XI. Miscellaneous
Rules and Structure Document
The Indiana Conference of The United Methodist Church

Declaration

The Indiana Conference of The United Methodist Church declares itself to be a continuing entity of the larger Body of Christ within the denomination known as The United Methodist Church. As that declared body, we are defined and directed for purposes of organization and procedure by the 2012 edition of *The Book of Discipline of The United Methodist Church*. Our Organizational Structure, Standing Rules, and Rules of Order as defined and written in this document continue in force from year to year, from one session of the Annual Conference to the next, except as changed or amended from time to time as prescribed by *The Book of Discipline* and this document.

The Standing Rules and Rules of Order will be printed annually in the pre-Conference workbook and in the official *Journal of the Annual Conference Session*. Unless otherwise needed, the Structure Document will only be printed in the pre-Conference workbook and in the official *Journal of the Annual Conference Session* quadrennially in the year just prior to the Session of the General Conference of The United Methodist Church.

Boundaries of the Indiana Conference of The United Methodist Church

The Indiana Conference of The United Methodist Church includes the state of Indiana in its entirety. Ten Districts and their respective boundaries are determined and set by the Cabinet of the Indiana Conference of The United Methodist Church.

The Structure of the Indiana Conference
Accomplishing the Conference Mission with Ministry Teams

The mission of the Indiana Conference is to make disciples of Jesus Christ for the transformation of the world and to provide a connection for ministry beyond the local congregation. The Indiana Conference fulfills this mission in part by structuring itself into groups or teams to better focus our work. These groups or teams receive funding as necessary through the budget approved by the Annual Conference.

The numbers of persons listed below represent a minimum either required by *The Book of Discipline* or thought to be necessary to ensure that Disciplinary mandates and Conference priorities are accomplished.

Many of these groups have a seat at the **Conference Leadership Table**. The Conference Leadership Table brings together the leadership of the Annual Conference on a regular basis to "focus and guide the mission and ministry" of the Indiana Conference (¶608).

An attendance policy for members of boards, agencies and teams is included as an addendum to this document.

Conference Leadership Table

The Conference Leadership Table membership with vote is comprised of one representative from each of the asterisked (*) committees as noted below, the Conference lay leader, the Conference Secretary, the Conference prayer coordinator; a Wesleyan theologian selected by the bishop, and a Higher Education representative. The resident bishop presides over the Conference Leadership Table without vote.

Also at the Conference Leadership Table with voice but without vote are the Executive Assistant to the bishop (unless functioning as the chair in the absence of the bishop); a cabinet representative; the Executive Director of the Indiana United Methodist Foundation; the Director of Communication; the Director of Connectional Ministries; the Director of Human Resources; the Director of Church Development; the Director of Finance, and/or other Director-level staff the Conference may employ.

Ministry Teams

All of these teams will be nominated with "special attention... to the inclusion of clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons" (¶610.5). Each of these teams shall designate one of its members as a "coordinator of witness ministries" to fulfill the responsibilities assigned to this role in *The Book of Discipline*, ¶610.

All persons elected for these teams serve one 4-year term, corresponding with the quadrennial calendar of the denomination, unless *The Book of Discipline* specifies a different length of service

*Church Development Team

Task: to support the work necessary to begin new congregations and to revitalize existing congregations in their ministries of outreach.

Membership: The voting membership of this committee shall be made up of 5 lay and 5 clergy persons. At least 2 lay and 2 clergy members shall be female. The chairperson shall be elected by and from this team. At large members shall include the Director of Church Development and may include other associate directors as appropriate. The Director of Church Development has the authority to convene the team.

*Discipleship Resource Team

Task: to support local congregations and specialized ministries in developing principled leaders to lead United Methodists in Indiana in making disciples of Jesus Christ for the transformation of the world.

This fulfills the Disciplinary mandates and maintains the connectional relationships of the Board of Discipleship (¶630), the Board of Laity (¶63~~2~~1), the responsibilities of parish and community development (¶633.5), the Conference Commission on the Small Membership Church (¶645), the Council on Older Adult Ministries (¶651), and scouting coordination assigned to the Board of Laity (¶631.3).

Membership:

1. Qualifying members of the General Board of Discipleship
2. Conference lay leader
3. Conference Director of Lay Servant Ministries
4. Coordinator of scouting and civic youth services
5. Representative from United Methodist Men
6. Representative from United Methodist Women
7. Representative from Youth Ministry Team
8. Representative from the Young Adult Ministry Team
9. Representative from Camping Team
10. Representative of the Small Membership Church ~~Team~~
11. Representative from Parish Nurses
12. Representative from Prison and Jail Ministry group
13. Conference Prayer Coordinator
14. Coordinator of older adult ministries (older adult team may be included in other areas)
15. Representative of Stephen Ministry from a local church
16. Coordinators in each of the following areas:
    (a) Christian education and small group ministries
    (b) Evangelism
    (c) Worship
    (d) Stewardship
    (e) Spiritual formation and devotional life
    (f) Representative from Stephen Ministry
17. Director of Connectional Ministries
18. Recipients of the Denman Award in the categories of youth, adult and clergy, shall be invited to participate on the team (with vote) during the year of their election to offer guidance and insight in the work of team
19. Membership shall include at least two youth and two young adults in the above categories

These persons shall organize themselves into working groups that supervise the appropriate Disciplinary tasks and maintain the required connectional relationships.

It is recommended that the Discipleship Resource Team meet at least two times per year. The Team shall elect a management group of six persons to coordinate administrative functions for the team between meetings.

*Youth Ministry Team

Task: to create opportunities for youth across the Conference to grow in ministry and mission, as well as to participate in the governance of the life of the Annual Conference and other connectional opportunities

This fulfills Disciplinary mandates and maintains the connectional relationships described for the Council on Youth Ministry (649).

Membership:

1. At least ten youth from across Indiana, minimum one per district, who are active in their local congregations
2. Conference Lay Leader or designee
3. Adult coordinators, including a youth coordinator and a campus ministry liaison
4. Additional youth as needed to maintain a 2/3 youth membership on the council
5. Associate Director of Youth, Young Adult, and Campus Ministries
6. Additional members for diversity and inclusiveness

All members shall be Baptized or Professing Members of The United Methodist Church. (¶~~649~~ 649.2)

*Young Adult Ministry Team

Task: to develop plans and resources to strengthen ministry with young adults in local churches across the conference. It is recommended that membership shall consist of at least one young adult elected from each district of the conference selected by the district council on ministries, or equivalent structure, and meet all other requirements specified in the *Book of Discipline*. (See ¶650.2). Its work will be to fulfill all Disciplinary functions and to maintain all connectional relationships required by ¶650.3. Its leader shall serve on the Conference Leadership Table with voice and vote (¶650.1).

*Campus Discipleship Team

Task: the Campus Discipleship team shall:

1. Foster and maintain connection with The General Board of Higher Education and Ministry, the Annual Conference, districts, local churches, campus ministries and the United Methodist Student Movement, to support discipleship ministries on, with, and for college students and campus relationships in Indiana. (¶634.4.a.1.2.4.9.10 b.1.3, c2, c5)
2. Train and provide resources for campus ministry to districts, clusters, and local churches. (¶634.4.a.3)
3. Promote Special Sundays associated with students and campus ministries. (¶634.4.a.5)
4. Evaluate Campus Discipleship ministries affiliated with the conference and oversee distribution of funds for campus ministry. (¶634.4.a.7 b.2.4)
5. Promote GBHEM scholarship programs and administer and disseminate Annual Conference scholarships. (¶634.4.a.8,b.7,8)
6. Work with the Institutional Table for support of higher education institutions and related campus ministries with regard to development and fiduciary responsibility (¶634.4.b.4,5,6, c6)
7. Foster and encourage new initiatives for campus ministry in Indiana.

Membership:

Chair (on Leadership table)
GBHEM Board Member (if currently serving)
2 clergy members
2 lay members
1 representative from each of the following sub-teams, recommended by those teams): Campus Ministry Affinity Group, Higher Education Institutions.
2 students from the United Methodist Student Movement

The Campus Discipleship Team will relate directly to the following sub-teams:

Campus Ministry Affinity Group

The campus ministry affinity group will include the campus ministers of all UMC related campus ministries in Indiana and representatives from local churches with ministries with college students. (¶634.4.c2, c4, d1, 3, f) It shall:

1. Coordinate and network ministries, sharing ideas, providing mutual support, and praying for each other.
2. Gather names and addresses from local churches and provide connection for incoming UMC students.
3. Help provide resources for campus ministries throughout Indiana.
4. Form teams as needed to resource and support professional campus ministers and/or local church ministry with college students.

Higher Education Institutions Affinity Group

The Higher Education Institutions Group includes chaplains and other university staff that provides ministry leadership in UMC affiliated campuses in Indiana. (¶634.4. c1) This group shall:

1. Relate to and foster connection and support through the Institutional Table.
2. Provide mutual support for campus ministry as university staff/chaplains.
3. Cross-promote special university offerings (i.e. lectures, student events, seminars)

The United Methodist Student Movement Leadership Group

The United Methodist Student Movement Leadership Group shall consist of leaders identified by UMSM groups on each campus where UMSM has a presence. It shall coordinate the work of the UMSM on all Indiana campuses where it currently exists and develop strategies to support existing work and expand it to additional campuses across the state.

*Social Advocacy & Justice and Ethnic Ministries Team

Task: to advocate for justice in the practices of our congregations, Conference, and related ministries and to focus and enhance the ecumenical relationships and social witness of our members, congregations, and Conference with particular attention to the growth and needs of ethnic and Native American congregations and ministries in the Conference.
This team fulfills the Disciplinary functions and maintains the connectional relationships assigned to the Board of Church and Society (¶629), The Commission on Christian Unity and Interreligious Concerns (¶642), the Commission on Religion and Race (¶643), The Commission on the Status and Role of Women (¶644), and the Commission on Disability Concerns (¶653). In addition, it fulfills the Disciplinary responsibilities and maintains the connectional relationships of the Conference Committee on Ethnic Local Church Concerns (¶632) and the Committee on Native American Ministry (¶654).
Membership:

1. Qualifying members of the General Board of Church and Society, the General Commission on Christian Unity and Inter-religious Concerns, The General Commission on Religion and Race, and The General Commission on the Status and Role of Women
2. Associate Director of Mission and Advocacy
3. Mission coordinator for social action of the Conference United Methodist Women
4. Peace with Justice coordinator (named by the Social Advocacy Team, ¶629.2)

5. Christian Unity coordinator
6. Coordinator for Religion and Race Advocacy
7. Three or more ethnic persons
8. Female coordinator of Women's Advocacy concerns
9. At least four additional members (youth, young adult, older adult, ethnic representation) and any others needed to ensure required balances
10. Coordinator for disability concerns
11. Persons with disabilities in accordance with ¶653
12. Coordinator for Small Membership Church Advocacy (¶633.3.i.5)
13. Membership shall also include United Methodists who reside in Indiana, are elected to the following groups, and are actively participating members of: the governing board of NCCUSA; the World Methodist Council; the delegation to the most recent World Council of Churches Assembly; the most recent delegation to the plenary meeting of Churches Uniting in Christ.
14. Representative for AIDS/HIV Ministry Network

The team may organize itself into working groups that supervise the accomplishment of the appropriate Disciplinary tasks and maintain the required connectional relationships as directed by the Annual Conference.
It is recommended that the Social Advocacy, Justice and Ethnic Ministry Team meet at least two times per year. The Team shall form a management group to coordinate administrative functions for the team between meetings. The management group also fulfills the Disciplinary mandates and maintains connectional relationships of the Board of Church and Society (¶629.2).
The management team should include:

1. UMW Mission Coordinator for social action
2. Members of the General Board of Church and Society
3. Peace and Justice Coordinator
4. Associate Director of Missions and Advocacy
5. up to three additional persons from the team to maintain balances of lay/clergy, gender, age and ethnicity where possible

*Mission Resource Team

Task: to deploy more United Methodists into ministries of outreach and mission across Indiana and around the world
This team fulfills the disciplinary mandates and maintains the connectional relationships of the Board of Global Ministries (¶633) and the Advance program (¶~~655~~ 656).
Membership:

1. Conference United Methodist Women Mission Coordinator of Education and Interpretation
2. Conference Secretary of Global Ministries
3. Qualifying members of the General Board of Global Ministries
4. Associate Director of Missions and Advocacy
5. Up to 10 additional persons from across Indiana with the passion and skills to fulfill Conference expectations
6. Other members to satisfy the requirements of *The Book of Discipline* with specific attention to ¶633.5.a

*Communication Team

Task: to strengthen communication within the Indiana Conference and among all levels of the connection
This team fulfills the disciplinary mandates and maintains the connectional relationships of the Commission on Communications (¶646).
Membership (6 members):

1. Director of Communications
2. Five members at large, selected for their skills in communications and their representation of the diversity of the Conference

*Camping Team

Task: to support the work of the Annual Conference and the mission of The United Methodist Church - Making Disciples of Jesus Christ for the Transformation of the World - in the areas of Outdoor Ministries, camping, and retreat facility support with attention to the responsibilities of camping ministries as assigned by The Book of Discipline (¶630.1 b, c).

This team works with the Conference Leadership Table to establish annual priorities and performs their work either as a body or by developing task groups for specific activities. Membership should be a minimum of 12 and a maximum of 15. Ex officio (without vote) include: the Associate Director of Camping Ministries, the Camp Business Manager, and the Director of Connectional Ministry.

Other Boards and Committees

*United Methodist Women

The President of the Conference United Methodist Women has a seat at the Conference Leadership Table. All officers are nominated and elected within the organization of United Methodist Women as described in *The Book of Discipline* (¶647).

*United Methodist Men

The President of the Conference United Methodist Men has a seat at the Conference Leadership Table. All officers are nominated and elected within the organization of United Methodist Men as described in *The Book of Discipline* (¶648).

*Annual Conference Sessions Committee

Task: to work in cooperation with the resident bishop in preparing for the Annual Conference gathering
Membership:

1. Conference Secretary
2. Conference Lay Leader
3. The resident Bishop
4. Director of Connectional Ministries
5. Member of the Cabinet appointed by the bishop
6. Other members to be determined by the committee

*Board of Ordained Ministry

Task: to recruit, support, and endorse persons in ordained and licensed ministry
This fulfills the disciplinary mandates and maintains the connectional requirements of ¶635 in *The Book of Discipline*.
Membership (nominated by the bishop and elected by the Annual Conference):

1. Six elders in full connection, at least four of whom are graduates of seminaries listed by the University Senate, and including the Chair of the Order of Elders;
2. Six deacons in full connection, including the Chair of the Order of Deacons
3. Two associate members or local pastors who have completed the Course of Study, including the Chair of the Fellowship of Local Pastors and Associate Members
4. Five or more laypersons (may include diaconal ministers) to ensure the total membership is at least 1/5 laity
5. The Associate Director of Clergy Services
6. Qualifying members of the General Board of Higher Education and Ministry

Among the ordained members in full connection, there must be at least one person in each of the following categories:

- retired clergy
- clergy in extension ministry
- young adult clergy
- District Superintendent (named by the bishop)

Committee on Investigation – Diaconal (¶2703.~~3~~2)

*Episcopacy Concerns

Task: to fulfill the disciplinary mandates and maintain the connectional relationships of the Committee on Episcopacy (¶637) and the Episcopal Residence Committee (¶638)
Membership (9 members or more, up to a maximum of 19, depending on number of jurisdictional committee members and need for episcopal appointments and other representation issues):

1. Lay and clergy members of the North Central Jurisdiction Committee on Episcopacy who reside in Indiana
2. Conference Lay Leader
3. Chair of Council on Finance and Administration
4. Chair of the Conference Board of Trustees
5. One-fifth of the total membership to be appointed by the bishop
6. Other persons as needed to achieve recommended balances and representation (¶637.1)

*Board of Trustees

Task: to ensure wise stewardship of the real and monetary assets of the Annual Conference and represent its legal interests
This group fulfills the disciplinary mandates and maintains the connectional relationships described in ¶640 and ¶2512.1-~~7~~8.
Membership:

- Twelve members (1/3 lay women, 1/3 lay men, 1/3 clergy) with due attention given to diversity as described in ¶610.5
- Ex officio members (without vote): The Director of Administrative Services and the Conference Chancellor.

*Council on Finance and Administration and Equitable Compensation

Task: to ensure sound fiscal management of the funds entrusted to the Annual Conference and care appropriately for the salary needs of any clergy whose appointed charge is unable to provide at least Conference minimum compensation
This council fulfills the disciplinary mandates and maintains the connectional relationships of the General Council on Finance and Administration (¶611) and Equitable Compensation (¶625).
Membership (11 members):

1. Conference Treasurer/Director of Administrative Services, who may be the convener and shall be treasurer of the council
2. Qualifying members of the General Council on Finance and Administration
3. The bishop (without vote)
4. A district superintendent selected by the cabinet (without vote)
5. The Director of Connectional Ministries or another representative of the Conference Leadership Team (without vote)
6. Up to six additional members who may include the Executive Director of the Indiana United Methodist Foundation and others to provide for diversity and to ensure that laity have at least one more vote than clergy in the overall membership (¶612.2)

*Board of Pensions and Health Insurance

Task: to ensure that all employees related to the Annual Conference have access to appropriate benefits
This board fulfills the disciplinary mandates and maintains the connectional relationships of the Conference Board of Pensions (¶639).
Membership:

1. Qualifying members of the General Board of Pensions and Health Insurance
2. 12 other persons (recommended 1/3 lay women, 1/3 lay men, 1/3 clergy, with regard to skills and representation as described in ¶610.5) elected to eight-year terms (¶639.2) and arranged in alternating classes of one or two members.

Prayer Coordinator

Task: to coordinate a prayer ministry in support of the leadership and ministry of the Annual Conference

Wesleyan Theologian

Task: to remind the Leadership Table to consider its Wesleyan heritage in its decisions

The following Boards and Committees do not have a seat at the Conference Leadership Table:

Rules and Structure Committee

Task: to review (and recommend revisions when necessary) the rules and structure of the Annual Conference to best achieve its mission and its disciplinary mandates.
Membership:

1. Seven persons who understand the structure of the Annual Conference. They should be persons who communicate well with the leadership of the Conference. Membership shall be selected from across Indiana with attention to lay/clergy, gender, age and ethnic diversity.
2. The Conference Secretary
3. The Director of Connectional Ministries

Conference Commission on Archives and History

Task: to preserve the records and promote the stories of existing and antecedent Conferences of The United Methodist Church and its antecedent denominations in Indiana
This commission fulfills the disciplinary mandates and maintains the connectional relationships described in ¶641.
Membership:

1. Five persons skilled in this area and representing the diversity of the Conference, one of whom may be designated the Conference Historian.

Conference Nominating Committee

Task: to identify, recruit, and support leaders for the committees, boards, and other structures of the Indiana Conference.
Membership:

1. Chairperson
2. Lay Leader(s)
3. President of the UMW
4. Conference Secretary
5. Up to 5 additional members to meet requirements for diversity and inclusiveness
6. Ex officio (without vote): Director of Connectional Ministries

Human Resources

Task: to advise the bishop and annual conference on policies for human resource concerns.

Joint Committee on Clergy Medical Leave

Task: to fulfill the disciplinary mandates and maintain the connectional relationships described in ¶652 to "manage clergy medical leave."

Membership: *Note: All of these may be ex officio with vote.*

1. Two persons from the Board of Ordained Ministry, the Chair or Registrar, or others they may designate
2. Two persons from the Conference Board of Pensions and Health Insurance—its secretary and chair, or others they may designate
3. One representative from the cabinet appointed by the bishop
4. One person with a disability, with a preference for a person under appointment, who may be named by the Nominating Committee if not otherwise represented.

Institutional Relationships Team

Task: to cultivate and strengthen relationships with institutions with United Methodist affiliation in Indiana

Membership:

1. Convener
2. One representative from each affiliated institution

Administrative Review Committee

Task: to fulfill the disciplinary mandates and maintain the connectional relationships described in ¶636 "to ensure that the disciplinary procedures for involuntary leave of absence... involuntary retirement... or administrative location ... are properly followed."

Membership (All nominated by the bishop and elected by the clergy session of the Annual Conference):

1. Three clergy in full connection
2. Two alternate clergy who are not serving on the Cabinet

None of these persons may be members of the Conference Board of Ordained Ministry or immediate family members of other persons on the committee.

Individual Elections

1. Conference Secretary (¶603.7)
2. Conference Lay Leader (¶607)
3. Conference Statistician (¶603.7)
4. Conference Historian (¶641.3)
5. Chancellor (nominated by the bishop ¶603.8)
6. Conference Secretary of Global Ministries (¶633.3)

Attendance Policy Addendum (May 2013)

An attendance policy is intended to support the full contribution of all members of boards, agencies or ministry teams.

Many boards, agencies or teams have reduced meeting frequency, especially face to face meetings. Given this, it is vitally important for members to make every attempt to be present when meetings do occur. Full participation by all members ensures the full expertise of each is reflected and the decisions made are informed by the best expertise available.

Our attendance policy is as follows.

1. All members of boards, agencies or ministry teams are expected to be present at all meetings.
2. Two consecutive absences by any member without notifying the convener shall be considered an automatic resignation.
3. Three consecutive absences by any member with notification of the convener shall be considered an automatic resignation.

The process to support this policy is as follows:

1. After a first absence by a member without notification or the second absence with notification, the convener of the board, agency or ministry team shall contact the absent member to discern whether the reasons for absence may be resolved and to remind the absent member that the next such absence will trigger an automatic resignation.

If the absentee member is a member "by virtue of office," the leadership of the body the member represents shall also be notified of the lack of attendance and of efforts made to resolve the situation.

2. If resolution cannot be reached and subsequent absences occur, the absentee member shall receive notice of removal and the Nominating Committee shall be notified to fill the vacancy at the next Annual Conference.

   If the absentee member so removed is a member "by virtue of office," the sending organization will be also notified of the action to remove the absentee member.

3. In all cases of vacancy created by absenteeism, the board, agency or ministry team may select a replacement to serve *ad interim* until the end of the current year. *Ad interim* service does not count toward total eligible years of service in a particular role or office.

Vacancies created by persons serving in a "by virtue of office" role may be selected by the "sending organization."

Our Annual Gathering

The Indiana Conference gathers as a representative body to address the mission and business of the Conference once each year and may be called into session more frequently as the bishop deems necessary.

The Annual Conference Sessions Committee

The Annual Conference Sessions Committee ensures that we are prepared for our work and are fulfilling our Disciplinary obligations as we conduct our work before and during each annual gathering and special called session of the Indiana Conference. They do this by:

Oversight

After the bishop has set the dates and times for the Annual Conference, the Sessions Committee assumes oversight for the site, meeting rooms, lodging, food service, communications, and other equipment and services needed are properly obtained and executed.

Assembling and Publishing Pre-Gathering Reports

The Annual Conference Sessions Committee calls for, collects, and distributes to all Conference members the reports of the mission groups, boards, and work areas of the Annual Conference. Members will receive the first of these reports no later than 30 days before the start of that year's Annual Conference. The report will include the latest version of the projected agenda, the current Rules and Structure document of the Annual Conference, and information needed to register and reserve lodging for the upcoming Annual Conference.

Creating the Agenda

The Annual Conference Sessions Committee creates a preliminary agenda for the upcoming session of the Annual Conference and includes it in the pre-Conference report. The Annual Conference Sessions Committee will regularly update the agenda, both before and during the Annual Conference, and supply all Conference members with updated agendas as needed.

Managing Registration

The Conference Secretary supervises registration.

Managing the Legislative and Referrals Process

At Annual Conference and special called sessions, members of the Conference consider several types of legislation. Among them are those that have *fiscal implications*, those that have *no fiscal implications*, and those that *ask for specific actions* of specific groups or that *refer items* to other groups, teams or boards for comment prior to consideration by the members of the conference. (In addition, Conference members consider petitions to General Conference. Management of those petitions is explained in detail in the section titled: 'General and Jurisdictional Conference Procedures.')

In order to manage these various types of legislation, the Annual Conference Sessions Committee will do the following:

1. Create a list of items that have *fiscal implications*, and refer these items to the Committee on Finance and Administration prior to action
2. Create a consent calendar that includes those items that have *no fiscal implications* and that do not need to be referred to any teams or boards for discussion
3. *Refer* all petitions and items that need further discussion, or that *ask for specific actions* from conference teams, boards, or committees to those groups for comment prior to consideration by the members of conference.

Nominating Committee

The Annual Conference's Nominating Committee develops a process that encourages persons, both lay and clergy, to make available to the Conference their gifts and skills for groups and committees at a Conference level. The Nominating Committee prepares and presents to the Annual Conference Session a leadership list for all the appropriate groups as directed by *The Book of Discipline*. It also works with affiliated groups to receive nominations that require Annual Conference confirmation.

The report from the Nominating Committee is presented in written form at the first business session of the Conference and will be voted on at a time recommended by the Director of Connectional Ministries later in the Conference, allowing members time to review the report prior to consideration and action.

The Nominating Committee works to have all committees and groups reflect the demographics of the state, with special attention given to gender, ethnicity, age and geographic considerations, and a balance of lay and clergy representation (¶640.5).

The Nominating Committee also ensures broad participation on Conference groups by limiting individual membership to only one significant Conference committee unless specified by *The Book of Discipline*. A person generally will not be elected as a member on a Conference committee and have ex-officio membership status on another unless it is directed by *The Book of Discipline*.

To enable full participation, Conference committees should schedule meetings with careful consideration of the availability of the membership to be in attendance and with attention given to locations within the shortest distance for most attendees. Groups should explore alternative meeting formats whenever possible to limit expense and travel for Conference meetings.

The Nominating Committee also is responsible for:

1. filling vacancies between sessions of Annual Conference;
2. naming membership to new groups formed by Annual Conference action (unless that task is specifically assigned to another group or to the bishop);
3. reviewing the participation of elected members and replacing inactive members as needed and recommended by the chairperson of the affected committee.

Persons elected or appointed to an office by the Annual Conference will assume their duties immediately following the Conference (or at the time of their appointment if after a regular session of the Conference). The tenure for leadership and committee membership is normally four years and not more than eight years unless directed otherwise by *The Book of Discipline*. A person can return to a committee after having served a maximum term if that person is off the committee for one year.

Eligibility to Vote

The following are eligible to vote:

1. one professing member elected from each charge in this Conference;
2. all active diaconal ministers, active deaconesses and home missioners 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, the Conference director of Lay Servant Ministries (¶32), the Conference director of Global Ministries (if lay, ¶32), district lay leaders, the Conference scouting coordinator, the president or equivalent officer of the Conference young adult organization, the president of the Conference youth organization, one youth between the ages of 12 and 18 and one young adult between the ages of 18 and 30 from each district, and the chair of the Annual Conference student organization;
3. campus ministers, chaplains, and Wesley Foundations directors. In districts where laypersons serve as campus ministers/directors of Wesley Foundations, they shall be added as district-at-large lay members to the Annual Conference. In districts where UM clergy serve as chaplains, campus ministers, and directors of Wesley Foundations, the laypersons elected as their balancing counterparts shall be elected from either the campus ministry board of directors or a student from that ministry/foundation (¶602 e);
4. additional lay members needed to equalize lay and clergy membership of the Annual Conference;
5. clergy members, including deacons and elders in full connection, provisional members, associate members, affiliate members, local pastors under full- and part-time appointment and others certified by the Board of Ordained Ministry (¶346.2).
6. All lay members of the Annual Conference must have been active participants in The United Methodist Church for at least four years and professing members for at least two years prior to being elected to serve as lay members. Exception to this rule may be granted to persons under 30 years of age.

Not All Members May Vote On All Matters

While all lay and clergy are equally members of the Conference, not all members may vote on all matters. The following are the exceptions:

1. Only clergy members in full connection may vote on matters of ordination, character, and Conference relations of clergy, unless otherwise noted.

2. Provisional clergy members may *not* vote on constitutional amendments, *or* on matters of ordination, character, and Conference relations of clergy but they may vote on the election of clergy delegates to the general or jurisdictional Conferences if they have completed all of their educational requirements.
3. Associate and affiliate members may *not* vote on constitutional amendments *or* on matters of ordination, character, and Conference relations of clergy *unless* they are members of the Conference Board of Ordained Ministry. They may vote on the election of clergy delegates to the General or Jurisdictional Conferences if they have completed all of their educational requirements.
4. Full-time and part-time local pastors under appointment, may *not* vote on constitutional amendments or on matters of ordination, character, and Conference relations of clergy but they may vote on the election of clergy delegates to the general or jurisdictional Conferences if they have completed the course of study or an M.Div degree and have served a minimum of two consecutive years under appointment immediately preceding the election.
5. Lay members may *not* vote on granting or validation of license, ordination, reception into full Conference relationship, *or* on any question concerning the character and official conduct of ordained ministers *unless* they are lay members of the Board of Ordained Ministry or the Committee on Investigation.

Granting Voice Without Vote

The following may be given voice without vote during sessions of the Annual Conference by invitation of the bishop or action of the Annual Conference:

1. Official representatives from other denominations invited by the Annual Conference
2. Missionaries assigned by the General Board of Global Ministries and serving within the bounds of the Annual Conference
3. Lay missionaries appointed by the General Board of Global Ministries in nations other than the United States but attending this Annual Conference
4. Certified lay missionaries from nations other than the United States serving within the bounds of this Annual Conference
5. The chancellor of the Annual Conference unless the chancellor is otherwise a voting member of the Annual Conference
6. Special guests of the Annual Conference

Equalizing Vote of Lay and Clergy Membership

The process by which the Indiana Conference will equalize lay and clergy membership of the Annual Conference follows:

1. Every charge elects one lay member and an alternate lay member for each clergy member appointed to that charge (including Deacons in Full Connection in secondary appointments) during the first charge Conference following the General Conference in each quadrennium. The alternate lay member has neither voice nor vote unless the lay member is unable to serve. Results of these elections and the number elected must be reported to the Director of Connectional Ministries by February 1, prior to the regular Annual Conference session.
2. Additionally, district lay leaders, directors of lay servant ministries, district presidents of United Methodist Women district presidents of United Methodist Men, and district presidents of United Methodist Youth are eligible to serve as equalization members. Each district center must forward a complete list of the names of these persons not already elected by their charge or the district to the Director of Connectional Ministries by February 1, prior to the regular Annual Conference session.
3. Laypersons who served as General or Jurisdictional Conference delegates during the previous quadrennium or who have served on the boards of General Agencies of The United Methodist Church during the previous or current year, but otherwise are not elected to serve, are expected to serve as equalization members. Such persons should notify the Director of Connectional Ministries if they are not willing to serve by February 1, prior to the regular Annual Conference session.

The Director of Connectional Ministries adds these names (1 through 3 above) until the number of lay and clergy members is equalized for the coming session. As additional laypersons are needed, the Director of Connectional Ministries notifies the District Superintendent of each district of the number of additional persons needed from each district equally (rounding up to the next ten) to equalize lay and clergy membership, seeking in all selections to establish and maintain gender, race, age, and disabilities, in accordance with the Call to Equality of The United Methodist Church (¶139).

Membership at Special Sessions

The same lay members who served at the previous Annual Conference will serve at the special session, except in cases of the death, serious illness, or cessation of professing membership by those laypersons. In those instances, the charge affected shall elect the new lay member.

The Voting Process at the Annual Gathering

Bar of the Conference

The Annual Conference Secretary establishes the Bar of the Conference and ensures it is clearly marked in the auditorium.

1. To vote, a member must be seated within the Bar of the Conference.
2. To be recognized by the presiding officer to address the Conference, a member must be seated within the Bar of the Conference.
3. When not voting by ballot, members vote by displaying large, brightly colored cards provided by the Conference.
4. Any member may request a *counted vote* that will be granted if at least one-third of the members present and voting agree.
5. Any member may request a *vote by ballot* that will be granted if a simple majority of the members present and voting agree.

Distribution of Materials

No person or group shall print or distribute material by any means within the bar of the Annual Conference without the approval of the Sessions Committee.

Collecting and Counting Ballots

Prior to the first session of the Indiana Conference, the Sessions Committee establishes a procedure for collecting any ballots, tabulating the vote, and reporting the results of such balloting as quickly, fairly, and accurately as possible to the Annual Conference.

Parliamentary Procedures

Sessions of the Annual Conference will be conducted by the Rules of Order of the preceding General Conference and, as applicable, *Robert's Rules of Order*.

1. All main motions, amendments, and procedural motions must be presented in writing upon forms provided by the Secretary, signed by the person submitting the motion, and placed in the hands of the Conference Secretary immediately after being moved.
2. The Rules of Order may be suspended by a two-thirds vote of the members present.
3. Any proposed amendment to Rules and Structure must first be considered and reported on by the Committee on Rules and Structure prior to a vote.
4. All material in the published reports of any agency to the Annual Conference will be considered the property of the Conference and may not be altered or withdrawn without approval of the Conference.

Reporting of All Proceedings

Environmental responsibility prompts the Annual Conference to be responsible in how it reports its work. Helpful accountability requires transparency with all publicly available information, and requires that it be available in the most useful format.

The Conference Secretary will direct the editing and distribution of pre-Conference reports (gathered by the Annual Conference Sessions Committee) to all members of the Annual Conference. These materials are considered to be properly before the Conference when it assembles. It is not necessary for presenters to read these reports aloud or otherwise present them in detail, other than to note any significant changes that may have occurred between the time of their publication and the current session of the Annual Conference. Once adopted, these materials (along with additional materials that may be distributed no later than the beginning of each plenary session) become the official business and agenda of the Annual Conference. Any matters having financial implications must be approved by a specific vote of the Annual Conference following the procedures established by the Council on Finance and Administration.

All plenary sessions of the Annual Conference are recorded on audio and/or video devices for the use of the Conference Secretary to provide an accurate accounting of the proceedings. These recordings are maintained in the Conference office for a period of at least four years, after which they may be disposed of in a secure and environmentally responsible manner. The official record is printed and preserved at the archives.

Environmental responsibility assumes the reduction of paper and non-recyclable media records. Therefore, complete hardcopy versions of the materials required by *The Book of Discipline* (¶606.3) will only be provided to those persons and agencies that require the full contents in print, including the United Methodist Archives at DePauw University and Drew University. An electronic version of the *Journal of the Conference* will be provided on-line as soon after conference as possible. To reduce the incidence of inappropriate use of member personal information ("spam"), access to Internet posting of phone, address, and email addresses will be limited to registered members of the Annual Conference and others authorized by *The Book of Discipline* to access this material.

All versions of the *Journal* are compiled and checked for accuracy under the direction of the Conference Secretary. At the first plenary session of the Annual Conference or special session, the Conference may nominate and elect persons to act as assistant secretaries for the duration of that Annual Conference.

GENERAL AND JURISDICTIONAL CONFERENCE PROCEDURES

Eligibility for Election

Lay delegates to the General and Jurisdictional Conferences shall be elected by the lay members of the Annual Conference without regard to age, provided such delegates shall have been professing members of The United Methodist Church for at least two years preceding their election and shall have been active participants in The United Methodist Church for at least four years preceding their election, and are members thereof within the Annual Conference electing them at the time of holding the General and Jurisdictional Conference (¶36). Lay delegates need not be voting members of the Annual Conference to be elected.

Ordained delegates to the General and Jurisdictional Conferences shall be elected from the ordained ministerial members in full connection with the Annual Conference (¶35). They shall be elected by ordained ministerial members in full connection, associate members, provisional members who have completed all of their educational requirements, and local pastors who have completed the course of study or an MDiv degree and have served a minimum of two consecutive years under appointment immediately preceding the election.

Managing the Election – The Annual Conference Sessions Committee shall provide general oversight of the election process. In addition, the committee shall provide a *Willingness to Serve* form that shall include pertinent biographical information, recent photo, reasons for wanting to be a delegate, and a statement of three areas crucial to the United Methodist Church's mission, and three issues emerging from those areas.

Commitment of a Delegate – Election to General and/or Jurisdictional Conference conveys the trust and respect of peers within the Annual Conference. Those offering themselves for election need to make the following commitments: 1) attend their respective conferences on a full-time basis (10 to 12 days for General and 3 days for Jurisdictional); 2) participate in all scheduled meetings of the delegation – prior to, during, and after the conferences; 3) demonstrate familiarity with the ways in which the General and Jurisdictional Conferences function; 4) study proposed legislation in a thorough going manner; 5) accept responsibility for expenses beyond the per diem; 6) exemplify a visionary outlook, a team spirit, and a disposition to conferencing; and 7) adhere to the qualities set forth in the "Guidelines for Christian Conferencing" (adopted by the Annual Conference) throughout the entire time they are delegates.

Procedure for Endorsement of Delegates – In order to involve leadership from many parts of the conference, the election of delegates to General and Jurisdictional Conferences shall begin in local congregations, continue in districts, and conclude at Annual Conference.

Each local congregation may submit the name of a potential lay delegate to their district lay leader by a specified date, together with a *Willingness to Serve* form. The district lay leader shall bring all such names to the Fall District Conference meeting preceding the Annual Conference in which delegates shall be elected. At that meeting, three laypersons from the district may be endorsed (by a ballot overseen by the district superintendent). The district superintendent shall forward the names of these individuals (and their *Willingness to Serve* forms) to the chair of the Election Committee.

Potential clergy delegates may submit their names to their district superintendent by a specified date, together with a *Willingness to Serve* form. At the same meeting of the Fall District Conference, three clergy from the district may be endorsed (by a ballot overseen by the district lay leader). The district lay leader shall forward the names of these individuals (and their *Willingness to Serve* forms) to the chair of the Election Committee.

The chair of the Election Committee shall forward the results of the district endorsements to the convener of the Leadership Table by January 15 of the year when elections shall be held. In order to monitor diversity, the Leadership Table shall review the results and shall have the opportunity to add up to ten additional individuals (five lay and five clergy) by February 15 to the list of endorsed delegates. The list of these additional delegates shall then be submitted to the Election Committee.

The finalized list of endorsed delegates – those coming from the districts and those added by the Leadership Table – shall be communicated in one alphabetized list to all members of the Annual Conference by April 1, with a notation that any additional individuals who are qualified and who have completed the *Willingness to Serve* form may add their names to the list of those who have been endorsed. Included with that announcement shall be copies of all completed *Willingness to Serve* forms that have been received by the Sessions Committee by March 15.

Procedure for Election - Lay and clergy delegates shall be elected at the Annual Conference in the calendar year preceding the General and Jurisdictional Conferences and shall serve for the quadrennium. The General Conference secretary shall provide the number of those to be elected (lay and clergy) to the bishop and Annual Conference secretary no later than December 2 prior to election. Persons elected to Jurisdictional Conference shall, in the order of election, be reserve delegates to General Conference.

The Sessions Committee shall provide opportunity, prior to the first ballot, for members of the Annual Conference to meet and talk with persons seeking election.

The Annual Conference secretary shall call attention to the "Guidelines for Christian Conferencing" at the beginning of

the election process, and shall arrange for a head teller and a sufficient number of tellers in each order to support the election process. Ballots counted at the close of any session shall be sealed and the results not known until reported at the next session.

Voting shall be on official ballots, with the number of names voted for each ballot being exactly the number announced by the bishop. If write-in ballots are permitted, only the names of those spelled correctly will be counted, and only those who receive 12 or more votes will be announced. A majority of valid ballots cast shall constitute an election. Balloting shall continue until the allotted number of delegates for General Conference is elected. Following their completion, balloting shall begin for Jurisdictional Conference delegates and shall continue until those delegates have been elected. When all delegates have been elected, an additional ballot shall be taken in each order, with those receiving the three highest votes constituting the additional reserve delegates. These reserve delegates may act as reserve delegates to General Conference when it is evident that not enough of the previously elected reserve delegates are in attendance at General Conference (¶34).

Leadership of Conference Delegation - After delegates have been elected, the bishop shall invite all elected delegates to an organizational meeting, and shall preside until leaders of the delegation have been elected. The following actions shall be included: 1) declaration by each delegate to follow the "Commitment of a Delegate" (as adopted by the Indiana Conference) throughout the entire time they are serving as delegates; 2) determination of leaders that need to be elected (i.e., chairperson, vice-chairperson, secretary, and treasurer), with particular attention given to the qualities needed for effective work to be accomplished—prior to the conferences, at the conferences, and subsequent to the conferences; 3) following a time of prayer, nomination of persons for offices, followed by interactive discussion, and casting of ballots (with the bishop and two alternate delegates counting ballots); and 4) continuation of the meeting led by the individual elected as chairperson.

General and Jurisdictional Conference Petitions

Petitions for General and Jurisdictional Conference provide all members of United Methodist Churches, as well as organizations within the Indiana Conference, the opportunity to engage the members of the Annual Conference and the larger church. These petitions must be submitted to the Annual Conference Secretary no later than 90 days prior to the Annual Conference session.

In order to be forwarded to General or Jurisdictional Conference, each petition must deal with only one issue or Disciplinary paragraph, and must be signed by the submitter with appropriate identification, including address and local church affiliation. If it is from an organization, the identification must be that of a responsible individual within the submitting organization and include address information for that individual.

Petitions, as submitted, become the property of the Annual Conference, and as such, may be amended by action of the Annual Conference. Petitions affirmed by the Annual Conference will be forwarded to the appropriate entity. Petitions submitted to General Conference must follow guidelines provided by the General Conference Secretary.