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## X. MISCELLANEOUS

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### CONFERENCE RULES

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#### A. CONFERENCE OFFICERS

1. **President** – The presiding bishop shall be the legal chairperson of the annual conference.
2. **Duties** – The president shall decide all points of order raised by the members, as s/he deems necessary to conform to the Rules of Order, subject, in both cases, to an appeal to the conference by any member without debate; except that the chair and the appellant, in the order named, shall each have three minutes for a statement in support of their respective positions. A tie vote in the case of an appeal shall sustain the chair.
3. **Conference Secretary** – A secretary shall be elected at the first session of each quadrennium following General Conference. S/he shall be nominated by the Conference Cabinet. If the position is vacated during the term of office, the bishop, in consultation with the Cabinet, shall appoint an interim secretary until the next conference session (BD 2016 ¶603.7).
4. **Duties** – The secretary shall name his/her assistants at the opening of the conference as part of the Organizational Resolutions. S/he shall verify the record of the daily proceedings of the conference created by the assistant secretaries, which shall be approved by the Committee on Examination of the Conference Journal. When so approved and signed by the president and the secretary, this record shall become the official minutes of the conference, and shall be included in the official Journal. The secretary shall edit material to be included in the Journal as may be necessary to meet specifications for publication with special concern for brevity but without substantive change. The district superintendents shall have responsibility with the secretary of the conference whenever this editorial license is exercised.
5. **Conference Treasurer / Director of Administrative Services** – Upon nomination of the Council on Finance and Administration, a conference treasurer/director of administrative services shall be elected at the first session after General Conference. (BD 2016 ¶619). S/he shall serve as business administrator of the conference for the quadrennium or until his/her successor shall be elected. If a vacancy should occur during the quadrennium, the council shall fill the vacancy until the next session of the annual conference. An assistant treasurer may be elected with the power to serve in the event of the incapacity or inability of the treasurer to fulfill his/her duties.
6. **Duties** – The conference treasurer shall be the business administrator of the conference and the treasurer of the Council on Finance and Administration and have other duties as specified in the Book of Discipline or assigned by the council (BD 2016 ¶619). As an employee of the conference s/he shall not be a member of the council, but may sit with the council and its executive committee at all sessions and have the privilege of the floor but without vote.
7. **Conference Statistician** – Upon nomination by the conference Cabinet, a statistician shall be elected at the first session of each quadrennium

following General Conference to serve for the succeeding quadrennium (BD 2016 ¶603.7). The conference treasurer may be named to fill the role of conference statistician, but shall be elected for that position separately by the conference.

8. **Duties** – The conference statistician shall keep an accurate record of the statistics of the conference as required by the General Council on Finance and Administration (BD 2016 ¶606.8). S/he shall report annually to the conference by means of the Conference Journal. S/he shall name her/ his assistants at the time of making her/ his annual report.
9. **Conference Chancellor** – Upon nomination of the bishop, the conference chancellor shall be elected by the Conference at the first session of each quadrennium following General Conference. The chancellor must be a member in good standing of a local church in the New York Conference and be licensed to practice law in the conference area. (BD 2016 ¶603.8).
10. **Duties** – The chancellor shall serve as legal adviser to the bishop and the conference.
11. **Conference Lay Leader** – The conference lay leader shall be elected by the lay and clergy members of the conference. S/he shall be a professing member of a local church in the annual conference. (BD 2016 ¶603.9).
12. **Duties** – The conference lay leader shall participate in annual conference sessions as a partner in ministry with the bishop.

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## B. ORGANIZATION OF THE CONFERENCE

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13. Following the opening of the conference by the bishop, the conference secretary shall present the Organizational Resolutions for adoption by the conference. These resolutions shall include the sections where members shall be seated for participation in the business of the Conference, designated the “Bar of the Conference,” and the names of those persons who shall act as assistant secretaries during conference sessions.
14. Only those persons who are members of the conference and who are seated within the bar of the conference, except as otherwise provided, may vote, be recognized by the president of the conference and participate in the conference proceedings. Others may be invited by the conference to have the privilege of the floor without vote.
15. There shall be a roll call of lay and clergy members at the opening of the conference session. The method of calling the roll shall be determined by the president and shall be the responsibility of the conference secretary. Other roll calls of members may be taken by having each member record attendance as prescribed by the conference secretary.
16. The members of the conference may be divided into groups called “legislative sections,” with such membership, powers and responsibilities as the conference shall determine, for the purpose of dealing with the business of the conference. The parliamentary procedures of such groups shall be guided by the Conference Rules of Order and the Rules for Legislative Sections.
17. The Commission on Conference Sessions shall consist of at least twenty members, including the director of connectional ministries, the conference lay leader, the conference secretary, the conference coordinator of legislative sections, the host pastor and a member of

the Cabinet. The commission shall be responsible for the organization and schedule of activities of the conference sessions. The members of the commission shall be elected by the conference upon presentation by the Conference Committee on Nominations after an opportunity has been given to nominate members from the floor. The commission shall elect a chairperson for the coming year at its first meeting following the annual conference. The chair shall be allowed to serve in that position for up to four years, but shall be elected annually. The commission's responsibility shall include program, administration, fellowship and publicity. If necessary, ad interim additions to the committee shall be made by the Committee on Nominations in consultation with the dean of the Cabinet, the conference director of Connectional Ministries, and the conference lay leader.

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### C. RULES OF ORDER

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18. The rules of order shall be those elected by the conference at its opening session and shall be those of the General Conference of The United Methodist Church as far as they may be applicable. Robert's Rules of Order shall govern the conduct of business in all cases where these rules or those of the General Conference do not apply.
19. There shall be a Committee on Rules consisting of eight members, four of whom are to be clergy members and four lay members of the conference. Notwithstanding Rule 65, the members of and chairperson will be permitted to succeed themselves and not be limited in the length of their term. The following shall be ex-officio members: The conference secretary, a Cabinet representative, and any present or former members of the Judicial Council, and any current members of the Northeastern Jurisdictional Rules Committee, who are members of or who reside within the bounds of the conference.
20. The Committee shall restudy the Conference Rules of Order periodically in light of changing General Conference and annual conference actions and procedures and shall recommend to the annual conference for its consideration and action such changes and adaptations as in its judgment are necessary. All proposed changes or additions to the rules of order shall be referred to this committee. Such proposed changes or additions to the Rules of Order shall be presented to the committee, through its chairperson, by either electronic means or regular mail, no later than March 1 of each year. The committee shall report its recommendations upon all proposed changes to the conference for consideration and action.

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### D. RULES OF ORDER FOR LEGISLATIVE SECTIONS

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21. Parliamentary procedures in the section shall be guided by the Conference Rules of Order (see Rule #18). The leaders of the section will evaluate and prioritize the items before the section and present an agenda to be adopted by the seated members of the section. Top priority items will be those with budget implications and those which appear to be most controversial.
22. The section may vote to amend reports which are before it. Amendments shall be written out and submitted to the chair. The section may also vote to refer the matter to some particular person or group for further

- consideration, rather than recommending that the conference itself take action. Amendments shall pass with a simple majority vote. Amendments are not placed on the Consent Calendar for consideration separately from the motions they perfect. Votes on referrals shall be counted and if such a vote achieves concurrence of 90% or higher, the referral shall be placed on the Consent Calendar for adoption by the conference.
23. When items have been fully read, discussed, and prepared for action by the conference, the chair shall call for the final vote. This vote must be counted. Section members may vote concurrence (if they agree) or non-concurrence (if they disagree). If a member votes neither way, they will be counted and reported as having abstained.
  24. Except for the conference budget, if the final vote on any item in the section is 90% or better for or against concurrence, then that report will not be presented to the conference plenary session for debate. Abstentions are not counted in determining the percentage of concurrence or non-concurrence. Reports that achieve 90% or better for or against concurrence shall be listed on the Consent Calendar, and presented to the conference for adoption as a group. Before the vote on the Consent Calendar is taken, the bishop shall entertain motions to remove items for debate or amendment. Any member making such a motion, after a second, will be given two minutes to present the rationale for removing the item. The chairperson or representative of the Legislative Section will then be given two minutes to explain the action of the section, after which the vote to remove the item will be taken. A simple majority vote of the conference is needed for removal and presentation to the body for debate and action at the end of the agenda for section reports.
  25. Members of the section may prepare a minority report that must be signed by fifteen (15) members of the section. Minority reports must not be simply the reverse of the majority report, but must offer a substantial revision of the majority report. A minority report which simply wishes to defeat the original report may express itself in plenary debate, and vote “NO” on the report. The person organizing a minority report must inform the Legislative Section Leaders by the end of the Section meeting. A minority report shall be submitted in writing to the Section Leadership and will be printed in the Legislative Section report pages for action by the conference.
  26. Only those members assigned to the section may speak or vote in the section. By common consent or by vote, the section may grant the courtesy of the floor to an unassigned member or other person, for the purpose of bringing additional information or expertise to the attention of the section. Section assignments will not be changed in order to permit persons to vote in more than one section. Visitors shall be seated in sections after and separate from voting members as space allows. Visitors shall not interfere with the work of the section.

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## E. REPORTS, RESOLUTIONS, PETITIONS AND MOTIONS

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27. All reports, resolutions and petitions to be considered by the annual conference shall be in the hands of the conference secretary six weeks before the beginning date of the annual conference in order to be included in the Conference Program Booklet. All items that miss the “six weeks

- prior” deadline shall be submitted to the conference secretary at least five business days before annual conference to be given an appropriate number and in a format that allows it to be made available to the conference membership on the conference web site. Sponsors of such documents shall make the number of copies specified by the conference secretary, and deliver them to the document table in the registration area prior to the opening of registration, so that they can be available to conference members before the opening of annual conference registration. Reports, resolutions and petitions failing to adhere to the five-day deadline shall not be considered by the annual conference.
28. All resolutions or petitions for conference consideration shall be signed by at least five members of the conference, with the exception of petitions from local churches, which shall have been adopted by majority vote of the respective church’s Church Council (or equivalent structure) or Charge Conference. Such petitions shall be submitted to the conference secretary six weeks before the beginning date of the annual conference in order to be included in the Program Booklet.
  29. Petitions to the General Conference desiring approval from the annual conference shall be in the hands of the conference secretary at least eight weeks before the convening of the annual conference.
  30. All materials other than conference documents must be pre-approved by the conference secretary and shall be displayed or distributed only in areas designated by the Commission on Conference Sessions. All material to be distributed shall identify the source from which it comes.
  31. Reports and resolutions printed in advance and distributed to the members shall not be read in full to the conference. Reports, resolutions, and amendments if enacted are not to be considered fully approved until the member offering the same shall have furnished a written text of the item to the secretary. If acted upon unfavorably such actions shall not be printed in the Journal, but their substance shall be noted in the minutes.
  32. Any approved petition which instructs the conference secretary and/or any other agent of the conference, regarding its communication to outside agents, shall be accompanied by all information adequate and necessary to implement said instruction. This information must include appropriate title(s), name, address, with zip code or country code, email address as available and telephone number and persons to help mail copies to those designated by conference actions.
  33. Any material for the Journal not in the hands of the conference secretary within ten days after the adjournment of the conference shall be held over for the Journal of the ensuing year at the discretion of the conference secretary.
  34. A motion made and seconded, or a report or resolution duly offered and seconded, shall be deemed to be in the possession of the conference. Any motion, resolution or report may be withdrawn by the mover, with the consent of the conference, at any time before amendment or decision. As soon as a motion is accepted by the conference body, it must be written legibly and submitted to the conference secretary.
  35. Persons representing other interests, not included as part of the regular conference program, or presented as a part of a regular report, shall

be heard only upon recognition by the president of the conference and approval by majority consent of annual conference.

36. When a report, resolution or motion is presented to the conference, a motion to lay on the table shall not be in order until the member who presented it shall have had three minutes to explain the same.

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## F. THE CONFERENCE BUDGET

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37. The proposed budget of the New York Annual Conference as prepared by the Conference Council on Finance and Administration shall be included in the pre-conference materials and posted on the conference web site.
38. The budget shall be presented to and reviewed with the entire conference in a plenary session prior to its discussion in legislative section.
39. Designated members of the Conference Council on Finance and Administration shall be present in the legislative section where the budget is discussed, to provide additional information as needed. These persons shall not take the place of the section leadership.
40. Any changes approved by the legislative section in which the budget is reviewed shall be included by the Conference Council on Finance and Administration in the final budget figures to be presented to the members of the annual conference.

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## G. MEMBERSHIP

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41. All clergy, both active and retired, shall be members of the New York Conference. This includes elders and deacons in full connection, provisional, associate and affiliate members, and local pastors under full- or part-time appointment to a pastoral charge. (BD 2016 ¶602.1)
42. Active deaconesses, and active home missionaries under episcopal appointment within the bounds of the conference, and diaconal ministers, both active and retired, shall be lay members of the annual conference. (BD 2016 ¶602.2)
43. Lay members of the annual conference shall be elected at the Charge Conference annually. A lay member may be elected to succeed him/herself.
44. Lay members shall have been members of The United Methodist Church for the two years preceding their election and shall have been active in The United Methodist Church for at least four years prior to their election. (BD 2016 ¶602.4). This rule may be waived for young persons under thirty (30) years of age (**BD 2016 ¶32 Article 1**), however such persons must be active members at the time of election.
45. A charge having less than 200 members shall elect one lay member of the annual conference. A charge having 200 to 599 members shall elect two lay members. A charge having 600 to 999 members shall elect three lay members and a charge having 1,000-1,399 members shall elect four lay members. An additional lay member shall be elected for each additional 400 members above 1,400. A church's entitlement shall be based upon the membership figure reported to the preceding session of the annual conference. Each charge served by more than one clergy member under appointment (including deacons in full connection for whom this is their primary appointment) shall be entitled to as many lay members as there are clergy members under appointment. (BD 2016 ¶602.4).

46. The following persons shall be lay members of the conference: the conference president of United Methodist Women, the conference president of United Methodist Men, the conference lay leader, the president (or equivalent officer) of the conference Council on Youth Ministries, the president and the chair of the conference college student organization, the district lay leaders, one young person between the ages of twelve (12) and eighteen (18), and one young person between eighteen (18) and thirty (30) years of age from each district (BD 2016 ¶602.4). The conference director of Lay Servant Ministries and the conference secretary of Global Ministries (if lay) shall also be lay members of the conference.
47. By virtue of their positions within the New York Conference, the following persons, if lay and if they have not been elected by a local charge or district, shall be members of conference: the conference secretary, the director of connectional ministries, the conference treasurer /director of administrative services, the president of the Conference Council on Finance and Administration, and the leaders of the program and administrative subcommittees of the Commission on Conference Sessions.
48. To complete the number needed to equalize lay membership with clergy membership, each district conference shall elect members-at-large in equal numbers from their respective districts. The number each district may elect shall be determined by the conference secretary before September 1 of each year, based upon the statistics reported at the end of the previous reporting year. The conference secretary shall report to the district superintendents the necessary number to be elected. If the number to be thus elected is not evenly divisible by 6, the next higher multiple of 6 shall be used. The number thus reported will be effective for the next elections. The at-large members shall be elected by the district conference, and they shall include any lay campus ministers and lay directors of Wesley foundations. If there are chaplains, campus ministers or directors of Wesley foundations who are clergy in any district, the district at-large members shall include balancing counterparts from either the campus ministry board of directors or a student from that ministry or foundation (BD 2016 ¶602.4).
49. If not otherwise a voting member of the annual conference, the conference chancellor shall be seated in the annual conference and shall be given the privilege of the floor without vote.

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## H. DUTIES AND RIGHTS OF MEMBERS

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50. No person may participate in conference proceedings, unless s/he is a member of the conference, except by majority consent of the members of annual conference.
51. Reserve lay members shall be given the privilege of the floor only if and when the reserve lay member has been duly seated as the official lay member for that session and the secretary has been notified of the fact and has given the proper certification.
52. All matters of ordination, character and conference relations of clergy shall be considered by the clergy members of the conference

- in full connection, and the elected lay members of the Board of Ordained Ministry.
53. Provisional clergy members, associate and affiliate members and local pastors shall have the right to vote on all matters except constitutional amendments, matters of ordination, character, and conference relations of clergy, and election of delegates to General and Jurisdictional conferences, with the following exceptions. Provisional members who have completed all their educational requirements may vote to elect clergy delegates to General and Jurisdictional conference. Associate members who are members of the conference Board of Ministry have the right to vote at the clergy session on matters of ordination, character, and conference relations of clergy (BD 2016 ¶602.1). Clergy on honorable location and administrative location have no right to vote on any matters.
  54. In debate, upon recognition by the presiding officer, each member shall identify him/herself to the conference by name and shall speak for no more than three minutes unless authorized by a majority vote of the conference. No member shall speak more than once until every member desiring to speak shall have spoken, and a member shall not speak more than twice on the same issue unless at the request of the presiding officer, or authorized by a majority vote of the conference.
  55. A committee making a report shall in all cases be entitled to three minutes to open the debate, to oppose a motion, to lay the report on the table and to close the debate on a motion to adopt.
  56. When a motion is under consideration on the floor of the conference, it shall be the duty of the presiding officer to ascertain, when s/he recognizes a member of the conference, on which side the member proposes to speak. The presiding officer shall not assign the floor to any member proposing to speak on the same side of the pending question as the speaker immediately preceding, if any other member desires to speak on the other side. Each member shall speak for no more than three (3) minutes unless authorized by vote of the conference. If sustained by a two-thirds vote, the conference may designate the number of persons that may speak on each side of each motion.
  57. It shall be in order to “move the question” for any measure pending before the conference, except in cases where character or conference relations are involved. If sustained by a two-thirds vote, the question shall be moved. It shall be in order under this rule to move to recommit, to divide, or to lay on the table after the previous question has been ordered.

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## I. NOMINATION AND ELECTION TO CONFERENCE AGENCIES

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58. The Conference Committee on Nominations shall consist of the Conference Secretary, the Director of Connectional Ministries, a member of the Cabinet; one youth between the ages of twelve and eighteen and one young adult between the ages of eighteen and thirty from each district, nominated by the District Superintendent in consultation with the district youth and young adult organizations, and twenty-four members elected for terms of four years in two equal classes. Each class shall be composed of one clergyperson and one layperson from each District, elected by each District Conference in even-numbered years. In addition, there shall be two clergy or lay persons representing minority groups as



at-large members in each class, nominated by the Conference Committee on Nominations. In addition, there shall be one representative from each of the official caucuses i.e. Black Methodists for Church Renewal (BMCR), Methodists Associated to Represent Hispanic Americans (MARCHA), Native American International Caucus, National Federation of Asian American United Methodists and Pacific Islanders National Caucus of United Methodists, and UMC general agencies that represent the cause of justice on behalf of minority groups, i.e. COSROW and GCORR. No elected member of the Nominating Committee shall be eligible to succeed him/herself. Districts are also urged to rotate their representatives in accordance with this rule regarding elected members of the committee. When a vacancy occurs on the Conference Committee on Nominations, the District Superintendent of the district in which the vacancy occurs shall fill the vacancy until the next regular election.

59. All institutions requiring election or confirmation of their trustees, directors, or other officers by the annual conference, must submit the names of such persons to the chairperson of the Conference Committee on Nominations in time for inclusion in its report. Such nominations shall be included in the pre-conference materials posted on the conference web site.
60. The Committee on Nominations shall present to the conference for election the names of members to serve on conference agencies, except if the Book of Discipline provides otherwise. The term “conference agencies” refers to all boards, committees, commissions, councils or other bodies such as the Connectional Ministries Vision Table that carry out the work of the annual conference. The Conference Council on Finance and Administration and the Connectional Ministries Vision Table shall carry the same status as a board.
61. No one, with the exception of those who are members of agencies by virtue of their office, shall be nominated for more than three committees or commissions, or to more than one board and two committees or commissions. Staff persons of the conference and district superintendents shall be assigned as members of agencies by their respective bodies.
62. The Committee on Nominations shall not nominate any person to serve more than two consecutive terms on any quadrennial or triennial conference agency; nor to serve more than six consecutive years on any agency elected biennially. After a lapse of one year a person shall again be eligible for re-nomination to the same agency. Any person serving fifty percent or more of a term shall be considered as having served a full term. Nothing in this rule shall be construed as precluding nominations from the floor.
63. The chair of each conference agency shall report annually to the chair of the Conference Committee on Nominations the names of those who have not attended meetings during the preceding year. Those who absent themselves from such meetings without valid reason will not be eligible for re-nomination, including nominations from the floor. In the case of quadrennial and triennial agencies, such absences may be considered to constitute vacancies to be filled by Disciplinary or conference procedures at the discretion of the agency involved and the Committee on Nominations.

64. All conference agencies shall elect their officers as part of their organizational process, at the first meeting of the body following the election of new members by the annual conference. This may be done at the site of annual conference, but shall be done within thirty days after the conclusion of annual conference.
65. At least one year of active membership on a conference agency shall be prerequisite for a member to be elected as chair of that agency. The terms of presidents or chairpersons of those agencies nominated by the Conference Committee on Nominations shall not be more than five consecutive years.
66. The conference may elect members-at-large to any agency up to 10% of the established membership thereof, upon request of the agency or recommendation of the Conference Committee on Nominations. District representatives disqualified by transfer from their district may be continued as at-large members until the end of their term.
67. The Committee on Nominations shall fill all vacancies in conference agencies under its responsibility, including those whose membership is elected for the quadrennium. Vacancies shall be deemed to exist when caused by death, removal from the conference or, in the case of district representatives, transfer from the district. In the event that there are non-functioning members of an agency impact the ability of that agency to carry out its responsibilities effectively, the chair may include other conference members in the work of that agency and recommend those persons to the chair of the Conference Committee on Nominations for election at the next session of the annual conference.
68. All nominations, unless otherwise provided by the *Book of Discipline*, shall be made by the Committee on Nominations. The Conference Committee on Nominations shall be diligent in working to ensure that the membership of all conference agencies reflect the diversity that is a hallmark of the New York Annual Conference, except where the agency is related to a specific ethnic group. In the case of corporate bodies, primary consideration shall be given to the recommendations of said bodies by the Committee on Nominations. Nothing herein shall be construed as precluding nominations from the floor.
69. The conference may create such special committees as desired but no special committee shall be appointed to do the work of an already existing conference agency.

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## **J. NOMINATION AND ELECTION OF CONFERENCE LAY LEADER**

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70. Nominations for conference lay leader shall be made from the conference floor by any member of the annual conference. Only lay persons may be nominated.
71. All lay and clergy members shall be entitled to vote for the conference lay leader within the bar of the conference only.
72. A majority of the ballots cast (i.e. 50% + 1) shall be required to elect. A tie vote between the top two persons shall be disregarded and another ballot cast.

73. Balloting may be written or electronic as determined by the conference secretary.
74. The conference lay leader shall be elected by the Conference at the first session of each quadrennium following General Conference, and shall serve no more than two quadrennial terms.

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**K. ELECTIONS OF GENERAL AND JURISDICTIONAL CONFERENCE DELEGATES**

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75. Clergy and lay delegates to the General and Jurisdictional Conferences shall be elected at the session of the annual conference held in the calendar year preceding the session of the General Conference (BD 2016 ¶502.3 & ¶34).
76. In the event of a special session of the General Conference, clergy and lay delegates and reserves elected to the preceding General and Jurisdictional Conferences shall be the delegates and reserves to special sessions of the respective conferences, unless the annual conference decides to elect a special delegation for the special session. Such decision shall be by majority vote of the annual conference upon a motion and second by any member of the annual conference. Additional reserve delegates may be elected in numbers determined by the Conference Secretary in consultation with the Rules Committee.
77. The number of clergy and lay delegates from the New York Conference to the General Conference shall be determined by the provisions of BD 2016 ¶502.2).
78. The number of clergy and lay delegates from the New York Conference to the Northeastern Jurisdictional Conference shall be determined by the provisions of BD 2016 ¶514 provided that the duly elected clergy and lay delegates to General Conference shall be delegates to Jurisdictional Conference, and an equal number of clergy and lay delegates shall be elected to complete the total number to which the New York Conference is entitled.
79. The additional Jurisdictional Conference delegates, in order of their election shall be reserve delegates to the General Conference.
80. The number of clergy and lay reserve delegates to be elected to the Jurisdictional Conference shall be determined by the Conference Secretary in consultation with the current lay and clergy leaders of the General Conference delegation and recommended to the annual conference for their adoption. Once the number is determined, and recommended these reserve delegates shall be elected in accordance with the procedures specified in Section K of the Conference Rules and Rulings of Law. In the case of a special session of the General Conference, additional reserve delegates shall be elected by the annual conference in a special election in the year preceding the special session. Paper balloting may be used for the special election. The number of the additional reserve delegates to be elected shall be presented to the annual conference by the conference secretary as noted in Rule 76.
81. Electronic balloting will be used for the election of clergy and lay delegates to General and Jurisdictional Conference.

82. Clergy and lay delegates to the General Conference shall be elected first by separate ballot, to be followed, after all the delegates to the General Conference have been elected, by balloting for the delegates to Jurisdictional Conference.
83. After all Jurisdictional Conference delegates have been elected, an additional lay and clergy ballot shall be cast, and the clergy and lay persons receiving the highest number of votes shall be elected as the reserve delegates to the Jurisdictional Conference in accordance with the number provided by the conference secretary.
84. Clergy delegates to General and Jurisdictional Conferences shall be elected by the clergy members in full connection with the annual conference.
85. All clergy in full connection shall be eligible for election on any ballot (2016 ¶602.1d).
86. The following voting process will be used for electing clergy delegates:
  - a) For electronic voting, a number will be assigned to each eligible clergy member of the New York Annual Conference who is a prospective delegate to General and Jurisdictional Conferences. A list of prospective delegates with their assigned number will be provided to all voting clergy members with the first ballot.
  - b) The balloting process shall begin during the Executive Session (clergy session) using the previously assigned number.
  - c) After the first ballot, only members receiving five or more votes shall be listed on subsequent ballots.
  - d) Nothing herein shall preclude the right of clergy members to write in the names of eligible clergy members throughout the entire election process. If these members receive more than 5 votes, their names shall be added to subsequent ballots.
87. Lay delegates to General and Jurisdictional Conferences shall be elected by the lay members of annual conference without regard to age.
88. To be eligible for election, prospective lay delegates shall have been 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 prior to their election. In addition, lay members must be members of a church within the annual conference electing them at the time that the General and Jurisdictional Conferences to which they have been elected delegate are held. (BD 2016 ¶36 Article V)
89. The following voting process will be used for electing lay delegates:
  - a) An eligible lay person shall declare her/his candidacy to be a delegate by submitting a statement of intent that specifies the conference, whether General or Jurisdictional, of their candidacy and a brief biographical sketch upon which s/he has affixed her/his signature. The statement of intent is to be on one side of an 8 ½" x 11" sheet and submitted to the conference secretary via email by April 1 of the year elections are to be held. Each statement of intent shall be accompanied by a biographical sketch not to exceed one side of an 8 ½" x 11" sheet of paper. A photograph may be included. In addition, each nomination of a person not a lay member of annual conference shall be accompanied by a certification from

the nominee's administrative board chairperson or church council chairperson, verifying that the nominee meets the membership and activity requirements set out in Rule 88. The annual conference shall copy the biographical sketches and collate them into packets. The conference secretary shall ensure that there is a packet available at the laity session preceding the annual conference for each lay member of conference.

- b) The names of the lay persons placed in nomination according to the above procedure shall be read aloud in the laity session. At the option of the nominee, s/he may take the stage as her/his name is read. When the nominations are read, the reading shall be limited to the name of the nominee and the name of the church and district from which the nominee comes. Additional nominations may be made from the floor of the laity session at annual conference. Those who are nominated may provide copies of their biographies.
90. For electronic voting, numbers will be assigned to all lay nominees. A list of all nominees and their assigned numbers will be provided to all lay members with the first ballot. Nothing herein shall preclude the right of lay members to write in the names of eligible lay members throughout the entire election process. If these members receive more than five votes, their names shall be added to subsequent ballots.
  91. Lay members shall be entitled to vote for lay delegates to General and Jurisdictional Conference. If a lay member is absent, the properly seated alternate lay member shall be entitled to vote.
  92. Clergy and lay members shall be entitled to vote ONLY within the bar of the conference.
  93. A ballot shall be considered invalid if it contains more or less names than places to be filled on that ballot. To be considered valid, a ballot shall contain markings for only the number of delegates to be elected.
  94. A majority of the valid ballots cast (i.e. 50% + 1) shall be required to elect. A tie vote between two persons when but one place remains to be filled shall be disregarded and another ballot cast.
  95. If a ballot contains the number of a person already elected, that number shall be disregarded. Other valid numbers on the ballot will be accepted.
  96. The conference secretary shall administer the election process and shall appoint such tellers as are deemed necessary to expedite the election procedure.
  97. Before each ballot the president shall announce the number of candidates that the ballot may elect.
  98. The report of the results of all ballots shall be made only to and announced by the president.

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## L. ENDORSEMENT OF EPISCOPAL CANDIDATES

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99. The annual conference may endorse one or more persons for Episcopal candidacy. Members may submit the names of persons to be considered using Conference Petition forms that shall be made available on the annual conference web site. Members are encouraged to submit their petitions prior to annual conference. Petition forms shall also be available in printed form from the conference secretary at the site of the annual conference. Each

petition must be signed by ten (10) lay and ten (10) clergy members of the annual conference in order to be considered valid. Only elders in full connection are qualified to be elected to the episcopacy. Candidates do not have to be members of New York Annual Conference. During the annual conference session, the conference secretary will announce to the annual conference the time by which all petitions must be turned in.

100. At the beginning of the process, one of the annual conference members of the Northeastern Jurisdictional Committee on the Episcopacy shall present to the annual conference the number of episcopal vacancies to be filled by the Jurisdictional Conference. The decision to endorse candidates for the episcopacy must be ordered by a two-third vote of those members present and voting.
101. Once a decision is made to proceed with endorsement, the presiding officer shall open the floor for motions regarding the number of candidates that may be endorsed. The decision regarding the actual number that will be endorsed shall be made by vote of the conference and shall be ordered by a majority vote of those members present and voting (i.e. 50% + 1). The presiding officer shall specify the latest time by which petitions must be received by the conference secretary in order to be considered for endorsement by the annual conference and the time for completing the process for endorsement of candidates.
102. The conference secretary shall prepare a written ballot with the names of all candidates for whom valid petitions have been received. A ballot shall be considered invalid if it contains more names than places to be filled on that ballot. A majority of the valid ballots cast (i.e. 50% + 1) shall be required for endorsement. Only the names of persons who have been elected shall be removed from subsequent ballots. The rules for the balloting process shall be in accordance with those followed for Election of General and Jurisdictional Delegates (Section K).

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## M. FINANCES

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103. No officer, Board, Commission, Committee or Agency created by the conference shall involve itself or the conference in any debt or financial obligation, unless authorized to do so by the conference.
104. All propositions before the conference involving budget appropriations shall be referred to the Council on Finance and Administration. Those that involve program considerations shall be referred to the Connectional Ministries Vision Table. It is not in order for a legislative section or the conference plenary to vote on such a proposition before hearing a response from the Council or the Table, respectively.
105. The Council on Finance and Administration is authorized to defer action until the following year on those requests reaching the Council after its duly announced hearing date.

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## N. STATISTICS

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106. The conference year statistics shall be for the calendar year, January 1 to December 31.