

Conference Rules

Nominating Rules

1. Definitions:

The term “agencies” shall refer to all boards, commissions, councils, committees, task forces and other units constituted by the Annual Conference.

The term “institution” shall refer to all entities for which the Annual Conference elects or confirms some or all of its trustees or directors.

The terms “Member” or “Person” shall refer to any person who is a member of the United Methodist Church within the bounds of the Kansas West Conference.

The term “Clergy” shall refer to persons who are ordained, or elected to membership in the Annual Conference or credentialed and appointed to serve within the bounds of the Kansas West Conference.

2. Clergy Eligibility:

All clergy members shall be eligible to serve on the agencies of the Annual Conference, except where prohibited by *The Book of Discipline*. The Nominating Committee and any other groups or persons responsible for making nominations are urged to include all clergy members in making nominations.

3. Employees:

A person who is an employee of an institution or agency may be a voting member of any conference agency which makes decisions concerning the direct funding of the employing institution or agency, as long as they shall abstain from voting and discussion on any decisions concerning their employing institution or agency.

4. Salaried Employees:

A conference member may be elected as a Trustee or Director of an institution without vote, unless prohibited in the bylaws of the institution, or as a member of a conference agency without vote while serving as a salaried employee of such agency.

5. Limitation of Membership:

No person shall be elected or confirmed by the Annual Conference to more than one Conference agency and two institutions’ board simultaneously, except that persons who are ex officio members or persons who by virtue of their conference appointment are members shall not be subject to such restrictions. Additional permitted exceptions to this rule are that minority persons may serve on the Commission on Religions and Race and one other agency, and clergywomen may serve on the Commission of the Status and Role of Women and one other agency. Membership on the Conference Committee on Investigation and Diaconal Ministers Committee on Investigation shall not apply to this limitation.

6. Nominating Committee:

The Nominating Committee shall consist of nine persons nominated from the floor of Annual Conference and one person from each district who is nominated by each district, who are all elected by the Annual Conference and persons so designated by the *Discipline* to be members of the committee. The members shall serve terms of two years, divided into two staggered classes, and shall be eligible to serve three consecutive terms.

A. Nomination process. To nominate persons to fill positions from the floor of Annual Conference, the pre-registration form shall contain a box to check for those who would be interested in serving on the Nominating Committee. Nomination forms will be available at registration for those wishing to submit a nomination. The

Conference Secretary shall prepare a slate of nominees, either written or electronic, listing all persons who expressed an interest on the pre-registration form and any persons nominated at registration. The clergy and elected lay members of the Annual Conference shall then vote, by written ballot (to be prepared by the Conference Secretary), for the number of persons needed to be elected. The persons receiving the most votes for the number of positions to be elected shall then be elected. In case of a tie for the final position, there will be a subsequent ballot.

B. Election of officers. After the election of the committee members, the Nominating Committee shall elect the Chair, Vice Chair and Secretary of the Committee from among the elected members of the committee.

7. Agency Chairpersons:

A. No person shall be chairperson of more than one conference agency. Any chairperson of an agency whose membership is by virtue of a district position, and who moves out of the district during a quadrennium, may be continued as an additional member at large of the agency for the remainder of the quadrennium.

B. All chairpersons of Conference Boards and Agencies shall be nominated by the Conference Nominating Committee and elected by the Kansas West Annual Conference for a term of no more than 4 (four) years except for those that have a Conference policy in place to elect their chairperson in another manner, i.e. – the Conference UMW, UMM, Conference Board of Laity, Commission on New Church Development and the Conference Board of Ordained Ministry, except where prohibited by Discipline.

8. Disciplinary Recommendations:

The Book of Discipline sets forth recommended categories for consideration in nominating and electing memberships of conference agencies, which recommendations shall be considered by the Nominating Committee in its nominating process.

9. Nominating Committee Authority:

When the *Book of Discipline* does not designate the nominating authority for an annual conference agency, the Nominating Committee shall be granted the authority to make such nomination.

10. Nominating Committee Report:

The final report of the Nominating Committee shall be made available to conference members at least one day before it is presented to the conference for approval. The conference sessions planning committee **and the Conference Secretary** shall plan the conference schedule to allow for adequate consideration of the Nominating Committee's report and election.

11. Effective Date of Election:

Persons elected to Conference agencies shall take office upon the adjournment session of the conference session at which they are elected. Trustees and directors of institutions elected or confirmed by the Annual Conference shall take office as provided by the bylaws of the institution.

12. Limit of Agency Tenure:

Persons elected to Annual Conference agencies shall be limited to serving eight consecutive years, except as hereafter permitted.

A. Persons who have served no more than five years at the close of a quadrennium shall be eligible for reelection to a four-year term.

B. In all official lists of persons nominated or elected to conference agencies, the name of the persons nominated or elected shall be followed by a number indicating the years of service for that person.

C. After a one-year absence, persons may be elected to conference agencies on which they previously served.

13. Limit of Institutions' Tenure:

Trustees or directors of institutions elected or confirmed by the Annual Conference shall be subject to the tenure rules of their respective institutions as set forth in their bylaws.

14. Vacancies in Agency Memberships:

Vacancies occurring in any agency memberships shall be referred to the Nominating Committee by the conference agency on or before March 1 of each year. The Nominating Committee may also make additional nominations for vacancies during the Annual Conference session. Upon an affirmative vote of the Conference Nominating Committee a person may be appointed to fill a "Vacancy" and he/she will complete the term for the balance of that conference year and then must be elected by the following Kansas West Annual Conference according to Conference rules. Vacancies may be established by death, moving from the conference or district, resignation, or if a member of an agency fails to attend a majority of that agency's meetings during a calendar year, that person may be replaced at the next annual conference.

15. Vacancy in Institution Boards:

Vacancies in boards of institutions shall be governed by the bylaws of the respective institutions. If an election or confirmation is required between sessions of the Annual Conference, then the Commission on Institutional Ministries is give the authority of electing or confirming such trustees or directors on behalf of the Annual Conference.

16. Lay Leaders of Conference and Districts:

A. The Annual Conference Lay Leader shall be nominated by the Nominating Committee in consultation with the Board of Laity, and elected by the Annual Conference. The Annual Conference Lay Leader shall be elected for a term of four years, and shall be eligible to serve two terms.

B. Associate Lay Leaders of the Annual Conference shall be nominated by the Nominating Committee in consultation with the Board of laity, and elected by the Annual Conference. The Associate Lay Leaders shall be elected for a term of four years, and shall be eligible to serve two terms.

C. The District Lay Leader shall be nominated by the district Nominating Committee, if one exists, otherwise by the District Superintendent, and elected by the respective District Conferences. Prior to nominations being made, all local Church Councils on Ministries, Church Councils or Administrative Councils shall be contacted for nominations for district lay leader. The District lay Leader's term of office shall be not less than four years.

D. Associate District Leaders (if desired) shall be nominated by the district Nominating Committee, if one exists, otherwise by the District Superintendent, and elected by the respective District Conferences. The Associate District Lay Leader's term of office shall be not less than four years.

17. Conference Secretary:

The nomination of the Conference Secretary shall be the responsibility of the Bishop, Cabinet, Nominating Committee and Session Planning Chair for election by the Annual Conference to four-year terms. When possible, the secretary shall be nominated and elected as secretary-elect one year prior to their first term of office, working closely with the Annual Conference Secretary.

18. Conference Statistician:

The nomination of the Conference Statistician shall be the responsibility of the Bishop, Cabinet and Nominating Committee for election by the Annual Conference to four-year terms. When possible, the statistician shall be nominated and elected as statistician-elect one year prior to their first term of office, working closely with the Annual Conference Statistician.

19. District Conference:

All district elections shall comply with these nominating rules where applicable.

20. District Committees:

Elections by District Conferences and appointments by District Superintendents shall be reported to the Annual Conference Nominating Committee for inclusion in the Annual Conference nominating report. If a District Conference has not met, nominations and District Superintendent appointments shall be submitted to the Annual Conference Nominating Committee for election by the Annual Conference.

21. Quorum:

A quorum shall constitute those members present at a duly called meeting for all agencies except where prohibited by Discipline.

Session Rules of Order

1. ROBERTS RULES OF ORDER. The Rules of Order governing floor procedure of the Annual Conference shall be Roberts Rules of Order unless modified by action of the Annual Conference. The following modifications are recommended:

- a. The Chairperson shall open each session at the appointed time. The roll shall be taken at the direction of the Chairperson.
- b. The Chairperson shall decide all questions of order. In case of an appeal from the decision of the Chair the vote shall be taken without debate.
- c. Any member who wishes to speak shall rise and address the Chair and be recognized by the Chair, addressing the Conference using a microphone, giving name and local church or appointment. **The member shall not speak more than twice on a given subject or speak longer than three (3) minutes at a given time without special permission from the Chair.** The member shall not be interrupted while speaking unless declared out of order. The members shall have the privilege of explanation when they believe their remarks have been misunderstood or misinterpreted.

2. ALL ACTION ITEMS TO SECRETARY IN WRITING. All resolutions, motions and reports to be presented to the Conference for consideration shall be given to the Secretary in writing.

3. OFFICIAL RECORD. The Secretary shall edit and publish the Minutes and reports, which when published, shall be the Official Record of the Conference.

4. TIME LIMIT FOR RECEIVING REPORTS. The reports and other material for inclusion in the Conference Journal shall be in the hands of the Conference Secretary not later than five (5) days after the adjournment of the Conference. Any material not in the hands of the Conference Secretary by that date may be omitted from the minutes.

5. SALE OF BOOKS AND SUPPLIES. The privilege of selling books and other supplies at the Annual Conference shall not be granted to any person other than an accredited agent of the United Methodist Publishing House.

a. When located adjacent to the room where conference is in session, the sales room of the United Methodist Publishing House is not to be opened during the morning Devotion Period.

6. AMENDMENTS. These rules may be amended by a two-thirds (2/3) majority vote of the members present and voting at a regular session of the Conference.

7. PUBLICATION OF RULES. These rules shall be published in each issue of the Conference Journal as long as they are in force.

8. FOUR HOUR RULE. Any matter requiring action by the Annual Conference shall be printed and in the hands of the members of the Conference at least four session hours prior to action, to be monitored by the Conference Secretary.

a. All materials given to clergy members of the Annual Conference shall be given to lay members of the Annual Conference. (*1993 Journal, Daily Proceedings, pg. 182*)

9. AUDIO TAPE FILE. It shall be the responsibility of the Conference Secretary to record the Conference sessions and maintain a tape file for two years after which time they will be held with Archives and History.

10. EXCUSES FOR ABSENCE. Excuses for absence, for cause, during the session shall be secured from the respective District Superintendents, rather than from the floor of the Conference. The District Superintendent may authorize at any time for any period a duly elected reserve lay member to function and vote in place of a primary lay member.

11. EQUALIZATION OF LAY AND CLERGY MEMBERSHIP. The procedure to equalize the lay and clergy membership of the Kansas West Annual Conference of the United Methodist Church shall be in force starting with the 1974 session of Annual Conference. The base factor for computation will be the number of clergy with an Annual Conference vote which includes persons in full connection, probationary members, associate members, and full and part time local pastors (Discipline paragraph 602), and the basis for computation for ministerial membership shall be the third session of Annual Conference in each quadrennium. For local church membership the latest official statistical report will be the basis for computation.

a. Consistent with the provisions of Paragraph 602.4 of the 2004 Discipline of the United Methodist Church, the basic lay membership of the Kansas West Conference shall be:

1. *One elected lay member from each local church.*
2. *Churches with more than one ordained minister under appointment on the Staff receive an additional lay member for each additional ordained minister under appointment to the local church.*
3. *The Conference President of United Methodist Women.*
4. *The Conference Lay Leader.*
5. *Each District Lay Leader.*
6. *Lay chairpersons of Conference Council on Finance and Administration, Conference Council on Ministries, Conference Board of Equitable Salaries, Conference Board of Diaconal Ministry, the Conference Board of Pensions, the Conference Board of Trustees, the Conference Nominating Committee, the Session Planning Committee, and the Structure Committee.*
7. *The Conference President of United Methodist Men.*
8. *The President of the Conference Youth Organization.*
9. *One young person between the ages of twelve and seventeen and one young person between the ages of eighteen and thirty from each district to be*

nominated by their respective District Nominating Committees and elected by the Annual Conference.

10. One lay minority representative at large from each District, elected by the District Council on Ministries.

11. All elected lay members of general boards and agencies from our conference.

12. All Consecrated Diaconal Ministers.

13. The Conference Scouting Coordinator.

14. The Conference President of the Young Adult Organization.

15. The Chair of the Annual Conference College Student Organization.

16. All Deaconesses within the bounds of the Annual Conference.

17. All Home missioners within the bounds of the Annual Conference.

18. Lay persons who qualify under Disciplinary paragraph 602.4 and are assigned by the District Superintendents (DSAs) to serve local churches.

b. The remaining number of lay members needed to equalize the Conference membership shall be elected from churches with only one minister under appointment starting from the largest church and proceeding down the statistical list until the appropriate number has been reached. This factor will be the flexible factor to allow for adjustments to bring about equal representation.

c. The implementation of this rule shall be the responsibility of the Conference Secretary. This includes final adjustment of the flexible factor in B. above, and certification of number of members to churches affected by this rule, immediately after the last Conference Session in each quadrennium.

12. TERM OF ELECTED LAY MEMBERS. In accordance with paragraph 251.2 of the Discipline the normal term of election for lay members of Annual Conference will be for the quadrennium, beginning with the fourth year of the quadrennium and expiring the third year of the quadrennium. Vacancies filled during the quadrennium will be for whatever length of time remains in the quadrennium. Exceptions to this rule may be made by the District Superintendents as local situations warrant.

13. CONFERENCE BUDGET MATTERS. All items requiring budget support shall be submitted during the budget presentation, and any budgeting matter shall be presented to the Council on Finance and Administration prior to final decision on the Conference floor.



Rev. Rick Saylor leads the Conference during the Memorial Service.

Photo by Keith Fink