

# Standing Rules 2023

## OREGON CONFERENCE OF THE FREE METHODIST CHURCH

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1. **SCHEDULE**: The schedule for Annual Conference will be set by the Presiding Officer.
2. **ROBERT'S RULES OF ORDER**: The latest edition of Robert's Rules of Order shall be the basis of parliamentary procedure.
3. **CREDENTIALS**: All local delegate information should be communicated to the Annual Conference Secretary by no later than 2 weeks prior to Annual Conference. Delegates will have a seat within the bar designated by the Presiding Officer.
4. **ROLL CALL**: The Roll for voting members will be taken through check-in or sign-in at the start of each Annual Conference Day, and a record of them saved with conference minutes.
5. **TEMPORARY OFFICERS & COMMITTEES**: The Secretary of the Annual Conference is empowered to appoint temporary assistants as necessary to aid in annual conference proceedings. These shall also respond to directives given by the Presiding Officer and Conference Superintendent.
6. **BAR OF THE CONFERENCE**: The Bar of the Conference will be declared by the Presiding Officer. The Bar shall include those eligible to vote.
7. **ATTENDANCE**: Ministers and Delegates are expected to be in attendance at each Annual Conference. A request for an excused absence should be submitted to the Superintendent or Presiding Officer by way of the Conference Office no later than 2 weeks prior to Annual Conference.
8. **HONORARY SEATS**: Honorary seats shall be granted to all Ministerial Candidates, Located Elders and Deacons, Supply and Licensed Pastors of the Conference who are not duly elected members of the Annual Conference, and Denominational Representatives. Aldersgate Camp Director and lay conference board chairs may also be granted honorary seats. Those who hold honorary seats have voice but no vote.
9. **AGENDA**: The printed agenda is to serve as a guide for Conference business. The Conference Superintendent, along with the Presiding Officer and the Annual Conference Secretary, shall prepare the agenda.
10. **REPORTING**: The published copy of the reports of Boards and Committees will constitute their report to Annual Conference; their recommendations will be brought to the floor of the Conference for consideration. Requests for verbal reports or explanation of written reports must be approved in advance of the first sitting by the Presiding Officer or Superintendent and is limited to 3 minutes unless otherwise approved by the Presiding Officer.

11. **FINANCIAL MANAGEMENT AND REVIEW: FISCAL YEAR:** The fiscal year shall correspond to the calendar year. **CONFERENCE BUDGET:** The Annual Conference authorizes the Board of Administration to develop, approve and implement an annual budget. The budget shall be reported to the Annual Conference. **EXTRA BUDGETARY EXPENDITURES:** Any action requiring funds not provided for in the Budget shall be referred to the Board of Administration. The Board of Administration shall ensure that financial reports and records of all Ministry Teams and Organizations within the Conference are reviewed or audited annually. The Property Development & Loan Fund and Aldersgate Camp Board will assume financial responsibility for their share of the review or audit.
12. **BALLOTING AND VOTING PRIVILEGES:** There shall be at least two panels of Tellers consisting of at least three members who are appointed by the Superintendent. Unless otherwise instructed by the Presiding Officer, the Tellers shall retire to count the ballots and report the results to the Presiding Officer. **Voting Privileges:** All ordained ministers in full conference membership, conference ministerial candidates appointed as lead pastors, and all lay delegates elected by conference churches may vote. Delegates and pastors may engage in virtual voting if their credentials are affirmed by the conference administrator and secretary prior to casting digital votes. **Electronic Voting:** An action of the annual conference members may be taken without a meeting if the action is approved in writing, including by regular mail or electronic mail, by a number of members constituting at least a quorum. Voting will conclude in no less than seven days from the opening of the election. The voting platform and process will include the verification of each voter's credentials. Results will be recorded in the conference office and reported to members.
13. **MOTIONS, RECOMMENDATIONS AND DEBATE:** All motions, recommendations and resolutions, except those of an incidental nature, are requested to be written in full and submitted to the Secretary at least 1 month in advance. Debate following any motion on the floor will be limited to three minutes per speaker, and no person except the originator of the motion will be allowed to speak twice on the same motion until everyone who desires has spoken at least once.
14. **MINISTERIAL APPOINTMENTS COMMITTEE:** The Ministerial Appointments Committee shall consist of three elders (one of these being the Conference Superintendent) and three lay persons, plus the Bishop and MEG Board Chair (lay or clergy and by virtue of office). Members of the Ministerial Appointments Committee may be elected to three-year rotating terms, with one elder and one lay person to be elected each year with exceptions allowed for the purpose of member balance and rotation.
15. **MINUTES:** The minutes of the Annual Conference will be approved by the Board of Administration and mailed out to all members in the Conference.
16. **INTERIM AND OVERLOOKED BUSINESS:** During the interim between Annual Conferences, all Conference business shall be conducted by the Board of Administration with power to act as authorized by the Book of Discipline. This action shall include all items overlooked by the Annual Conference and all legal business including the purchase, sale, transfer, or encumbering of any and all property held by the Conference. In such matters, the Board of Administration serves as the Conference Trustees.
17. **ADJOURNMENT:** When the Annual Conference adjourns, it adjourns to meet at the call of the Presiding Officer.