

## VII. STANDING RULES

### SECTION I – STRUCTURE AND ORGANIZATION

#### A. NOMINATIONS AND ELECTIONS

1. The Bishop and Cabinet, the Conference Lay Leader, the President of the Conference of United Methodist Women, the President of the Conference of United Methodist Men, the Chairperson of the Discipleship Team, the Conference Secretary, a representative of United Methodist Youth, one lay person from each district chosen by the District Nominating Committee (coordinated by the Conference Nominating Committee to insure inclusiveness), and two clergy persons-at-large to be named for representation by the ex-officio members of the Committee shall be the Committee to nominate the membership of all Boards, Teams, Standing Committees, and Councils (unless such nominations are otherwise provided for in the *Discipline* or elsewhere in these Standing Rules), and fill any vacancies which may occur. The Presiding Bishop shall chair the Committee.
2. A Nominating Committee shall be established within each district, composed of the District Superintendent, the District Lay Leader, the District President of United Methodist Women, the District President of United Methodist Men, a representative of the District Youth Council and the Chairperson of the District Council or other structures. Additional representatives may be added to the Nominating Committee by the District Council on Ministries or other structures to insure adequate representation. These district committees shall serve as a resource group throughout the year to supply appropriate names of clergy and lay persons to the Conference Nominating Committee and for service within the District. The District Superintendent shall serve as Chairperson of the Nominating Committee.
3. Nominees for the boards and directors of Asbury Centers, Inc. and the Holston United Methodist Home for Children shall be nominated by the respective boards, confirmed by the Annual Conference, elected by their respective boards of directors at the next meeting following the adjournment of the Annual Conference business session, and take office at that time.
4. Members of the Board of Trustees of Holston Conference Colleges (Emory and Henry College, Hiwassee College and Tennessee Wesleyan College) shall be nominated by the respective Boards at their fall Board meetings, confirmed at the next session of Annual Conference, and elected to office at Board of Trustees meetings in the fall following Annual Conference confirmation.
5. Elected members of the Board of Directors of the Holston Conference of the United Methodist Church Foundation, Inc., may serve three terms of three years after which the elected member must rotate off the board. That person may be re-elected after one year.
6. The Annual Conference Committee on Nominations shall nominate members to the Conference boards, teams, councils and committees. The Annual Conference Committee on Nominations will nominate the Chairperson, Vice-Chair person and Secretary for each Ministry Team and other program units of the conference unless provided otherwise by the *Discipline*.
7. There shall be a Committee on Standing Rules, composed of the Resident Bishop, Conference Chancellor, a member of the Cabinet, the Annual Conference Secretary, and three other members nominated by the Annual Conference Nominating Committee and elected by the Annual Conference.

8. The Annual Conference Committee on Nominations will present nominees for Conference teams, boards, committees, and councils. Nominations will be made in compliance with disciplinary requirements for inclusiveness in the respective or corresponding teams, boards, committees, and councils. Upon election these persons will begin serving at the close of the Annual Conference session.
9. Election to Conference boards, teams, committees, and councils shall be to four year terms except where the *Discipline* of the Church or action of the Annual Conference provides otherwise. The Annual Conference Committee on Nominations shall fill all vacancies for the remaining years of the term. The cabinet shall fill all mid-year vacancies. The appointment of all vacancies shall be confirmed at the next meeting of the Annual Conference.
10. No person shall serve more than eight of any twelve consecutive years as an elective member or, as a district representative, of the same Annual Conference board, committee, council or agency. On Conference Ministry Teams, persons serve three-year terms and may serve two consecutive terms. Individuals having served six consecutive years are not eligible to serve on another team for three years. Neither shall a person serve as an elective member of more than one Conference board, team, or council. The limitations on joint membership shall not apply for membership on committees, agencies, United Methodist Men, United Methodist Women and Asbury Center, Inc. The limitations on consecutive service and joint membership shall not apply to persons serving on the Ministry Group on Religion and Race, the Ethnic Local Church Concerns Committee, and the Board of Directors of the Holston Conference Foundation, Inc.
11. No person in the employ of a Conference agency shall be a voting member of a board, committee, commission, or council, which supervises the work of the agency by which that member is employed.
12. Persons who have two consecutive unexcused absences may be removed and a successor named in the next report of the Nominating Committee to the Annual Conference, unless the bylaws of the agency provides otherwise.

## **B. MEMBERS TO ANNUAL CONFERENCE**

13. The lay members of the Annual Conference may be elected annually, or to four year terms to provide continuity. Lay members shall serve at the meeting of the next Annual Conference following his or her election.
14. The District Council or other structures, in consultation with the District Council on Youth Ministries or other appropriate group representative of youth throughout the district shall elect two youths under the age of 19 as members of Holston Annual Conference. The youths elected shall meet the requirements for election of all lay members as stated in the *Book of Discipline*. The names and addresses of the elected members are sent to the Holston Conference Secretary by January 15. A per diem for these youth members shall be paid by the Annual Conference upon requisition by the District Superintendent.
15. Each year there shall be elected an equal number of lay and clergy members to the Holston Annual Conference. Lay members representing each local charge are to be elected at the Charge Conference. The Conference Treasurer, Conference Chancellor, Chair of the Committee on Standing Rules, Chair of the Discipleship Team, Chair of the Personnel Resources Team, and the Chair of the Council on Finance and Administration shall be members of the Annual Conference. The remaining number of lay members that will be needed to achieve equalization are to be apportioned to the Districts on the basis of district lay membership, provided that the total number of lay members shall include the Youth

delegates as required by the *Discipline*, the District Lay Leader, the District Presidents of United Methodist Women, the United Methodist Men, and all other members of the Conference Board of Laity not otherwise elected members of the Annual Conference.

16. The Conference Secretary shall notify each District Superintendent of the number of lay members to be elected not later than sixty days following Annual Conference. The additional persons apportioned to the Districts as lay members to the Holston Annual Conference shall be elected at each of the District Conferences upon nomination from the local churches and District Committee on Nominations. Where there is no District Conference, Lay Members shall be elected in a manner determined by the District Council or other equivalent structure. A prepared ballot of these nominees will be available for the election. Nominations may be received from the floor of the District Conference. A per diem for these members shall be paid by the Annual Conference upon requisition, where they are not paid by the local Church, the District, or some other source. The District Superintendents will be responsible for seeing that the members are elected and that their names and addresses are sent to the Holston Conference Secretary by January 15th of each year.

### **C. FINANCE**

17. The Council on Finance and Administration shall be responsible for compiling, having printed, and distributing to all lay and clergy members of the Conference at least thirty (30) days before the opening session of the Annual Conference, its budget and any Council on Finance and Administration information.
18. The fiscal year of the Conference shall be from January 1st through December 31st of each year.
19. The Treasurer of the Conference shall make final settlement and disburse all funds as designated within ten (10) days after the adjournment of the Annual Conference. During the fiscal year, the Conference Treasurer shall make disbursements to various Conference Agencies at times and in ways approved by the Conference Council on Finance and Administration, and upon requisition of the proper officials of the Board and Agencies.

### **D. PROGRAM AND REPORTS**

20. The Conference Secretary shall be responsible for Memoirs. A memorial service for clergy members, spouses of clergy members, and members of local congregations deceased during the year shall be held at each session of the Annual Conference.
21. The program proposed by the Discipleship Team and a synopsis of board, team, committees, councils, or agency proposals and resolutions that involve financial considerations shall be compiled and printed under the direction of the Annual Conference Program Committee and mailed to all lay and clergy members of the Conference at least thirty (30) days before the opening session of the Annual Conference.
22. The Statistical Report – Table No. 1 and Table No. 2 – of each local church shall be due and submitted by the pastor at an announced place and date set by each District Superintendent, to be no earlier than January 10th and no later than January 15th of each year.
23. The Program of the Annual Conference shall be arranged by a Program Committee composed of the Resident Bishop, Conference Secretary, Conference Lay Leader, President of the Conference United Methodist Women, President of the Conference United Methodist Men, Chairperson of the Discipleship Team and a District Superintendent. The Resident

Bishop shall serve as chair and may appoint additional members to serve on the Program Committee. The Conference may make any change in the schedule necessary to facilitate its work.

24. There shall be a Conference Committee on Resolutions, consisting of five members, elected quadrennially nominated by the Committee on Nominations. All resolutions presented to the Annual Conference which do not originate in the Cabinet or in one of the other duly constituted conference entities shall be in the hands of the Conference Secretary no later than 90 days prior to the opening session of the Annual Conference and shall be included in the Annual Conference Manual. The Committee on Resolutions shall evaluate each resolution for concurrence, non-concurrence, or appropriate referral, and shall present their report to the Annual Conference for action.
25. Any petition or resolution proposed to be sent to the General Conference shall arrive at the office of the Chairperson of the Petitions Committee at least sixty (60) days before the opening session of the Annual Conference. A Petitions Committee shall be appointed at the Annual Conference session preceding the year of election of delegates to General Conference to consider all petitions and send them to the delegates, along with the program and reports in accordance with the provisions of Standing Rule 21, with a recommendation of concurrence or non-concurrence.

## **SECTION II – PROCEDURES**

### **A. GENERAL**

26. In those districts scheduling a district conference the membership shall include: The local church lay leader; chair of the administrative council or administrative board and council on ministries; presidents of United Methodist Youth, United Methodist Women, and United Methodist Men; charge lay leader; Diaconal ministers and pastors serving within the district; and such other persons as may be determined by the District Council on Ministries or other structures.
27. No clerical member of the Annual Conference shall leave the seat of the Conference without notifying in writing that member's district superintendent, who will, in turn, report to the conference secretary.
28. The effective date for all clergy members of the Holston Annual Conference entering into voluntary retirement shall be at the close of the session of the Annual Conference at which their retirement is approved. No retirements may be voted for a projected date during the ensuing appointive year except by the joint recommendation of the Board of Ordained Ministry and the Board of Pensions in response to extraordinary and compelling circumstances.
29. The General Conference rules of order shall be used so far as they apply; otherwise, *Robert's Rules of Order* shall be used.
30. Any and all proposed changes in the standing rules of the Conference by the committee on Standing Rules shall be printed in the Annual Conference Report as outlined in Standing Rule 21, and shall be presented for voting by the Annual Conference at the opening session of the Annual Conference. Any such changes, deletions and additions to the standing rules approved by a two-thirds vote of the Annual Conference shall be effective immediately upon approval.

31. Any one of the Standing Rules of the Conference may be amended, enlarged, or deleted by a two thirds vote of the Annual Conference provided each proposal is presented in writing, lays over one day, and is reviewed by the Standing Rules Committee before the vote is taken. Additional Rules may be adopted by the same procedure.

## B. FINANCE

32. The District Superintendents shall receive equal salaries, plus allowances for travel and other expenses beyond the District served and for which no other financial arrangement has been made on requisition from the Fund designated for this purpose.
33. The Conference shall not consider any resolutions from Boards, Agencies, or any other source which involve any of the following:
- a) Special appeals for funds or monetary obligations amounting to more than \$5,000 over their regular allocation from Conference Benevolences.
  - b) The sale, mortgage, transfer or disposal of real estate or other assets under the ownership of the Conference unless approved by the Conference Board of Trustees. Such requests for items (a) and (b) must be submitted no later than thirty (30) days prior to the opening date of the Annual Conference.
34. Capital funds campaigns initiated by Conference agencies and institutions that involve the churches of Holston Conference must have the approval of the Council on Finance and Administration and the Annual Conference. Other fund-raising campaigns, which extend beyond district boundaries must have the approval of and be coordinated by the Council on Finance and Administration and the Annual Conference. In those instances where financial goals are to be assigned to the congregations, said goals, along with the proposed strategies for meeting those goals, shall be clearly identified prior to approval. Appeals arising within the Conference between Annual Conference sessions may be conducted only on approval of the Council on Finance and Administration. Approval of such appeals shall be communicated to local churches of the Conference.
35. The Conference Council on Finance and Administration shall be required to give thirty (30) days notice to all boards and agencies prior to the annual meeting for budgetary review for consideration of the annual budget of the Conference.

## C. JOURNAL

36. The Conference Committee on The Journal and the Conference Secretary and Staff shall establish the policy for the publication of the *Journal*. The *Journal* shall be published under the direction of the Conference Secretary, who shall serve as editor. The Conference Secretary shall, with the approval of the Council on Finance and Administration, enter into a contract to publish the *Journal*. All materials to be published shall be in the hands of the Editor within fifteen (15) days after the adjournment of the Conference.
37. The Committee on the *Journal* shall review the record of the daily proceedings in order to recommend approval of the record to the Annual Conference before adjournment. The Committee shall also assist in the editing of the *Journal*.
38. The Secretary shall distribute the *Journals* through the pastors of the several charges. The District Superintendents shall obtain the orders for the *Journals* from the pastoral charges, and the cost of the *Journals* so ordered will be billed directly to the pastoral charges. These accounts are to be paid in full to the Conference Treasurer within sixty (60) days of delivery. Clergy and Diaconal Ministers who are retired or on disability leave shall be

sent a free copy of the *Journal*. All other conference claimants who write to the editor, so requesting, shall also be sent a free copy. Other persons may place orders with payment through the Conference Secretary.

#### **D. REPORTS AND MOTIONS**

39. The Standing Rules of the Conference shall be printed in each edition of the Conference *Journal*.
40. All motions presented to the Conference and amendments to any paper, shall be in writing and placed in the hand of the Secretary at the time immediately following the presentation.

#### **E. ELECTION PROCEDURES FOR DELEGATES TO GENERAL AND JURISDICTIONAL CONFERENCES**

41. To insure that qualified lay persons are identified for consideration as delegates to the General and Jurisdictional Conference, persons may be nominated by local churches, District Boards of Laity or the Annual Conference Board of the Laity on a form to be provided by the Conference Board of Laity. The form shall ask the potential nominee to respond to:
  1. I agree to be a nominee for General and Jurisdictional Conferences.
  2. I wish to be a nominee for the Jurisdictional Conference only.

All nominees from local churches shall be in the hands of the District Board of Laity by March 15th in the year when delegates are to be elected. The District Board of Laity shall review the nominations, determine the eligibility, may add new names of persons it deems to be candidates, and deliver the list to the Conference Board of Laity by March 31st. The Conference Board of Laity shall complete the lists, add any persons it deems to be candidates and provide the list, along with biographical information, to the Annual Conference Council on ministries for printing and distribution with the programs and reports to all members of the Annual Conference. The form for nominations shall include the name, address, occupation, local church and district, indication if individual is of ethnic constituency, current photograph, and a biographical sketch of no more than fifty (50) words provided by the nominee. In addition to this process, nominations may be made at the Orientation Session for Laity at the seat of the Annual Conference for presentation to the Conference.

Following the election of the lay delegates to General Conference and two lay delegates to Jurisdictional Conference, the chair shall then explain to the lay members an additional list of names is now available of persons who have asked to be considered for election to the Jurisdictional Conference only, and they may now vote for these persons as well as any unelected person.

42. Ministerial and lay delegates elected to the previous General and Jurisdictional Conferences shall be delegates to special sessions of the respective conferences.
43. Expenses of one ministerial and one lay alternate delegate to General and Jurisdictional Conferences, in order of their election, shall be borne by the Annual Conference at a rate not to exceed the per diem of delegates.
44. Each member shall be required to vote for no more than the number of delegates for that particular ballot, but ballots with less than the required number will be considered valid.