* ¶ 251.2)
- 1.3.2 No local pastor shall be eligible as a lay member or alternate. (2016 *Discipline* ¶ 251.2)

1.4 CERTIFICATION

- 1.4.1 The district superintendents shall furnish promptly to the Conference Secretary a list of names and addresses for the lay members and alternates to represent the charges in their districts. At the first business session of the conference, the secretary shall furnish an attendance card to each member of the conference. Time shall be given to sign and return all such cards, and these shall be accepted as the official roll call. All members of the conference, both clergy and lay, are obligated to attend all sessions of the conference unless they are excused by the conference.

1.5 DUTIES AND RESPONSIBILITIES

- 1.5.1 Attendance: It is the duty of every member and all probationers and local pastors of the Annual Conference to attend its sessions and furnish such reports in such forms as the *Discipline* may require. Any such person unable to attend shall report by letter to the Conference Secretary, setting forth the reason for the absence. Should any ordained minister in active service be absent from the sessions of the Annual Conference without a satisfactory reason for the absence, the matter shall be referred by the Conference Secretary to the Board of Ordained Ministry. (2016 *Discipline* ¶ 602.8)
- 1.5.2 Participation: The lay members of the Annual Conference shall participate in all deliberations and vote upon all measures except the granting or validation of license, ordination, reception into full conference membership, or any question concerning the character and official conduct of ordained ministers, except those who are lay members of the Board of Ordained Ministry and committee on investigation. Lay members shall serve on all committees except those on any ministerial relations [and for the trial of clergy]. (2016 *Discipline* ¶ 602.6)
- 1.5.3 Reporting: It shall be the duty of the lay member to report to the local church on actions of the Annual Conference. (2016 *Discipline* ¶ 602.7)

1.6 PROCEDURE FOR BEING SEATED AT CONFERENCE

- 1.6.1 Lay members(s) and alternates shall be duly elected by the charge conference and certified by the district superintendent.
- 1.6.2 The Conference Secretary will mail to each lay and clergy member at a date set in consultation with the Conference Sessions Team:
- registration cards (for meals, lodging, identification) based on the lists supplied by the superintendents.

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- 1.6.3 The Conference Secretary will mail to each lay and clergy member at a date set in consultation with the Director of Connectional Ministries
- pre-conference report book based on the lists supplied by the superintendents.
- 1.6.4 Each member, lay and clergy, will be responsible for registering. The Conference Sessions Team will be authorized to accept only registrants certified through the Conference Secretary. (See changing of lay members in Section 1.7)
- 1.6.5 Each member shall report attendance at the Annual Conference by signing an attendance card supplied by the Conference Secretary at the opening session or, thereafter, at the secretary's office. (The secretary will record as present only those signing attendance cards.)
- 1.7 PROCEDURE FOR CHANGING LAY MEMBERS**
- 1.7.1 The *Discipline* provides "that no local charge shall be deprived of its lay member due to death, serious illness or cessation of membership. Under such circumstances another lay member may be elected by the charge conference." (2016 *Discipline* ¶ 602.5)
- 1.7.1.1 The pastor may request the district superintendent to authorize a special charge conference for the purpose of election of another lay member or alternate.
- 1.7.1.2 The pastor shall report to the district superintendent the name and address of the newly elected member.
- 1.7.1.3 The district superintendent will officially confirm the change with the Conference Secretary whose list shall be the official membership roll of the conference. Under no circumstances shall the Conference Sessions Team seat anyone who is not duly approved as stated above.
- 1.7.2 When at any time a lay member is excused by the Annual Conference from further attendance during the session, the alternate lay member, if present shall be seated. The lay member or the alternate shall be the lay member of the Annual Conference. (2016 *Discipline* ¶ 602.7)
- (NOTE: No substitute for either the lay member or the alternate shall be seated at conference unless they have been duly elected by the charge conference and officially reported according to the instructions above.)

ARTICLE 2. SESSIONS

- 2.1 CONVENING** — The conference shall meet for the annual session on the date appointed by the resident Bishop and at the place set by the Conference Sessions Team. [see 2016 *Discipline* ¶ 603.2-3]
- The hours of convening and adjourning the sessions of the conference shall be determined by the Bishop. The agenda for the Annual Conference session shall be prepared by the Bishop and the district superintendents, conference lay leader, in consultation with the Conference Sessions Team and shall be submitted to the Annual Conference for adoption. [see 2016 *Discipline* ¶ 605.2]
- 2.2 OFFICERS** — At the first session following the adjournment of the regular session of the General Conference, and following the roll call, the conference shall complete its organization by electing for the quadrennium a secretary and a statistician, upon nomination by the cabinet, each with power to name assistants. The secretary, in consultation with the presiding Bishop, shall designate a legislative floor manager as a member of the secretarial staff. On nomination by the Council on Finance & Administration, the conference shall elect a treasurer.
- 2.2.1 Conference Statistician** — The conference statistician shall be responsible within the Annual Conference to collect the information required in the local church report to the Annual Conference as prepared by the General Council on Finance and Administration.

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The statistician may collect other statistical information as requested by the Annual Conference and the Conference Connectional Leadership Team.

The statistician shall present a compilation and interpretation of the statistical data to each regular session of the Annual Conference.

2.3 RULES OF PROCEDURE

Annual Conference Fee — a registration fee of \$50 will be assessed to each member attending the session of the Western PA Conference of The United Methodist Church. This registration fee is to be paid at the time of registration. The District Superintendent through the Conference Sessions Team will care for any necessary scholarships (for individuals with special circumstances or extreme hardships) out of the Sessions budget line item, and

For those retired clergy members who will not be attending the entire session, a registration fee \$15 per day will be assessed. This registration fee is to be paid at the time of registration, and

Clergy and lay members are required to make their own arrangements for housing and any meals not included as part of the program of annual conference with reimbursement of those expenses shall be the responsibility of each local church (including extension clergy and equalization laity).

Each charge is strongly encouraged to pay the registration fees for all their members who are members of the Annual Conference (including extension clergy and equalization laity).

- 2.3.1 **Bar of Conference** — At the first business session of the Annual Conference, the bar of the conference, within which voting and speaking shall take place, shall be fixed by the majority of the members present at the session. The bar of the conference may be changed at the discretion of the conference by a majority vote.
- 2.3.2 **Addressing the chair** — When a member desires to present any business, or speak to any question, the member may seek out a page with a flag and shall wait to be recognized and when recognized announce to the conference their name and local church, the member may proceed. Each member shall address the conference from the floor, unless the member is addressing the conference on behalf of a conference agency or as a legislative section leader or assistant legislative section leader, or as a legislative section coordinator, or as an officer of the conference, in which case such member may address the conference from the platform.
- 2.3.3 **Non-member Time Limit** — No person, not a member of the conference, may occupy the time of the conference without the permission of the conference. Where permission is granted, the time limit shall be no more than five (5) minutes.
- 2.3.4 **Offerings** — A special offering may be received during each worship service held during the conference. Designation of those offerings will be made by the Sessions Team in consultation with the Resident Bishop, Conference Treasurer, and Director of Connectional Ministries.
- 2.3.5 **Voting Procedure** — A total of 31 tellers shall be elected by the Annual Conference, one laity, one clergy, and one alternate (either laity or clergy) nominated by each of the District Superintendents, a head teller nominated by the Conference Secretary, and these persons shall be presented for election by the Conference Secretary. The names of those nominated by the District Superintendents shall be in the hands of the Conference Secretary by March 1st, to be included in the Pre-Conference Journal.
- 2.3.5.1 The task of the tellers depends on whether or not the annual conference is using electronic keypads. If there is a standing count vote, tellers will receive the counts of those standing for each row or if paper ballots are used then the tellers have additional responsibilities to distribute, collect, and count the paper ballots. The tellers report the

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results of the ballot to the head teller who reports to the president of the Annual Conference. The Tellers should be chosen for accuracy and dependability, should have the confidence of the members of the Annual Conference, and should not have a direct personal involvement in the results of the ballot question. During voting, tellers are assigned specific areas to monitor and ensure that voting procedures are being followed.

- 2.3.5.2 The head teller shall deliver a written copy of the results of the ballot to the president of the Annual Conference. If electronic voting is employed, then the president shall review the results prior to their display. The president of the Annual Conference declares the results of the ballot.
- 2.3.5.3 The ballots, either paper or digital, shall be held by the Conference Secretary for one month before being destroyed.
- 2.3.6 Sections — The Conference Sessions Team shall structure the session of the conference on the same basic plan as the General Conference so as to provide sections for study and review of reports, resolutions and petitions before they come to the floor of the Annual Conference.
 - 2.3.6.1 Each section shall be designated by number and shall be assigned reports, resolutions and petitions by the Conference Secretary.
 - 2.3.6.2 The Conference Secretary shall designate section chairpersons and vice-chairpersons (preferably members of the Annual Conference) of the several sections and a coordinator of the sections. Such designation shall supersede all other membership assignments to section and therefore if a chairperson is a member of the Annual Conference they would have the right to vote in accordance with Robert's Rules of Order. Each section shall elect its own secretary.
 - 2.3.6.3 The Conference Secretary shall be responsible for assignment of persons to membership in the several sections.
 - 2.3.6.4 Notification of assignment to a specific section for study and review will be made at the time of the initial pre-conference report book mailing. Each member of the Annual Conference will be called upon to vote on ALL reports, resolutions and petitions reviewed by Legislative Section during the Plenary business sessions of the conference. All reports, resolutions and petitions assigned to the sections shall be reported to the Plenary session with recommendation for action.
 - 2.3.6.5 All members of the Annual Conference, pastors under appointment, deaconesses under appointment, and young adult representatives shall be members of sections to discuss and if permitted in *The Book of Discipline* to vote on reports, resolutions and petitions before such matters reach the floor of the conference. All members of the Annual Conference may attend and speak in any section but their right to vote is limited to the section to which they are assigned.
- 2.3.7 Report to the Plenary Session — All reports submitted to the conference shall be presented by the Conference Secretary at the first plenary session to be received without action, in which case the report shall not be considered as having been adopted as the position of the conference. Any member of the conference may request, at this time, that a report be reviewed by a Legislative Section. Such reports shall be assigned to a Legislative Section by the Conference Secretary, and a recommendation that the report be accepted or rejected in whole, or in part, or amended, shall be made by that Legislative Section to the Plenary Session during that session of the Annual Conference.
 - 2.3.7.1 All resolutions and petitions shall be assigned by the Conference Secretary to a Legislative Section. The section shall move the section's report which shall be the main motion before the Conference. The vote of the section (including any abstentions) shall be reported to the Plenary Session. Any resolution which includes an amendment by the section shall be so noted.

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2.3.7.2 The presiding officer may permit the proponent of a report or resolution to speak if, in the opinion of the presiding officer, the report or resolution is complex, unclear, or controversial, but such occasion shall not be used for a promotional presentation. Amendments to the recommendations of a section may be made from the floor of the conference.

2.3.7.3 Each legislative section leader shall record the votes of the legislative section in respect to each item of business considered, and shall give such information to the legislative floor manager, and shall include such information in reporting to the conference on the action of the legislative section.

2.3.7.4 Any Annual Conference legislation approved by a legislative section with no more than 25% of votes cast against the prevailing position shall be placed on the consent calendar, which shall be published in the Daily Journal at least ten (10) hours prior to any consideration of such legislation.

Upon written request of any twenty-five (25) Conference members, a particular piece of legislation shall be removed from the consent calendar and shall be presented to the conference for debate and action.

All legislation on the consent calendar shall be presented to the conference at one time for approval.

2.3.7.5 Upon motion duly made, seconded, and upon an affirmative vote of two-thirds of the members voting, the conference may group legislation for action by such categories as the conference may determine, such as legislation approved by a legislative section without an opposition vote greater than five of all section members voting, or greater than ten of all section members voting; provided, however, that any member may request that a particular item of legislation be removed from the group to be so acted upon, in which case that particular item of legislation shall be removed and thereafter called up in the regular order of business.

2.3.8 REPORTS AND RESOLUTIONS

2.3.8.1.1 Resolutions and Petitions — All reports and resolutions of conference agencies and petitions of individuals and local churches to be submitted to the Annual Conference shall be printed in the pre-conference report book. Where practical all petitions shall be submitted by the Conference Secretary to the appropriate board or agency for consideration and their recommendations shall be noted upon presentation to the section. No resolution or petition shall be considered by the conference unless it has been submitted to the Conference Secretary by the date specified by the conference secretary to be no earlier than April 1. The Conference Secretary will publish on the conference website and mail to churches that request a mailing from the conference secretary the legislation due date on or before January 31. All petitions to the Annual Conference must be accompanied by sufficient scriptural footnoting, in the margins or otherwise plainly marked, so that the foundation of scriptural holiness is evident, (Colossians 3:23-24). The Annual Conference may consider any petition without proper section review upon a two-thirds vote of the conference.

2.3.8.1.3 That each piece of proposed or adopted legislation shall include as a part of its body a statement that will designate the appropriate conference agency or leader who will implement the legislation and be responsible for reporting its status to the conference. If the Annual Conference directs a letter to be written, then a correspondence secretary is to be named in the legislation and mailing labels with the addressees will be supplied. In the absence of any of these four parts, the responsibility will be accomplished by the author of the legislation.

2.3.8.1.2 Episcopal and Lay Challenges — The resident Bishop, by way of Episcopal Address, and the Board of Laity, through its Laity Address, may refer to one or more legislative sections matters for consideration and recommendation to the Annual Conference for action. Such challenges need not be printed in the pre-conference report book, nor be submitted in advance to the Conference Secretary. Action may be taken by the Annual Conference responding to such challenges with a section report and/or recommendation. Financial

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implications of any action shall be reviewed by the Conference Connectional Leadership Team present at conference prior to review by the plenary session; but need not apply to any other Standing Rules on Financial Policy (3.4).

- 2.3.8.2 No reports, resolutions, or petitions submitted can be considered by a section without the presence of the author of the report, resolution, or petition, or an identified spokesperson for the report, resolution, or petition.
- 2.3.8.3 No proposed resolution or petition which seeks, in substance, conference approval of any provision of *The Book of Discipline* or *The Book of Resolutions*, shall be considered or acted upon by any legislative section, nor by the conference. The Conference Sessions Team may determine whether a proposed resolution or petition violates this rule and if it does so, such determination shall be noted in the first Daily Journal, published for a conference session, or such may be raised by any members on a point of order. Any appeal from a determination shall be made without debate by the President.
- 2.3.8.4 All resolutions to modify the present system of apportionments shall include data showing effect on apportionments for all churches, or permit sufficient time for this to be calculated in the conference treasurer's office before presentation to the Annual Conference.
- 2.3.8.5 Conference Sessions Team has the responsibility to review and refuse distribution and/or displays that are inappropriate or contrary to the Social Principles.
- 2.3.9 Courtesies — The Conference Sessions Team shall be responsible for introducing representatives of institutions, colleges, seminaries, foundations and any other outside organization to the plenary session as may be approved by the team in advance. Such persons are not privileged the floor for any comments.

2.3.10.1 **Nomination of Laity for General & Jurisdictional Conferences**

All laity who meet the criteria set forth in *The Book of Discipline of The United Methodist Church*, 2016, ¶36, Article V, shall be considered as nominees.

- 2.3.10.1.1 **WRITTEN PARAGRAPHS.** The Conference Secretary shall develop a Personal Data Sheet to request contact information and demographic data which the General Conference asks of all delegates, such as gender, race, birthdate, et cetera. This form will be made available to all nominees no later than November 1st of the year prior to the year of election, with the request that it be filled out and returned to the Conference Secretary no later than January 1st of the year of election.

In addition to the Personal Data Sheet each nominee shall be encouraged to provide the Conference Secretary with a written statement of not more than 250 words; if it is longer than 250 words, only the first 250 words will be printed. In addition to the nominee's name, this brief statement may include, but is not limited to, the following:

- (1) A personal statement regarding the nominee's qualifications to serve as a delegate to General and/or Jurisdictional Conference including a description of the nominee's service within the United Methodist connection.
- (2) Any other information considered important by the nominee - such as issues the church must address and a clear indication of the nominee's position on each of these issues.

Personal data information shall be assembled with the nominees listed in alphabetical order and a photo of the nominee. This information shall be distributed to all Annual Conference lay members after the nominee approves the completed and edited entry to be published with the *Pre-Conference Booklet*.

This information shall be distributed by the Conference Secretary in a timely manner.

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2.3.10.2 **Nomination of Clergy for General & Jurisdictional Conferences**

All ordained ministerial members in full connection who are eligible for election to General & Jurisdictional Conferences (2016 *Book of Discipline* ¶35) are considered as nominees.

- 2.3.10.2.1 Among those designated as clergy nominees, persons wishing to offer themselves for consideration as delegates may submit to the annual conference secretary a written statement of their choosing identifying elements that they believe make them worthy for consideration as delegates and which they wish to have the conference consider in voting. The statements shall not exceed 250 words. These statements, along with a photograph, shall be submitted to the conference by no later than January 1st of the year of election.

This information shall be distributed by the Conference Secretary in a timely manner.

2.3.10.3 **Election of General & Jurisdictional Conference Delegates** (2016 *Discipline* ¶34-36)

Delegates to the General Conference shall be elected at the session of the Annual Conference **held in the year preceding the session of the General Conference**. Election of both clergy and lay delegates shall be by open ballot without nominating speeches. Throughout the election process, care shall be given to select a slate of delegates who reflect our inclusive nature in regard to theological diversity, race, age, gender, and disability. Delegates should evidence a strong understanding of faith, and a clear sense of being open to the discernment of the Holy Spirit in the work of the church.

- 2.3.10.3.1 A member may vote for as many candidates as he/she chooses so long as he/she does not vote for more than the number to be elected on that ballot. If the number of votes on a ballot exceeds the number to be elected the ballot shall be invalid. The ballot, however, will be considered valid if the elector votes for fewer than the number to be elected.

Organization of General and Jurisdictional Conference Delegation

- 2.3.10.4 The General and Jurisdictional Conference delegation shall meet prior to the adjournment of the Annual Conference session at which they were elected. The meeting shall be convened by the chairperson of the previous delegation and the chairperson, vice-chairperson and secretary of the delegation shall be elected at that meeting and the delegation may take up such other business as it chooses. The delegation shall use a variety of means to engage the congregations and other interested groups of the Western Pennsylvania in a dialogue about the issues coming before the General Conference and Jurisdictional Conference and shall provide the members of the congregations maximum opportunity to offer input and suggestions as part of the process to discern the workings of The Holy Spirit.

- 2.3.10.5 Two alternate laity and two alternate clergy delegates shall attend the General and Jurisdictional Conferences. if their expenses are not borne by the General or Jurisdictional Conferences, their expenses in connection therewith will be reimbursed by the Annual Conference to the same extent as are the expenses of delegates.

- 2.3.10.6 Following the election of all General Conference delegates, the delegation shall caucus and nominate one lay person and one clergy person for election by the Jurisdictional Conference to the Jurisdictional committee on episcopacy. (2016 *Discipline* ¶ 524)

Procedure for Episcopal Endorsement and Nomination

- 2.3.10.7 The procedure for nomination by the Annual Conference of Episcopal candidates to the Jurisdictional Conference as permitted by ¶ 405 of the 2016 *Discipline* shall be as follows:

The Annual Conference's nominee(s) for the episcopacy shall be selected by ballot. The General and Jurisdictional Conference delegation shall have the privilege to place nominees before the Annual Conference. Others shall be considered nominees who

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receive votes on the first ballot. No other formal nominations shall be in order. The members of the Annual Conference shall have the right to vote in favor of one of these or to vote a blank ballot.

Upon any person being named on not less than 50% of the valid ballots cast, that person shall be considered to be an Episcopal nominee of the Annual Conference. Ballots will continue until: at least two ballots have been taken, there is a motion to discontinue balloting, or the third ballot has been taken and there has been no nomination. If no person has been named on 50% of the ballots cast on any of the first three ballots taken, then no person shall be considered to have been nominated by the Annual Conference. Only the person(s) selected in the foregoing manner shall be deemed the nominee(s) of the Western Pennsylvania Annual Conference, but this procedure shall not foreclose efforts by individuals or groups to encourage or promote the candidacy for the Episcopacy of other members of the conference.

2.4 RULES OF ORDER

- 2.4.1 The current edition of "Robert's Rules of Order" shall govern on all questions that may develop where the rules adopted by the Conference cannot be construed as applying.
- 2.4.2 Motions — All business of the conference not brought forward by the President shall be introduced by motion. All resolutions introduced by any member shall be written, and presented in duplicate by the mover, and also on other motions, if the president, secretary, or any two members request it. Any motion or resolution so introduced may be withdrawn by the mover, with the consent of the Conference, at any time before amendment or decision. The name of the mover shall in all cases be recorded with the motion or resolution.
- 2.4.3 Precedence — No new motion or resolution shall be entertained until the one under consideration has been disposed of, which may be done by adoption or rejection, unless one of the following motions shall intervene which shall have precedence in the order in which they are placed namely (1) Lay on the Table, (2) Previous Question, (3) Postpone to a given time, (4) Refer to a committee, (5) Amend/substitute. The last three of these are themselves subject to amendment or substitution.
- 2.4.4 Amendments — No amendment shall be in order further than an amendment to the amendment, but it shall be in order to move a substitute for the main question and one amendment to the substitute. If the substitute is accepted, it shall replace the original question.
- 2.4.5 Reconsideration — A motion to reconsider may be made, during the conference, by a member who has voted with the majority; but, a motion to reconsider a non-debatable question shall be decided without debate.
- 2.4.6 Previous Question — It shall be in order to move the previous question (taking the vote without further debate) on any question pending; and if sustained by a vote of two-thirds of the members present and voting, the vote shall be taken. It shall not be in order for a member to move the previous question nor to move to lay on the table at the close of a speech made by such member on the pending question.
- 2.4.7 Tabled Motion — When any question is laid on the table, it may be removed from the table by a majority vote of the conference, and may be made the order of the day for any session or hour thereafter.
- 2.4.8 Division of the House — The vote on any matter before the conference shall be taken by count vote if the call be sustained by a ten (10) percent vote of the house.
- 2.4.9 Speaking and Appeal — No member shall be interrupted when speaking, except by the president or a member of the conference on a point of order; or, under a question or personal privilege to correct a statement made by the speaker.
- 2.4.9.1 Point of Order — When a point of order has been raised, the president shall be restricted to the rules of order in making the decision, but the member may appeal the decision,

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with the privilege of explaining the appeal; and, the president also has the right of stating the grounds of the decision. The vote on such an appeal shall be taken without debate.

- 2.4.9.2 Frequency of Speeches — No member may speak more than once on any question before the conference until every member who desires to speak shall have spoken, nor shall any member speak more than twice on the same question, nor more than three minutes at a time without the permission of the conference. The total time spent in debate on any report or resolution shall not exceed fifteen minutes. The Conference Sessions Team shall provide some timing device and personnel to implement this rule.
- 2.4.9.3 Balance of Discussion — When one speaker takes a side on a question the president should, as far as possible, follow a sequence of trying to find persons to speak on opposite or alternative sides of the question.
- 2.4.9.4 Final Speeches — When the report or resolution of a board, commission, or committee, or a petition of an individual or of an individual church is under consideration, its chairperson, or a member thereof, or the petitioner or a person designated by the petitioner, shall be permitted, if desired, to make a concluding statement, followed, if desired, by a similar statement by the section chairperson. Where a group of petitions or resolutions on the same subject matter are under consideration, only one person, recognized by the chair, shall be entitled to make a concluding statement.

2.4.10 GUIDE TO MOTIONS

- 2.4.10.1 The motion to change something that is being considered is to amend or substitute. Care must be taken to specify how the change affects the original.
- 2.4.10.2 The motion to delay consideration is to table (unspecified delay and not debatable) or to postpone to a special time (debatable).
- 2.4.10.3 A point of order relates to violation of a provision of the *Discipline*, or a Rule of Order of the Conference.

2.4.10.5 EFFECT OF RULES

- 2.4.10.5.1 The Rules of Order for the government of the conference may be suspended or amended by a majority vote on the first day of the annual session of the Conference. At all other times, it shall require a two-thirds vote to amend or suspend them.
- 2.4.10.5.2 The Rules of Order for the government of the conference shall be the Rules of Order for the Government of the Conference as published in the *Journal* of the preceding Annual Conference until they have been altered or modified by the action of the Annual Conference.
- 2.4.10.5.3 The effective date of any amendment, deletion, or addition to the Rules governing this conference, unless otherwise specified in these Rules, shall be as stated in the legislation adopted or, if none is stated, then sixty (60) days after adoption.

2.5 YOUTH PAGES

- 2.5.1 Youth Pages participate in the proceedings of the Annual Conference (Rule 2.3.6.5) in order to experience the meetings and to assist in their smooth functioning by:
- Assisting those members with disabilities;
 - Collating and distributing materials approved by the Conference Sessions Team to the members during Conference;
 - Assisting in the handling of microphones, television cameras, and other special assignments
 - Assisting in the distribution of individual written communications on matters of Conference business

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- 2.5.2 Youth Pages are not to be requested to perform errands of a personal nature, such as obtaining refreshments (other than for those working on the platform), or the distribution of personal communications.

ARTICLE 3. CONFERENCE AGENCIES

3.1 GENERAL UNDERSTANDINGS

- 3.1.1 **The Journey of a Connectional People:** We are a connectional people sharing a common mission in the Western Pennsylvania Annual Conference. We are organized to express our connectionalism through being accountable to, supportive of and cooperative with other agencies, churches and individuals of our Annual Conference for the furtherance of our mission.

The 2016 *Discipline* (§610) states that “the Annual Conference is responsible for structuring its ministries and administrative procedures in order to accomplish its purpose (§ 601). The Western Pennsylvania Annual Conference establishes the Conference Connectional Leadership Team as the administrative agency for ensuring the development and implementation of its directives, policies and programs. The Conference Connectional Leadership Team is amenable to the Annual Conference. All agencies of the Annual Conference are amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* they shall also relate to the Conference Connectional Leadership Team.

- 3.1.2 **Agency Definition:** The agencies of The Western Pennsylvania Annual Conference or Conference Connectional Leadership Team are the established councils, council teams, boards, commissions, committees, task forces, ministry teams, task teams or other units with responsibilities which have been constituted by the *Discipline*, Annual Conference or Conference Connectional Leadership Team. Not included are the boards of trustees of other institutions such as colleges and hospitals, inter-agency committees, nor ecumenical groups such as state or city Councils of Churches, nor those non-profit organizations which elect directors in corporate session.

- 3.1.2.1 Nominations and Leadership Development Team shall be responsible for recruiting members of committees represented at the Connectional Leadership Team (CLT) and Connectional Ministry Teams. Persons are to serve on only one conference agency with voice and vote. Exceptions: for diversity, nominations, and those representing a district on a conference agency.

- 3.1.2.2 Agency **standing committees** are sub-teams of a parent conference agency who meet to perform particular responsibilities on behalf of the agency. Chairpersons of these standing committees are ex-officio (voice only) on the parent agency unless they are voting members at large of the agency.

- 3.1.2.3 **Task teams** are groups that are together for a defined period of time with a clearly defined task. In many instances, these people are appointed and may be serving the annual conference in other capacities. They have voice and vote both in the other capacity and on the Task Team. Task teams are often but not limited to “study teams” or special projects.

- 3.1.2.4 Individuals may serve on and as chairpersons of more than one task teams and/or agency standing committees and serve as a representative voice only to the parent agency. When they are representative as chairperson they have voice but not vote on the parent agency.

- 3.1.3 **Agency Organization:** Each conference agency will relate to the Conference Connectional Leadership Team.

Any conference agency, in order to fulfill its ministry, can form committees, task teams and task forces that shall be amenable to them. They shall organize in ways which most effectively address their responsibilities. The Conference Connectional Leadership Team encourages the designation of vice chairs as a way to train leaders and to assist in leadership continuity.

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Except as otherwise provided by the *Discipline*, the membership of each agency will be composed of such members as the Nominations and Leadership Development Team shall submit to the Annual Conference for election.

3.1.3.2 **Ex-Officio Members:** Any person serving ex-officio shall not have the right to vote in the agency to which appointed unless specified by the *Book of Discipline*.

3.1.3.3 **Members of General Conference Agencies:** A voting member of a general agency, by virtue of such membership, shall become an ex officio (voting) member of the corresponding agency or its equivalent structure, if any, in the Annual Conference in accordance with the provisions of ¶ 610.6 (2016 *Discipline*).

A member of the General Council on Finance and Administration shall be an ex-officio member of the Council on Finance & Administration. (2016 *Discipline* ¶ 611)

A member of the General Board of Church and Society shall be an ex-officio member of the Board of Church & Society. (2016 *Discipline* ¶ 629)

A member of the General Board of Discipleship shall be an ex-officio member of the Board of Discipleship. (2016 *Discipline* ¶ 630)

A member of the General Board of Global Ministries shall be an ex-officio member of the Board of Global Ministries. (2016 *Discipline* ¶ 633)

A member of the General Board of Higher Education and Ministry shall be an ex-officio member of the Board of Higher Education. (2016 *Discipline* ¶ 634)

A member of the General Board of Pension and Health Benefits shall be an ex-officio member of the Conference Board of Pensions. (2016 *Discipline* ¶ 639)

A member of the General Commission on Archives and History shall be an ex-officio member of the Commission on Archives & History. (2016 *Discipline* ¶ 641)

A member of the Multi-functional agency on Christian Unity and Interreligious Relationships under the Council of Bishops shall be an ex-officio member of the Commission on Christian Unity and Interreligious Concerns. (2016 *Discipline* ¶ 642)

A member of the General Commission on Religion and Race shall be an ex-officio member of the Commission on Religion and Race. (2016 *Discipline* ¶ 643)

A member of the General Commission on the Status and Role of Women shall be an ex-officio member of the Commission on the Status and Role of Women. (2016 *Discipline* ¶ 644).

A member of the General Commission on Communications shall be an ex-officio member of the Commission on Communications. (2016 *Discipline* ¶ 646).

3.1.6 **Membership Requirements:** Continued membership on any conference agency shall be dependent upon attendance at a majority of the meetings of that agency in a given year unless excused by the chairperson for a reason determined by the chairperson to be legitimate.

3.1.7.1.1 **Nomination Procedure:** Nominations for all conference agencies will be prepared by the Nominations and Leadership Development Team in consultation with the appropriate agency. Names for all positions will be presented to the Conference Connectional Leadership Team for review and to the Annual Conference for election.

3.1.7.1.2 Nominations and Leadership Development Team is charged with the responsibility of shepherding our alignment with these principles. The purpose of these guidelines is to enable the expanding the number of people and hence gifts that enable expanding the number of people and hence gifts that enable our ministry together by:

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- A. Leadership development
 - B. New persons with new gifts being valued and included
 - C. Diversity and inclusion in leadership that models excellence and reflects who we are and desire to be.
- 3.1.7.1.3 All agencies/standing committees and their task teams are to be divided into classes with the eight year limitation applying.
- 3.1.7.2 Persons nominated and elected to any Annual Conference agencies, boards, or ministry teams may serve for a total of eight (8) years and thereafter must be off for two years to be considered for the same position. Each agency, board or ministry team must be divided into classes, listing the year each member began the first term. Some will be elected for annual terms and others for bi-annual and quadrennial terms. Exceptions may be made due to gifts and graces with the recommendation of the Conference Connectional Leadership Team and affirmation of the Annual Conference for the inclusion of persons of color.
- 3.1.7.3 Persons cannot be elected to multiple voting positions but individuals can serve as observers, volunteers, consultants, and be appointed to more than one committee, task team, etc. Exceptions may be made due to gifts and graces with the recommendation of the Conference Connectional Leadership Team and affirmation of the Annual Conference for the inclusion of persons of color. Conference Staff and the Bishop are ex-officio without vote.
- 3.1.7.4 If a vacancy shall occur between sessions of Annual Conference, then the Nominations and Leadership Development Team shall recommend a replacement for election by the Conference Connectional Leadership Team unless otherwise directed by the *Discipline*.
- 3.1.7.5.1 Chairpersons of agencies/standing committees are to be **recruited and nominated** by the leadership team in consultation with the membership of that agency/standing committee. This is to ensure diversity on CLT and Ministry Teams.
- 3.1.7.5.2 Exceptions to this process are the Organizational Presidents, Boards of Ordained Ministry, Pensions, Trustees, CFA and Committee on Episcopacy as the *Discipline* requires that they elect their own officers. This will be done with a recommendation from nominations in order to facilitate diversity and new leadership development. The Chairperson of the Board of Laity is the Conference Lay Leader.
- 3.1.7.6 Chairpersons and vice-chairpersons are to be nominated by the leadership team from the at-large membership of the agency/standing committee. Chairpersons may serve for eight years but only as chair for four years. Vice chair persons are to be in a different class than the chairperson and serving with the distinct purpose of becoming the chairperson.
- 3.1.8.1 **Membership in Conference Agencies.** It is the intent of the Annual Conference that the membership of Annual Conference agencies promote race, gender, age, and lay/clergy balance. Furthermore the goal is to get as many people involved as possible; nonetheless, it is recognized that because of certain skills and experience it may be beneficial for some individuals to serve on multiple conference agencies.
- Therefore, except as may be provided in the rules for a specific agency, anyone in the conference may serve on multiple conference agencies; however, no one may serve as voting member on more than one such group.
- Inter-agency representatives, as required by the *Discipline*, are chosen by the agency that they represent. District representation on agencies/standing committees must come from the District Conferences.
- 3.1.8.2 Each Council Team shall be empowered to create and appoint task teams, sub-committees or sub-teams for which no direction is given regarding election either in the *Discipline* or the Conference Rules. Members of these appointed task teams, sub-committees or sub-teams have a vote and shall have voice but no vote on the specific Council Team unless they are otherwise members of the specific Council Team.

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- 3.1.8.3 **Secretaries and treasurer/voucher agents** are to be discerned and elected by the team from its membership and without term limitation. Persons paid by the Annual Conference and/or our conference agency/committees/teams may not serve as chair, vice-chair, secretary, or treasurer/voucher agents. An exception is made for the Conference Treasurer and the Conference Coordinator of Youth Ministry.
- 3.1.8.4 **Observers** and those wishing to participate in the work of a particular agency/standing committee may do so with the following considerations:
- For short period of time
 - For a particular purpose
 - Without vote
 - Shall not hold an office
 - The agency/standing committee reserves the right to go into Closed Session ¶721
 - Shall inform the Nominations and Leadership Development Team
- 3.1.8.5 Continuation of the annual nomination to membership is dependent upon a positive feedback from the chair as well as conversations about additional positions on the agency/standing committees. Continuation of the annual nomination as chair is dependent upon regular attendance, positive progress reported to the parent agency and positive feedback from cabinet/staff representation.
- 3.1.8.6 The Conference Connectional Leadership Team in consultation with the Diversity Officer shall have the responsibility for monitoring the composition of all agencies, boards and/or teams.
- 3.1.9 **Restrictions:** Any clergy or lay person from a church or organization receiving financial aid from either the conference or the general church, who is also a member of an agency responsible for approving or disbursing funds, shall not be present during any discussion concerning, or vote in respect to any request for or the disbursement of funds to the church or agency of which such person is a member.
- 3.2 CONFERENCE CONNECTIONAL LEADERSHIP TEAM**
- 3.2.1 **Conference Connectional LEADERSHIP TEAM:** The primary function of the Annual Conference, and the Conference Connectional Leadership Team and Ministry Teams, is equipping spiritual leaders to bring into reality the transformation of the world through Jesus Christ.
- 3.2.2 **Conference Connectional Leadership Team Relationships:** The Conference Connectional Leadership Team will be amenable to the Annual Conference. The three Ministry Teams will be amenable to the Connectional Leadership Team.
- 3.2.3 **Conference Connectional Leadership Team Membership:** The Conference Connectional Leadership Team will consist of (20 members + 5 ex-officio) 25 people:
- Chairperson
 - Vice-Chairperson
 - Three (3) Chairpersons of Ministry Teams, one (1) from each ministry team
 - Four (4) Clergy at-large
 - Six (6) Laity at-large
 - Chairperson of Conference Finance and Administration
 - Chairperson of Conference Board of Trustees
 - Chairperson of Conference Board of Pensions
 - Chairperson of the Conference Personnel Team
 - Conference Lay Leader
 - Dean of the Cabinet (ex-officio)
 - Conference Secretary / Statistician (ex-officio)
 - Director of Connectional Ministries (ex-officio)
 - Director of Administrative Services (ex-officio)
 - Bishop (ex-officio)

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Connectional Nurture Ministries Team (14 members)

Chairperson
Two (2) Clergy at-large
Two (2) Laity at-large
Chairperson from:
Board of Ordained Ministry
Episcopacy
Equitable Compensation
Laity Board
Leadership & Nominations
Sessions
United Methodist Men
Young Adult Ministry
Youth Ministry

Connectional Outreach Ministries Team (14)

Chairperson
Two (2) Clergy at-large
Two (2) Laity at-large
Chairperson from:
Church & Society
Disability Concerns
Ethnic Local Church Concerns
Global Ministries
Health as Wholeness
Poverty Team
Religion & Race
Status & Role of Women
United Methodist Women

Connectional Witness Ministries Team (13)

Chairperson
Two (2) Clergy at-large
Two (2) Laity at-large
Chairperson from:
Archives & History
Camping & Retreat Ministries
Christian Unity & Interreligious Concerns
Communications
Discipleship
Evangelism
Higher Education & Campus Ministry
Parish & Community Development

3.2.4 Conference Connectional Leadership Team Responsibilities:

Between conference sessions and not inconsistent with the *Discipline* and within the Annual Conference guidelines and directives the Conference Connectional Leadership Team along with the Connectional Ministry Teams will direct and evaluate the work and ministries of the Annual Conference.

- a) As servants, coordinate the work and ministry of the Annual Conference.
- b) As decision-makers, address the policy and fiscal questions regarding the work and ministry of the Annual Conference.
- c) As representatives, listen and (to the extent of not being in conflict with the *Discipline*) respond to requests, ideas and questions of the conference laity, clergy, churches and agencies.
- d) As communicators, provide information related to General boards and agencies (such as the Connectional Table) to and from district committees and local congregations.

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3.2.4.1 **Conference Connectional Leadership Team Monitoring Responsibilities**

The purposes of the Conference Connectional Leadership Team Monitoring will be:

- a. To continue to facilitate the embodiment of the Vision, Mission, and Core Value of the Annual Conference into the life of the Annual Conference and its agencies,
- b. To monitor, anticipate, coordinate, plan and implement change across the Annual Conference,
- c. To serve as a body where all of the senior leadership functions of the Annual Conference come together for coordination and communication, including the Conference Connectional Leadership Team, the Executive Team, and the Cabinet,
- d. To move the Annual Conference to continue its culture shift to live the Vision, Mission, and Core Value, to focus on the ministries of the annual conference through the local church and ministries beyond the local church, and to become servant leaders,
- e. To oversee the implementation of the denomination's Four Areas of Focus: Principled Leaders, New Places for New People, Global Health Initiative, and Poverty as well as the Annual Conference focus area of Dismantling Racism,
- f. To monitor the implementation of actions taken by General Conference, Annual Conference, the Conference Connectional Leadership Team, and other leadership groups,
- g. An additional responsibility of the Conference Connectional Leadership Team would be to receive and consider requests for uses of pools of funds which are consistent with the Vision, Mission, Core Value, and the original intent of the funds.

3.2.4.2 **Executive Team:** There may be an Executive Team consisting of the Chairperson of the Connectional Leadership Team, the Director of Connectional Ministries, the Director of Administrative Services, the Dean of the Cabinet, the Conference Lay Leader, and the Bishop (ex-officio).

3.2.5 **Conference Connectional Leadership Team Meetings:** The Conference Connectional Leadership Team will meet at least quarterly.

The dates of regularly scheduled meetings will be posted on the conference web page.

The agenda and topics on the agenda will be available in written form to CLT members at least three days prior to the CLT meeting and if appropriate will be posted on the Conference Web Site.

- a) The intent of the CLT is to make its decisions by consensus, being conscious to provide full participation for minority opinion and allowing for opportunities to amend and call for a vote.

3.2.5.2 **Visitors:** Visitors are welcome to attend meetings of the Conference Connectional Leadership Team, though they have no standing to participate, visitors may request official time on the agenda by contacting the Director of Connectional Ministries or requesting personal privilege at the meeting.

3.2.5.3 **Resolutions and Petitions:** All resolutions of conference agencies and petitions of individuals and local churches *seeking a Conference Connectional Leadership Team response* must be submitted in writing to the Conference Connectional Leadership Team through the Director of Connectional Ministries, who will refer the matter to the proper Team, if appropriate, and to the Chair of the Conference Connectional Leadership Team. A response in regard to such a resolution or petition will be provided to the petitioner within 90 days by the Director of Connectional Ministries, or his/her designee.

3.2.5.4 **Closed sessions** of the Conference Connectional Leadership Team are governed by ¶722 of the 2016 *Discipline*.

3.2.6 **Annual Conference Organization of Agencies:** The Conference Connectional Leadership Team will carry out its work and ministry by organizing the conference agencies under:

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- a) Conference Connectional Leadership Team
- b) Episcopal Office
- c) Cabinet

Annually the Conference Connectional Leadership Team shall present to the Annual Conference all information related to the celebration and clarity of our connectional ministries. This shall include, but not be limited to, agency membership, financial and functional responsibilities, mission and organizational design.

3.2.7 Conference Staff:

3.2.7.1 **Director of Connectional Ministries** (2016 *Discipline* ¶ 608). The Conference Connectional Leadership Team, on nomination of a search committee, the Resident Bishop and the cabinet, will elect a Director of Connectional Ministries. The Director of Connectional Ministries will be amenable to the Bishop. The Director of Connectional Ministries will be the staff liaison to the Conference Connectional Leadership Team and, in conjunction with the Resident Bishop and the Treasurer, will have responsibility for Conference Connectional Leadership Team activities. The Director of Connectional Ministries will have oversight and supervision over the Conference Program staff. The Director of Connectional Ministries shall receive a salary and benefits substantially equal to those of a district superintendent.

3.2.7.2 **Conference Treasurer** (2016 *Discipline* ¶ 619). The Conference Treasurer shall be nominated by and be amenable to the Council on Finance & Administration, and shall be elected by the Annual Conference. The Conference Treasurer shall be an advisory member of both the Conference Connectional Leadership Team and the Council on Finance & Administration without vote and shall relate to the appropriate agencies of the Annual Conference. In conjunction with the Resident Bishop and in consultation with the Director of Connectional Ministries, the Conference Treasurer will have responsibility for Conference Connectional Leadership Team financial activities. The Conference Treasurer will have oversight and supervision over the Conference financial and administrative staff. The Conference Treasurer shall be responsible for the functions outlined in ¶ 619 of the 2016 *Book of Discipline* and those assignments to the Conference Treasurer included in the conference rules, conference bylaws, and the bylaws of various conference agencies.

3.2.7.3 **Conference Secretary and Statistician** (2016 *Discipline* ¶ 603.7). Both positions are amenable to the Annual Conference and relate to the Conference Connectional Leadership Team.

3.2.8 Conference Lay Leader (2016 *Discipline* ¶ 603.9 & ¶607)

The conference lay leader shall be elected by the Annual Conference laity at its annual session for a term of four (4) years, with a maximum tenure of eight years within a twelve-year period. Each district conference shall submit annually one name of a person for the position to the Board of Laity which shall consider those names and nominate one or more people on the conference floor for the office of lay leader. Other persons may be nominated from the floor.

The lay leader may appoint one but not more than three associate or deputy conference lay leaders for a term of one year. The duties and responsibilities of associate lay leaders will be to assist and/or represent the conference lay leader as the leader may deem with voting power within the limitations of the *Discipline* and Conference Rules. There is no inference of substitution or succession.

Such associates or deputy lay leaders may, with the consent of the agency involved, represent the conference lay leader at meetings of such agencies for which the lay leader is a member ex-officio on either an ad hoc or a continuing basis.

The lay leader shall be the chairperson of the Board of Laity and member of the Conference Connectional Leadership Team.

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3.3 SPECIFIC CONFERENCE AGENCIES

3.3.1 **Commission on Equitable Compensation** (§ 625) Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Commission on Equitable Compensation shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also relate to the Conference Connectional Leadership Team.

3.3.2 **Board of Laity** (2016 *Discipline* ¶ 631)

The conference lay leader shall be the chairperson.

Relationships: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Board of Laity shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also relate to the Conference Connectional Leadership Team.

3.3.3 **Conference Committee on Lay Servant Ministries** (2016 *Discipline* ¶ 631.6)

The Conference Committee on Lay Servant Ministries shall include the district directors of Lay Servant Ministries and a director of Lay Servant Ministries, who shall chair the Committee.

The Conference Committee shall set criteria and guidelines for district committees on Lay Servant Ministries, develop lay speaking courses and approve courses developed by district committees, and organize conference-wide speaking events.

The Conference Director of Lay Servant Ministries shall be elected by the Annual Conference at its annual session for a term of four (4) years, with a maximum tenure of eight (8) years within a twelve (12) year period. The district conference shall submit annually one name of a person for the position. The conference shall consider such nominee and such other nominations as shall be made from the floor.

3.3.4 **Board of Ordained Ministry** (2016 *Discipline* ¶ 635)

Membership: A minimum of 40 members and shall be established according to the requirements of the appropriate Disciplinary paragraphs. The board shall organize by electing a chairperson and registrars. All board members shall serve on at least one board committee. The board shall elect its officers and reorganize annually at the seat of the Annual Conference. Board members may serve three consecutive four year terms.

Relationships: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Board of Ordained Ministry shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also relate to the Conference Connectional Leadership Team.

3.3.5 **Administrative Review Committee** (2016 *Discipline* ¶ 636)

Mission: Its only purpose shall be to ensure that the disciplinary procedures for involuntary leave of absence (§ 354.1b), involuntary retirement (§ 358.3), or administrative location (§ 362.2c) are properly followed. The entire administrative process leading to the action for change in conference relationship shall be reviewed by the administrative review committee, and it shall report its findings to the clergy session of members in full connection with the Annual Conference.

Membership: The Administrative Review Committee shall be comprised of three (3) clergy in full connection and two (2) alternates who are not members of the Cabinet or the Board of Ordained Ministry. The committee shall be nominated by the Bishop and elected quadrennially by the clergy session of members in full connection.

Relationships: This committee is amenable to the clergy session of members in full connection.

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3.3.6 **Committee on Episcopacy** (2016 *Discipline* ¶ 637) & Residence ¶638

The committee shall organize by electing a chairperson.

Relationships: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Committee on Episcopacy shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also relate to the Conference Connectional Leadership Team.

3.3.7 **Board of Pensions** (2016 *Discipline* ¶ 639)

The board shall organize by electing a chairperson.

Relationships: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Board of Pensions shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also relate to the Conference Connectional Leadership Team. It shall also report to The General Board of Pension and Health Benefits as directed by ¶ 639.5 of the 2016 *Discipline*.

3.3.8 **Board of Trustees** (2016 *Discipline* ¶ 640 & ¶2512)

The board shall organize by electing a chairperson.

Relationships: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Board of Trustees shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also relate to the Conference Connectional Leadership Team.

3.3.9 **Commission on Communications** (2016 *Discipline* ¶ 646)

Mission: To meet the communication, publication, multimedia, public and media relations, interpretation, and promotional needs of the Annual Conference, responsible for providing resources and consultative services to conference agencies, districts, and local churches in the field of communication.

Membership: Between six and twelve members with passion and skills in communication designs and implementation. Attention shall be given to the inclusion policy of our denomination and the following shall be ex-officio members without vote: Director of Communications, Staff Writers, Web Coordinator, Director of Connectional Ministries, Pension Officer, and Conference Secretary.

Relationship: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Commission on Communications shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also relate to the Conference Connectional Leadership Team.

3.3.10 **Council on Youth Ministry** (2016 *Discipline* ¶ 649)

Mission: To strengthen youth ministry in local churches and districts, initiate and support plans, activities and projects that are of particular interest to youth, and provide for the Youth Service Fund. It shall be consulted in the selection of the coordinator of youth ministry.

The council shall organize by electing a President.

Relationships: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Council on Youth Ministry shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also relate to the Conference Connectional Leadership Team.

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3.3.11 Council on Young Adult Ministry (2016 *Discipline* ¶ 650)

Mission: To strengthen the young adult ministry in the local churches and districts.

Membership: Shall be young adults age nineteen to thirty-five. One young adult shall be elected by each district and additional at large members nominated by the Nominations and Leadership Development Team to ensure inclusiveness in regards to racial and ethnic minorities, gender, college students, working class, or marital status. At least half the team shall be laity.

Relationships: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Council on Young Adult Ministry shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also related to the Conference Connectional Leadership Team through the Conference Connectional Leadership Team.

3.3.12 Personnel Team

a. Function: The Conference Personnel Team shall function as an advisory committee to the Bishop, Director of Connectional Ministries, and Director of Administrative Services in the development, review and implementation of policies affecting conference staff at all levels. The team will work in collaboration with the stakeholders of the Western PA Conference to support the mission of the Western PA Conference, as well as create and nurture a spirit of unity among all employees. The Conference Personnel Team shall:

- (1). Advise and assist the Bishop, Director of Connectional Ministries, and Director of Administrative Services in the development of policies pertaining to conference employment, recruitment and hiring, compensation, performance management, and training and development.
- (2). Provide an employment policy handbook for all conference employees, and review, recommend and approve updates to the policy handbook on a regular basis.
- (3). Develop and implement strategies for all levels of staffing within the conference.
- (4). Participate in hiring practices for all conference employees.

b. Membership: The membership shall include:

- (1). Six (6) at-large members whose nominations shall be coordinated by the Leadership Recruitment and Nominations Team and elected by the annual conference. In the selection of these persons, consideration shall be given to expertise in personnel related issues and policies.
- (2). The Appointive Cabinet, the Council on Finance and Administration, and the Conference Connectional Leadership Table shall each appoint a representative to be an ex-officio member of the committee.
- (3). The Bishop, Director of Connectional Ministries, and Director of Administrative Services, and Conference Benefits Officer will serve as consultants to this committee. Consultants to this committee will have a voice, but no vote in matters requiring committee action.
- (4). The committee may from time to time contract with a consultant(s) specializing in personnel matters.
- (5). No Conference staff or Conference staff family member may serve on the committee. If a family member of a committee member is being considered for employment, the committee member must excuse himself/herself from any and all processes used in securing someone for the position to be filled. If a family member of a committee member is hired, the latter must immediately resign from the committee.

Relationships: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Personnel Team shall be amenable to the Annual Conference and in

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matters not in direct opposition to the *Discipline* it shall also be amenable to the Conference Connectional Leadership Team.

3.3.13 **Nominations and Leadership Development Team**

Mission: to assist in clarifying individual gifts and coordinating appropriate areas to serve as disciples. To prepare a slate of nominations, in consultation with the appropriate agency (see Rule 3.1.6), requiring election by the Annual Conference and prepare a roster (name, address, phone number, district and local church id) of everyone serving on conference agencies including those elected, appointed, or volunteering to be printed in the conference Journal. The slate of nominations shall include: Conference Connectional Leadership Team (3.2), Council on Finance & Administration (3.2.6.5) and Specific Conference Agencies List under Rules 3.3.

Relationships: Subject to the direction of the Annual Conference and in accordance with the *Discipline* the Nominations and Leadership Development Team shall be amenable to the Annual Conference and in matters not in direct opposition to the *Discipline* it shall also be amenable to the Conference Connectional Leadership Team.

Membership: The Team shall consist of twenty-one people (at least ten clergy and ten laity). A convener is nominated by the Conference Connectional Leadership Team and elected by the Annual Conference and 20 members nominated and elected by the respective Districts at the meeting of the District Conferences. The convener and the district representatives shall be elected for a quadrennium and shall be able to serve for two quadrenniums (total of eight years). Each District will nominate and elect one lay person or one clergy every other year to fill its vacancy at the time of its district conference or similar meeting. These nominations will be presented at our Annual Conference session. The keeper of the Gift Bank database will be the convener of the Team.

3.3.14 **Disability Concerns Team (2016 Discipline ¶ 653)**

Membership: each district shall elect a District Coordinator for disability concerns and the conference shall elect members at large.

Responsibilities: to help coordinate within each district, ministries that encourage full inclusion of persons with disabilities in the local church, district and annual conference.

3.3.15 **Conference Rules Committee**

Membership: This committee shall consist of the Director of Connectional Ministries, Conference Secretary, Conference Chancellor, Conference Connectional Leadership Team Chair, 2 laity and 2 clergy

Responsibilities: This committee will annually review the conference rules and submit suggested changes to the Annual Conference.

3.3.16 **Camping and Retreat Ministries Corporation Committee**

The purpose of the team shall be as outlined in the Article IV, Section 4 of the Conference By-Laws. Membership shall be listed as:

- Chairpersons of each camping and retreat center corporation
- Director of Connectional Ministries
- Conference Treasurer
- Resident Bishop
- Conference Chancellor
- Camping and Retreat Site Directors, ex-officio without vote
- Camping and Retreat Ministries Coordinator, ex-officio without vote

3.3.17 **Committee on Ethnic and Local Church Concerns (2016 Discipline ¶ 632)**

The purpose of the committee is to focus and guide the mission and ministry within the boundaries of the annual conference by developing and strengthening ethnic ministries, including ethnic local churches and concerns. The committee shall keep connection with

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and help implement current and future General Church ethnic ministry plans. It shall be the other structure for the following ethnic ministries: Native American, Hispanic, Korean and other emerging populations.

Membership: Native American ¶654, Hispanic ¶655, and Korean representatives.

3.4 STANDING RULES FOR FINANCIAL POLICY

3.4.1 Regarding the Council on Finance & Administration:

- a) The Council on Finance & Administration shall be the structure in The Western PA Conference in accordance with ¶ 611 of the 2016 *Discipline* that is "to provide for the functions" of the Conference Council on Finance & Administration and to "maintain the connectional relationships."
- b) The Council on Finance & Administration through a Ministry Team shall provide for the fiscal supervision of the work of the Conference Treasurer and the Annual Conference as outlined in ¶¶ 613.9, 613.11, 613.12, 613.18, 616, 617, 618, and 619 of the 2016 *Discipline*.
- c) The Council on Finance & Administration shall require the treasurers' books of all conference agencies to be properly audited at least annually, and the treasurers of all conference agencies and institutions shall submit a certificate of audit to the Conference Secretary for publication in the *Journal*.
- d) The Council on Finance & Administration through a Task Team shall provide for the preparation and presentation of an annual budget of anticipated income and proposed expenditures and for the method by which apportionments to the local church shall be determined to be approved and presented by the Council on Finance & Administration to the Annual Conference each year.
- e) Any program or staff changes submitted to the Annual Conference for its adoption shall set forth, in detail, (a) a calculation of the anticipated financial impact of such program(s) and staff changes for the remaining financial year and the next financial year, including, but not limited to, all costs to be incurred in providing housing for any staff changes, (b) shall set forth the source of funds which, if such is to be charged against the existing budget and the budget to be adopted during that session of the Annual Conference, or any adjournment thereof, must be other than "administrative contingency funds." The Council on Finance & Administration shall evaluate and advise Conference Connectional Leadership Team in determining if funding for programs or staff can be supported by the existing budget, and if not, the Council on Finance & Administration may recommend to Conference Connectional Leadership Team that such programs or staff changes shall be deferred to the next budget year.
- f) The Council on Finance & Administration working together with the Conference Connectional Leadership Team is authorized to make such changes in the budget and related apportionments as may be necessary to reflect any and all actions of the General Conference and of the Annual Conference in regular or special session.
- g) The Council on Finance & Administration will bring a nomination of a certified public accountant as auditor each year for approval by the Annual Conference.

3.4.2 **Deadlines for Reporting:** It shall be the responsibility of the district superintendents to see that the following deadlines are met by local churches:

- a) Mailing lists of local church officers and leaders are due in the conference center no later than December 20.
- b) The local church statistical reports are due in the conference statistician's office no later than January 31.
- c) The annual audits are due in the district superintendent's Office no later than February 28.

X Conference Rules

- 3.4.3 **Bonding:** The Annual Conference budget shall include an amount to provide bonding coverage of persons in each local church under a blanket bond with a limit of \$10,000 for each occurrence. Additional coverage may be provided for any local church with the added cost borne by such church.
- 3.4.4 **Closing Date:** The closing date for the conference treasurer to receive funds is to be set annually by the Council on Finance & Administration giving consideration to allow the maximum time possible for churches to remit funds at the end of the fiscal year while permitting adequate time for the Annual Conference to remit funds to the general church. This date shall be advertised by no later than October 1st of each year by as many of the established forms of communications as possible.
- 3.4.5 **Moving Expense:** No packing costs or purchase of cartons will be paid by the conference or by the local church except by prior agreement with either the local church or the Cabinet.
- (a) A one-time payment of up to \$2,500, but not exceeding actual moving costs, to be paid to retiring full-time clergy under pastoral appointment of the superintendents, to retiring superintendents, and to retiring conference clergy staff persons, at the time of retirement.
- (b) A one-time payment of up to \$2,000, but not exceeding actual moving costs, will be paid to the surviving spouse of full-time clergy under pastoral appointment in the conference, of superintendents, and of conference clergy staff when death occurs while in active service.
- (c) A one-time payment of up to \$2,000, but not exceeding actual moving costs, be paid to those pastors who are taking Medical Leave, in accordance with ¶ 356 of the 2016 *Discipline*, at the time of the approval of disability benefits. This is a one-time payment, and replaces the payment upon retirement even if the clergy should terminate the Medical Leave and return to active service.
- 3.4.6 **Conference Reserve Fund:** A conference reserve fund shall be established from earnings by the conference treasurers' office in investing floating balances in the checking account in approved short-term, marketable securities. Each January 1 the size of that year's reserve shall be calculated by taking 5% of the current year's total conference budget excluding pension related items. This reserve may only be used for emergency needs as determined by the Council on Finance & Administration including but not limited to unforeseen nonrecurring major expenditures. Any amount in the accumulated interest account greater than that calculated above may be available for distribution in that calendar year by the procedure outlined in these rules. The Council on Finance & Administration, in consultation with the Conference Connectional Leadership Team, shall report yearly on the use of these funds to the Annual Conference. If necessary, this fund may be used as a short term internal line of credit.
- 3.4.7 **Capital Fund:** The board of trustees shall be permitted to establish a capital fund for the improvement of or purchase of any real property and balances in this account will be carried over to the next year. This capital fund shall receive fifty percent of the money accumulated through the sale of abandoned church property, with the other fifty percent of the abandoned church fund going to purposes determined by the cabinet. The capital funds accumulated by the conference trustees may be expended at their discretion. All proceeds from the sale or lease of such properties situated in urban areas will be used to begin or strengthen existing ministries located in the same area as directed by the cabinet.
- 3.4.7.5 **Closing Churches:** Congregations moving towards Discontinuation or Abandonment shall by the instruction of the overseeing District Superintendent, notify the Commission on Archives & History of the Annual Conference [see 2016 *Discipline* ¶2549.4] to discern which records must be preserved and to indicate to the Conference Archivist the plan for depositing these records.

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- 3.4.8 **Historic Landmark:** No church shall seek or accept designation as an historic landmark or property without first promptly informing its district superintendent, and that designation as an historic church should be accepted only with the approval of the district superintendent in consultation with the Commission on Archives and History and a duly called charge or church conference.
- 3.4.9 **Special Offerings:** Expenses incurred in promoting special or regular non-budgeted Team offerings shall be charged against the receipts of that offering.
- 3.4.10 **Financial Disclosure.** All conference funds expended in a given year, which are not a part of that year's conference budget, shall be reported to the Annual Conference in the pre-conference report book in the form of a summary report stating where the money came from and how it was spent. This report is to be submitted by the conference treasurer in a format developed by the Council on Finance & Administration.
- 3.4.11 **Distribution of Accumulated Interest Funds**
- (a) As soon as possible after January 1, the Conference Treasurer shall determine and publicize the amount of funds that will be available for distribution during the year.
 - (b) All of the excess accumulated interest available for distribution each year will be used to reduce the accumulated deficit of the Annual Conference.
- 3.4.12 **Deficit Spending**
- (a) Any indication of a potential deficit shall require the Conference Treasurer to advise the appropriate Team of its financial position.
 - (b) Any spending by an agency resulting in a year-end deficit must be approved by the Council on Finance & Administration in consultation with the Conference Connectional Leadership Team.
 - (c) Any spending by a voucher agent exceeding 60% of the disbursal directives for that line item prior to July 1 must have approval of the Conference Treasurer and the Chair of the Council on Finance & Administration. Any spending by a voucher agent exceeding 75% of the disbursal directives for that line item prior to July 1 must have approval of the Council on Finance & Administration.
 - (d) The Conference Treasurer will develop and the Conference Council on Finance & Administration review and adopt a spending limit time line for each line item in the Conference Budget through the end each fiscal year. This spending limit time line shall be published by the Conference Treasurer no later than June 15. The Council on Finance & Administration may modify the spending limit time line at any of its meetings based on historic and projected Connectional Apportionment giving, provided that any changes be promptly published.

Any spending by a voucher agent exceeding the amount designated in the spending limit time line must have approval of the Council on Finance & Administration.
 - (e) All expenses for the calendar year must be turned into the accounting department by the same date as set by the Conference Treasurer for final Connectional Apportionment receipts. Any expenses received after this date will be charged to the new year.
- 3.4.13 **Mileage Reimbursement**
- (a) The mileage reimbursement shall be paid to members driving to meetings of conference boards, commissions, committees, councils, teams or agencies, etc. This expense shall be paid out of the group's budget. If the group doesn't have a budget, the reimbursement shall be paid out of the "Administrative Costs" line in the Council on Finance & Administration area of the budget.

X Conference Rules

- (b) The mileage reimbursement rate for volunteers, both laity and clergy, shall be the prevailing rate established by the Internal Revenue Service for volunteers.
- (c) The mileage reimbursement for conference employees, Conference Connectional Leadership Team staff, and district superintendents shall be the prevailing rate established by the Internal Revenue Service for business use.
- (d) Due to the inability to forecast future costs accurately, the Conference Connectional Leadership Team is authorized to make adjustments in the foregoing items above (b and c) in cases when unusual considerations warrant a change.

ARTICLE 4. DISTRICT ORGANIZATION

- 4.1 **THE DISTRICT SUPERINTENDENT** — The roles and responsibilities of District Superintendents are outlined in ¶419 through ¶424 of *The Book of Discipline of the United Methodist Church*.
- 4.2 **Office** — The district superintendent shall have adequate office services and support systems. The district office shall be maintained outside the district parsonage. Wherever feasible, consideration should be given to develop a cooperative office/staff with a local church within the district.
- 4.3 **District Service Staff** — There shall be a budget allocation adequate to cover staff, equipment, supplies, rent and other expenses.
- 4.4.1 **DISTRICT CONFERENCES** — The district conference shall be held annually in each district and shall be composed of members pursuant to ¶658 as follows:
 - 4.4.2 The District Conference shall be composed of clergy members as defined by the General Conference ("clergy membership of an Annual Conference shall consist of deacons and elders in full connection, provisional members, associate members, affiliate members, and local pastors.") (2016 *Discipline* ¶ 602), together with the two professing lay members elected by each charge, the diaconal ministers, the active deaconesses and home missionaries under Episcopal appointment within the bounds of the Annual Conference, the district president of United Methodist Women, the district president of United Methodist Men, the district lay leader/Chairperson of the District Board of Laity, the district director of Lay Speaking (Servant) Ministries, the president or equivalent officer of the district young adult organization, and the president of the district youth organization.
 - 4.4.3 In addition to the clergy and ex-officio membership, each Charge Conference shall elect two principal and two reserve delegates. In addition, the following local church personnel shall be eligible to attend the District Conference as voting members: lay member(s) to Annual Conference, local church lay leader, chairperson of church council (or equivalent), president of the United Methodist Women, president of the United Methodist Men, and president of the United Methodist Youth Fellowship.
 - 4.4.2 District conferences are responsible for the following selections:
 - a) District Representation on agencies/standing committees of the annual conference that provide for District positions,
 - b) Election of lay equalization members of the Annual Conference (1.1.4)
 - c) Election of District Youth Members (1.2.3).
- 4.5 **District Lay Leaders** — The district lay leader is the elected leader of the district laity. The district lay leader shall have the responsibilities as outlined in ¶ 660 in the 2016 *Book of Discipline*.
 - 4.5.1 The district lay leader is a member of the district conference and shall be a member of the district council on ministries or alternative structure and its executive committee. The

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district lay leader shall also be a member of the committee on district superintendency. (2016 *Discipline* ¶ 660.7)

- 4.5.2 District Lay Leaders shall be elected by the district conference at the first session following General Conference for a term of four (4) years, with a maximum tenure of eight (8) years within any ten (10) year period. The District Lay Leader shall be nominated by the district nominating committee. Others may be nominated from the floor. District Lay Leaders shall be ex-officio members of the District Nominating Committee.
- 4.5.3 District Committee on Lay Speaking Ministries.
- The district Director on Lay Speaking Ministries shall be elected by the District Conference at its annual session to serve for a term of four (4) years, with a maximum tenure of eight (8) years within a twelve (12) year period.
- The district committee on Lay Speaking Ministries shall consist of a district Director of Lay Speaking Ministries, who shall chair the committee, the district lay leader, the district superintendent, not less than two (2) laity, and not less than one (1) elder. The District Director of Lay Speaking Ministries shall be nominated by the district nominating committee. Others may be nominated from the floor.
- 4.5.4 Among its duties, the committee on lay ministry shall conduct annually (at minimum) a school for lay ministry. The lay speakers ministry basic course shall be presented to enable the laity to become local church lay speakers. The lay speakers preach advanced course shall be used for the initial certification as a certified lay speaker. The advanced courses recommended by the General Board of Discipleship, Division on Laity shall be utilized to promote uniformity of all schools for lay ministry curriculum.
- 4.5.5 In addition, to afford other laity not seeking to become lay speaker an opportunity to enlarge their Christian knowledge, the committee on lay ministry shall survey the laity and present such courses which will aid in nurturing their religious needs and enabling them to better serve God and their Church. Certificates may be awarded signifying successful completion of a course
- 4.5.6 All lay speakers, both certified and local church, to maintain status, must submit an annual report to their charge conference and the committee on lay ministry and, after recommendation of their charge conference, be renewed by the committee on lay speaking. Completion, at least once in every three years, of an approved advanced course is required for re-certification of lay speakers.
- 4.5.7 **Certification of Lay Speakers** — The district committee on lay ministry shall establish annually (at minimum), training courses for lay speakers, the satisfactory completion of which, together with compliance with *The Book of Discipline*, shall be required for certification or re-certification as a lay speaker. All candidates for initial certification as a certified lay speaker, shall be interviewed by a subcommittee, which at its discretion, shall certify a candidate as a certified lay speaker.
- 4.6 **COMMITTEE ON DISTRICT SUPERINTENDENCY** — The chair of the district superintendency committee shall be a layperson. Members of the committee on district superintendency shall be nominated and elected by the district conference at its annual session for a term of one year with a tenure of six years. (see 2016 *Discipline* ¶ 669)
- 4.7 **DISTRICT COMMITTEE ON ORDAINED MINISTRY** — Membership shall be composed of a representative from the Board of Ordained Ministry named by the board after consultation with the district superintendent, and who may be named chairperson; the district superintendent, who may serve as executive secretary; and at least six other ordained members in full connection in the district, including women and ethnic clergy, one who has completed the Course of Study; whenever possible a deacon in full connection and at least one clergyperson who is age 35 or younger. These are nominated annually by the district superintendent in consultation with the chairperson or executive committee of the Board of Ordained Ministry and approved by the Annual Conference...

X Conference Rules

...At least three professing members of local churches shall be members of the committee with vote, except on matters prohibited by ¶ 33, Article II in the Constitution, nominated annually by the district superintendent and approved by the Annual Conference. (2016 *Discipline* ¶ 666)

ARTICLE 5. PRE-CONFERENCE REPORTS

- 5.1 PRE-CONFERENCE REPORTS** -- All reports of conference agencies shall be submitted to the Conference Secretary on or before March 1, and all reports received on time shall be contained in the pre-conference report book to be distributed to all members.
- 5.2 Proposed resolutions and petitions received by the due date published by the Conference Secretary to the Conference Secretary shall be contained in the pre-conference report book. The Conference Secretary shall prepare the pre-conference report book.
- 5.3 Untimely Reports and Proposed Legislation — Reports and Legislation received after the date specified by the Conference Secretary will not be included in either the pre-conference report book nor in the Daily or Official Journal, and accordingly will not be considered as having been submitted to the Annual Conference.
- 5.4 The annual conference will not share personal information with any outside group. However, where appropriate, as determined by the Director of Connectional Ministries or the Annual Conference Secretary, information will be shared with United Methodist agencies and organizations. Mailing lists will not be made available for individuals to distribute information to members of the annual conference. Individual's personal (but not private) information and contact information will be printed in the Official Journal and therefore is accessible similar to a public forum. Personal/Contact Information may include: First Name, Middle Name, Last Name, Maiden Name, Spouse's Name, Annual Conference Committees, Annual Conference Attendance, References in Annual Conference Minutes, Street Address, Mailing Address, E-mail Address, Telephone Number, Racial Identification, Ethnic Identification, Local Church Identification, Clergy Birth Date, Clergy Conference Relations, Clergy Academic Records, Clergy Appointment Records, Clergy Salaries, Clergy Benefits, Memoirs, and any other reports required by the Annual Conference. Laity may contact the Conference Secretary in writing by July 1 each year to request removal of specific items from the Official Journal or other official conference public forums like the web page. Removal from the public forum may also necessitate removal from the conference database and inhibit communication of information to the individual.

ARTICLE 6. CONFERENCE JOURNAL

- 6.1 CONFERENCE JOURNAL** — The printed minutes, properly signed by the president and secretary shall be included in the *Journal* as the official minutes of the Conference. The secretary of the conference shall be the editor, and is authorized to edit material to be included in the *Journal* as may be needed to meet requirements of publication with a concern for brevity. There shall be no substantive change. The secretary may appeal to the district superintendents for advice when this editorial policy raises questions.
- 6.2 SCHEDULE FOR THE DISTRIBUTION OF THE ANNUAL CONFERENCE JOURNAL** —The Annual Conference will distribute (beyond the ten copies required in the 2016 *Discipline* ¶¶ 606.1-2) the *Journal* on the conference website.
- 6.3** Free Copies of the printed *Journal* or Directory will be available upon annual request by the Bishop's office, district superintendents, conference officers, conference center, Archives & Historical Society, and church-related colleges, universities and theological schools.
- 6.4** Printed Copies will be furnished to members and to non-members upon request and receipt of payment of such amount and by such a date as may be set by the Conference Sessions Team in consultation with the Conference Secretary. Copies may be furnished to commercial interests for a price of \$1,000 or more to be established by the Annual Conference. Non-profit organizations pay the same price as conference members.

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By-Laws

The Western Pennsylvania Annual Conference of The United Methodist Church

By-Laws

Article I

NAME

The name of this corporation is "THE WESTERN PENNSYLVANIA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH." It is a non-profit corporation organized under the provision of the Non-profit Corporation Law of the Commonwealth of Pennsylvania.

Article II

REGISTERED OFFICE

The registered office of the corporation shall be 1204 Freedom Road, Cranberry Township, Pennsylvania 16066-4914. [Editor's Note: alt address PO BOX 5002, Cranberry Twp, PA 16066-0002]

Article III

MEMBERS

Section 1. The members of the corporation shall consist of the persons who are the members of the Western Pennsylvania Annual Conference of The United Methodist Church according to the *Discipline* of that church.

Section 2. Members of the corporation may attend and vote at any meeting of the corporation in person only.

Article IV

MEETINGS OF THE CORPORATION

Section 1. The annual meeting of the corporation will be held at the annual session of The Western Pennsylvania Annual Conference of The United Methodist Church on such day and at such time and place as shall be specified by the President.

Section 2. The President, or in absence of the President, the Dean of the Cabinet, and upon the written request of fifty members of the corporation shall, call a special meeting of the corporation. Any request, addressed to the President, to call a special meeting shall specify the purpose or purposes for which the meeting is requested to be called. At least ten (10) days' notice in writing shall be given by the Secretary of the time and place of any special meeting of the corporation, mailed to the members at their respective addresses as shown on the books of the corporation.

Section 3. At all meetings of the corporation to transact business a quorum shall consist of one hundred (100) members of the corporation, but a lesser number may adjourn from time to time until a quorum has been secured. All questions coming before the corporation shall be determined by the vote of a majority of the members present in person. A vote by ballot shall be taken when requested and upon the vote of ten (10) percent of the members of the corporation present at the meeting.

Section 4. The interests of the members or shareholders of Camp Allegheny, Jumonville, Wesley Woods and Olmsted Manor all of which are non-profit corporations whose members and shareholders are members of The Western Pennsylvania Annual Conference of The United Methodist Church (the "Annual Conference"), shall be represented by a Conference Camps and Retreat Center Corporation Committee which shall, on behalf of the members of the Annual Conference, review the plans and financial affairs of each Conference Camp and Retreat Center and shall report its findings and recommendations to the members of the Annual Conference. In addition,

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with respect to all matters other than election of directors, amendments of By-Laws, or dissolution of a Conference Camp or Retreat Center, the Conference Camp and Retreat Center Corporation Committee shall annually submit written reports, and recommendations as needed, to the members of the Annual Conference, or the respective Corporations, and shall safeguard and protect the interests and rights of the Annual Conference. The power to elect directors, amend By-Laws, or dissolve the Conference Camp and Retreat Center shall remain with the members of the Annual Conference and not with the Conference Camp and Retreat Center Corporation Committee. The authority to operate each of the Conference Camp and Retreat Center in accordance with their Charters and By-Laws, shall remain with their respective Board of Directors.

Section 5. The interests of the member of the United Methodist Foundation of Western Pennsylvania (the "Foundation"), a non-profit corporation whose sole member is The Western Pennsylvania Annual Conference of The United Methodist Church (the "Annual Conference"), shall be represented by the official action of a United Methodist Foundation Committee (the "Foundation Committee") the members of which shall consist of the Annual Conference Treasurer, the Chairman of the Board of Trustees of the Annual Conference and the Chancellor of the Annual Conference. The Foundation Committee shall have and exercise all of the rights of the member in respect of the Foundation, provided, however, that the Foundation Committee shall have no power to amend the By-laws of the Foundation nor its Articles of Incorporation, nor shall it have the power to dissolve the Foundation; such powers being reserved to the members of the Annual Conference.

The attendance of two-thirds (2/3) of the members of the Foundation Committee shall constitute a quorum with all action to be decided by a majority vote of those in attendance.

Section 6. The Conference Camp and Retreat Center Corporation Committee, and the United Methodist Foundation Committee shall be amenable to the Annual Conference.

Article V

BOARD OF DIRECTORS (TRUSTEES)

Section 1. The business of the corporation shall be managed by a Board of Directors (also known as a Board of Trustees), pursuant to Article V, Section 5 of these Bylaws which shall consist of twelve (12) persons to be elected by the members of the corporation as provided in *The Book of Discipline of The United Methodist Church*.

Section 2. All Directors (Trustees) shall be of legal age, and of the twelve (12), four (4) shall be ministers in effective relation in The Western Pennsylvania Annual Conference of The United Methodist Church and it is recommended that, four (4) shall be laywomen, and four (4) shall be laymen. The laywomen and laymen to be elected Directors (Trustees) shall be members in good standing of local churches within the bounds of The Western Pennsylvania Annual Conference of The United Methodist Church. The Directors (Trustees) shall be elected by members of the corporation for a term of four (4) years, and shall serve until their successors have been elected.

Section 3. If a vacancy occurs in the Board of Directors (Trustees) from any cause, the remaining Directors shall have power to elect a Director (Trustee) from the same class of persons as the one whose office has become vacant to fill such vacancy, who shall hold office until his successor is elected according to *The Book of Discipline of The United Methodist Church*.

Section 4. Regular meetings of the Board of Directors may be held at such time and place as may, from time to time, be determined by the Board and may be adjourned by the members present to any other time and place. The Board of Directors must meet annually and organize pursuant to ¶ 2512.2 of the 2016 *Book of Discipline of The United Methodist Church*, as amended from time to time. Special meetings of the Board may be called at any time by the President or by any two members of the Board. A majority of the Directors shall constitute a quorum for the transaction of business. All questions coming before the Board of Directors shall be decided by a vote of the majority of the Directors present.

Section 5. The Board of Directors will have all the authority given to the Board of Trustees of the Annual Conference pursuant to *The Book of Discipline of The United Methodist Church*.

Section 6. All authority bestowed on a Conference Board of Trustees by *The Book of Discipline of The United Methodist Church*, as well as any authority granted by the members of the Annual Conference, including the borrowing of funds to purchase home and/or other facilities for which the

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Board of Trustees has responsibility, shall be exercised by the Board of Trustees; but all other authority granted by state law is reserved to the members of the Annual Conference.

Section 7. The Board may intervene and take all necessary legal steps to safeguard and protect the interests and rights of the Annual Conference anywhere and in all matters relating to property and rights to property whether arising by gift, device or otherwise, or where held in trust or established for the benefit of the Annual Conference or its membership.

Section 8. All powers conferred on the corporation by state law, but not delegated to the Board of Trustees by *The Book of Discipline of The United Methodist Church* or delegated to the Board of Trustees by the members of the Annual Conference shall be exercised only by members of the Annual Conference in session.

Section 9. The Board of Directors shall make such financial and other reports as may be required by the corporation's Articles of Incorporation, or By-Laws, by the Constitution or *Discipline* of The United Methodist Church, or by law.

Section 10. Any Director or other officer of the corporation may resign his office at any time; such resignation to be made in writing, and to take effect at the time it is received by the corporation, unless a specified time be fixed in the resignation, in which case the resignation shall take effect at the specified time. The acceptance of such resignation shall not be required to make it effective.

Section 11. The Board of Directors may appoint, from time to time, such standing committees and such other committees as it may deem advisable.

Article VI

BOARD OF DIRECTORS (TRUSTEES) - OFFICERS

The Board of Directors shall elect a president, secretary and treasurer whose duties will be consistent with those set forth in *The Book of Discipline of The United Methodist Church*.

Article VII

CORPORATE OFFICERS OF THE ANNUAL CONFERENCE

A. THE PRESIDENT

Section 1. The President of the corporation shall preside at all meetings of the corporation, and shall preserve order and regulate debate according to parliamentary rules. The President shall have general supervision of the affairs of the corporation to the extent consistent with *The Book of Discipline of The United Methodist Church*.

Section 2. In the absence of the President, the Dean of the Cabinet, shall perform the duties pertaining to the office of the President.

Section 3. In the absence of the President and the Dean of the Cabinet, the Conference Secretary shall preside at the meeting of the corporation and shall preserve order and regulate debate according to parliamentary law.

Article VIII

B. THE SECRETARY

Section 1. The Secretary of the corporation shall, under the direction of the President, keep the minutes of all meetings of the corporation. In the absence of the Secretary, or his or her inability to act, a Secretary pro tempore may be appointed by the President to discharge the duties of Secretary.

Section 2. The Secretary shall notify all members of all regular and special meetings of the corporation. The Secretary shall have charge of the corporate seal, if any, books, records, and all other important documents of the corporation.

Article IX

C. THE TREASURER

The Treasurer of the corporation shall in cooperation with the Board of Directors, and consistent with *The Book of Discipline of The United Methodist Church*, have general charge of the

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funds of the corporation and shall make reports of receipts and disbursements in such form, manner and time as the Annual Conference may direct. The Treasurer shall collect all donations, bequests, devices, trusts, endowments and other money or property given or owing to the corporation, shall keep the accounts of the corporation and shall disburse the funds of the corporation with such countersignature as may be required. There shall be a bond covering, the Treasurer, if an individual, in such sum and with such surety as the Corporation shall direct.

Article X IMMUNITY AND INDEMNIFICATION

Immunity. Each present or future director, trustee, officer of the corporation or any person serving on any agency of the corporation shall not be personally liable for monetary damages for any action taken, or any failure to take action, unless:

- (a) The director, trustee, officer or agency member has breached or failed to perform the duties of his or her office in a manner meeting the applicable standards of the law; and
- (b) The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

The immunity provided by this section shall not apply to liability of the director, trustee, officer or agency member pursuant to a criminal statute or for that individual's failure to pay taxes pursuant to local, state or federal law.

The immunity and other rights and privileges set forth herein shall be construed to grant the maximum protection allowed by the laws of the Commonwealth of Pennsylvania and shall in no way be construed to be in restriction or limitation of any other right, privilege or immunity granted by the laws of the Commonwealth of Pennsylvania.

Indemnification. Any director, trustee or officer of the corporation, or any person serving on any agency of the corporation, as that term is from time to time defined in the corporation's rules, who is a party or threatened to be made a party to any contemplated, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, in any way arising out of service to the corporation or any agency thereof, shall be entitled as of right to be indemnified, as now or hereafter permitted by law, against any and all expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with any such action, suit or proceeding; PROVIDED, however, that no such right of indemnification shall exist where prohibited by law or where such director's, trustee's, officer's or agency member's act(s) or failure to act giving rise to an action and claim for indemnification is determined by a court of competent jurisdiction to have constituted self-dealing, a breach of statutory standards of care and justifiable reliance of and for his or her office, or to have constituted willful misconduct or recklessness; nor shall any such right of indemnification exist in an action by (but not in the right of) the corporation against any such director, trustee, officer or any person serving on an agency of the corporation, unless such director, trustee, officer or person serving on an agency of the corporation has been successful on the merits or otherwise in defense of such action, in which event he or she shall be indemnified against expenses actually and reasonably incurred in connection therewith. FURTHER PROVIDED that no such right of indemnification shall exist with respect to an action brought by a director, trustee, or officer or person serving on an agency of the corporation as that term is defined in the Conference Rules, against the corporation unless (i) such action is brought to enforce a claim for indemnification for expenses legally cognizable under the bylaws or under any agreement providing for indemnification of the director, trustee, officer or agency member as such; or (ii) such action is other than a claim for indemnification for expenses and the director, trustee, officer or agency member is successful upon the merits in such action, and, only if the right is permitted by law, or (iii) the indemnification is included in a settlement of, or is awarded by a court in, such action. The right to indemnification conferred in this section shall be a contract right and shall include the right to be paid by the corporation the expenses incurred in defending any such proceeding in advance of the final disposition thereof promptly after receipt by the corporation of a request thereof stating in reasonable detail the expenses incurred; however, to the extent required by law, the payment of such expenses incurred by a director, officer or person serving on any agency of the corporation in advance of the final disposition of a proceeding shall be made only upon receipt of an authorization, by or on behalf of such person, to repay all amounts so advanced if it shall ultimately be determined by a court that he or she is not entitled to be indemnified under this section or

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otherwise. The right to indemnification and advancement of expenses provided herein shall continue as to a person who has ceased to be a director, officer or person serving on any agency of the corporation, and shall inure to the benefit of the heirs, executors and administrators of such person.

Article XI. AMENDMENTS

These By-Laws may be amended by a majority vote of the members of the corporation present in person at any meeting of the corporation, provided that copies of the proposed amendments have been submitted to the Board of Directors in writing for their review . When any proposed amendments have been submitted by the Board of Directors, the Secretary shall send notice in writing of the amendments to be proposed to all members of the corporation at least five (5) days prior to the date of the meeting at which the said amendments are to be considered.

Article XII. CONFLICT BETWEEN BY-LAWS, CONSTITUTION AND *DISCIPLINE*

The corporation accedes to and accepts the By-Laws as above set forth and agrees to be governed by the Constitution of The United Methodist Church and *The Book of Discipline* of The United Methodist Church as the same may exist from time to time.