

# Section B



Things You  
Need To  
Know



## HOLY CONFERENCEING

At Annual Conference we want to encourage/ invite delegates to use a process known as ***Holy Conferencing*** as we approach our decision making processes. This process is particularly helpful as we discuss and vote on issues of faith where there exist differing opinions. But just what is ***Holy Conferencing***? Here are the guidelines (reprinted from JustPeace):

- † Every person is a child of God. Always speak respectfully. One can disagree without being disagreeable.
- † As you patiently listen and observe the behavior of others, be open to the possibility that God can change the view of any or all parties in a discussion.
- † Listen patiently before formulating responses.
- † Strive to understand the experience out of which others have arrived at their views.
- † Accurately reflect the view of others when speaking. This is especially important when you disagree with that person.
- † Avoid using inflammatory words, derogatory names or an excited and angry voice.
- † Avoid making generalizations about individuals and groups. Make your point with specific evidence and examples.
- † Make use of facilitators and mediators.

Remember that people are defined, ultimately, by their relationship with God - not by the flaws we discover, or think we discover, in their views and actions.

Sessions and Rules Committee



## **ANNUAL CONFERENCE REGISTRAR'S OFFICE**

PHONE: Call UM Church of the Resurrection at 913-897-0120  
and ask for the Annual Conference Registrar

HOURS:	Wednesday, June 8	8:00 a.m. until adjournment
	Thursday, June 9	8:30 a.m. until adjournment
	Friday, June 10	8:30 a.m. until adjournment
	Saturday, June 11	8:30 a.m. until one hour after adjournment

The Registrar's Office is located on the south wall of the lobby area of the west building at COR.  
Please note the office will be closed for lunch and dinner breaks.

## **EMERGENCY PROCEDURES**

There are emergency procedures and exit instructions posted in each room at UM Church of the Resurrection.

If a fire alarm is sounded, either by manual activation or by the automatic sensor, occupants should leave the building by posted exits in as quick and orderly a manner as possible. Use stairways, not elevators. All individuals leaving the building should remain in an area beyond the sidewalks and stay out of the building unless an all-clear is sounded.

When the threat of severe weather is present, a designated person will listen to the local radio station for issuance of a tornado warning (usually accompanied by sirens here in the community). They will notify the Conference Secretary who will alert the members. The stairways and interior rooms at UM Church of the Resurrection are the designated severe weather shelters.

## GENERAL INFORMATION FOR ANNUAL CONFERENCE

June 8 - June 11, 2011

**PLEASE BRING THIS WORKBOOK AND YOUR WORSHIP BULLETIN WITH YOU TO ANNUAL CONFERENCE AS ADDITIONAL COPIES WILL NOT BE AVAILABLE.**

1. **ANNUAL CONFERENCE:** The Annual Conference will begin with the Clergy Session and the Lay Member Session at 10:00 a.m. on Wednesday, June 8.
  2. **REGISTRATION/OFFICE HOURS:**  
WEDNESDAY, JUNE 8 – 8:00 a.m. to adjournment, except during lunch and dinner breaks  
THURSDAY, JUNE 9– 8:30 a.m. to adjournment, except during lunch and dinner breaks  
FRIDAY, JUNE 10 — 8:30 a.m. to adjournment, except during lunch and dinner breaks  
SATURDAY, JUNE 11 — 8:30 a.m. to one hour after adjournment
  3. **REGISTRATION FEE:** Voting members of the Annual Conference pay the Basic registration fee of \$75.00, except for retirees who are not serving a church (fee waived) and youth and young adults (fee reduced). Non-voting attendees (i.e. alternate lay members, spouses, widows/widowers, and visitors) staying more than one day pay the Observer fee of \$10. The fee for late registrations (made after May 1) will be \$90.00.
  4. **SPECIAL MEETINGS:** A list of special meetings, is a part of the tentative agenda. Arrangements for **ALL** special meetings immediately before, during, or immediately after the session must be made with Rev. Maria Campbell, Chairperson of the Sessions and Rules Committee, or Libby Oberdorf, Liaison with Church of the Resurrection.
  5. **ATTENDANCE: ALL** Lay and Clergy Members of the Kansas East Annual Conference are expected to be in attendance at **all business** and **worship** sessions of the Annual Conference, beginning on Wednesday, June 8 through Saturday, June 11. **All clergy members**, as per *The Book of Discipline* (§602.8), are to provide the Conference Secretary, Karen Robertson, with **written excuses for all absences**. These may be submitted via email to [conferencesecretary@kansaseast.org](mailto:conferencesecretary@kansaseast.org) or mailed to her at PO Box 4187, Topeka KS 66604-0187.
- Note:** As per the Standing Rules, any district superintendent is authorized to excuse any pastor from his/her district from attendance at a portion of the conference for what to him/her appears to be a good and justified reason. Any pastor unable to attend conference must comply with the Disciplinary requirement as noted above, as it relates to absences.
6. **NAMETAGS ARE REQUIRED ON THE CONFERENCE FLOOR AND COLOR-CODED CARDS ARE REQUIRED TO CAST VOTES.**
  7. **CHILD CARE** for children ages 6 weeks through 12 years will be provided by certified persons employed by Church of the Resurrection during business and worship sessions only. **Child care is only available with advance registration by May 13. Please download the registration form from the “Annual Conference” page on the Kansas East Website or contact Kay Stephens at 785-272-9111/877-972-9111.**

Parents of children who are not part of the child care program should be reminded that they are responsible for, and should supervise, their children at all times while they are guests at UM Church of the Resurrection. A soothing room is available off of the sanctuary and will be part of the bar of the conference if necessary when votes are taken.

8. **EMERGENCY CONTACT:** In order to facilitate communications and delivery of emergency messages, all persons attending annual conference are asked to give the phone number of their lodging during the Session to the registrar. If a cell phone number is available during conference, please provide this information on your registration form also.
9. **MEALS** at UM Church of the Resurrection are only available to those purchasing tickets when they register by May 1. There are many restaurants in the area - a map can be found in Section A.
10. **DISPLAYS** will be located in the lobby area and balcony at UM Church of the Resurrection. Tables and table covers will be provided for the fee of \$10 per 5 foot space. Priority for display space will be given to conference-related ministries until March 15. Beginning March 16, display space is available on a "first come, first served basis." Commercial displays will be charged a \$100 fee for each five-foot display space. To request display space, please e-mail [kecdisplay@kansaseast.org](mailto:kecdisplay@kansaseast.org). If you do not have e-mail access, call Karen Robertson, Conference Secretary, at 785-272-9111.
11. **MEDITATION:** A small chapel across the lobby from the Sanctuary will be open for prayer and meditation during the Annual Conference session.
12. **MEDIA PRESENTATIONS** and/or promotional items for upcoming events to be projected during annual conference are due by May 1 to Dave Pullin at [dave.pullin@cor.org](mailto:dave.pullin@cor.org). Guidelines for these presentations are posted on the Kansas East Conference website and can be accessed from the Annual Conference page.
13. **LEGISLATIVE COMMITTEES** Legislative committee assignments are included in registration information. Choices will be honored until a committee is filled. Assignments will then be made as necessary to insure participation in all legislative committees. **You will only have voice and vote in the committee you are assigned to.**
14. **ALL printed materials** not included in the conference workbook will be distributed in the supplemental materials packet. Printed materials to be included in the packet will need to be sent to Kay Inman, KEC Office, PO Box 4187, Topeka KS 66604, by May 15. Please be sure to provide 700 copies on 8½" x 11" three-hole punched paper. **There will be no copying charged to the Kansas East Conference without the prior written approval of Rev. Maria Campbell.** See the Standing Rules and Organizational Motions printed in the 2010 Journal for further details.
15. **DISTRIBUTION OF MATERIALS** will be in accordance with the rules approved by the Sessions and Rules Committee for this session. See Organizational Motions printed in this workbook section.
16. **RETIREMENT CELEBRATION:** There will be a Service of Retirement on Wednesday, June 8 at 7:00 p.m. in the Sanctuary at Church of the Resurrection, followed by a time for greeting retirees and their families. Pictures will be taken of retirees immediately before the service.
17. **ORDINATION/COMMISSIONING SERVICE** will be held on Friday, June 10 at 7:30 p.m. in the Sanctuary at Church of the Resurrection. Following the service, there will be a time for greeting those ordained and commissioned.

# ORGANIZATIONAL MOTIONS

June 8-11, 2011

Submitted by the Sessions and Rules Committee

Maria Campbell, Chairperson

1. The written materials covering this session of the Annual Conference that were available in the conference workbook and supplemental packet as well as any documents received during this session shall become the official agenda.
2. The bar of the conference shall consist of the voting members holding colored identification cards on the Sanctuary floor, as well as any voting members on the platform or in the production area. Visitors, guests, and observers are welcome and will be seated outside the bar of the conference. The Cabinet, conference staff, youth, tellers, and members of Sessions and Rules will have designated seating areas. In addition, an "allergy-free zone" will be designated.
3. The conference lay leader shall assist the presiding bishop.
4. The following rules of order from General Conference shall be excepted from this annual conference:  
1, 2, 5, 6, 11, 15, 31, 34, 35, 36, 37.
5. Roll call cards shall be completed and submitted during the time allotted on the schedule or as soon as possible thereafter. Cards not submitted by the end of the session will not be accepted.
6. In order that agenda items may be presented., the privilege of the floor shall be given to the following persons:
  - conference secretary, conference treasurer, conference pension and health benefits officer, area communications director;
  - chief executive officer of each institution/agency of the Kansas East Annual Conference and any person designated by an official body of this Annual Conference
7. The spouse of the bishop shall be granted honorary membership in the Kansas East Annual Conference and thus shall have the privilege of the floor.
8. Those desiring the floor shall go to a microphone, be recognized by the presiding bishop (or president *pro tempore*), and then clearly identify him/herself by name, clergy or lay status, and local church or area of responsibility before making any other statement.
9. In order to allow adequate consideration of a matter of importance, debate shall be subject to, but not limited by, the presiding bishop (or president *pro tempore*). When and if it becomes necessary to impose a general limitation of debate to insure timely completion of all business, the following rule shall be proposed by the conference secretary for approval by the

conference:

Rule for General Limitation of Debate: Debate on each motion shall be limited to four (2 lay and 2 clergy) two-minute speeches for and four (2 lay and 2 clergy) speeches against, and persons shall be limited to one speech per motion (excluding persons rising to point of order, making amendments, or offering final summation).

When this rule has been invoked on the floor, the legislative committees will be instructed to follow the rule as an extension of the conference.

10. Any motion from the floor of Annual Conference that increases the conference budget must be offset with a corresponding or greater budget reduction as part of the same motion.
11. Items for action submitted late will be considered as detailed in the Standing Rules on page 380 of the 2010 Journal.
12. The rules for distribution shall be as follows:
  - The only distribution to occur during the session will be items related to pending action of the annual conference. Items are to be distributed only by members of the annual conference, and the items must have the signature(s) of member(s) of the annual conference.
  - All other materials must be sent to the Conference Office to be put in the supplemental packets. No items are to be distributed within the Sanctuary at COR..
  - Food items may be distributed only from a designated pick-up area and may not be generally distributed on the floor of the conference. Those bringing perishable items shall be responsible for disposal of any remaining or deteriorating items.
13. All announcements shall be written and submitted to the conference secretary or a teller well in advance of the time that they are to be made.
14. The Conference Courtesy Committee shall be the Rev. Maria Campbell, the Rev. Susan Brown, and Connie Batchelder. All guests to be introduced should be made known to them.

## GLOSSARY OF PARLIAMENTARY TERMS

The "Rules of the Preceding General Conference" are the Rules of Order for the Kansas East Conference. In any parliamentary situation not covered by these Rules of Order, the conference shall be governed in its action by the current edition of Robert's Rules of Order.

**BAR OF THE CONFERENCE:** The voting area of the Conference as designated by the Organizational Motions..

**MOTION FOR ADOPTION OF REPORTS:** Whenever a report of a committee is presented to the Conference for action, it shall be deemed in proper order (as a main motion) for consideration by the Conference without the formality of a second.

**MAKE A MOTION:** Move to a microphone. When recognized by the chair, state your name, your church, and whether you are "lay member" or "clergy," and then state: "I move . . ." Motions must be made **before** making a speech. You may state your motion and then say, "If I have a second, I would like to speak to that." **Motions must be submitted to the conference secretary in writing and signed by the maker.** Requires a second. Cannot be entertained if another motion in under consideration.

**UNLAWFUL MOTION AFTER SPEECH:** It shall not be in order for a member immediately after discussing a pending question and before relinquishing the floor to make a motion which, if adopted, would limit or stop debate.

**ALTERATION OF MOTIONS:** When a motion is made and seconded, or a resolution is introduced and seconded, or a committee report is read or is published (made available to or distributed to the conference members), it shall be deemed to be in the possession of the Conference and may not be altered (or dismissed or withdrawn) except by action of the Conference.

**MOVE AN AMENDMENT:** A motion to change and/or improve the original motion. You may amend by "inserting," "adding," "striking out," or "striking out and inserting." You may not interrupt a speaker who has the floor. Requires a second, and is debatable and amendable (except an amendment to the amendment is not amendable.) Requires a majority vote.

**MOVE A SUBSTITUTE MOTION** (a motion to amend by substitution): A motion to change the original motion by substituting other words, must be on the same issue. You may not interrupt a speaker who has the floor. Requires a second, and is debatable and amendable (except an amendment to the amendment is not amendable.) This requires a majority vote. The substitute shall be an alternative to what is before the house and not simply a negation of the main motion. The Conference shall proceed first to perfect the original report or resolution, including consideration and action on any amendments which may be offered to it. The same perfecting process shall be followed with respect to the substitute. However, the question shall be put first on the motion to substitute. A motion for the previous question (or "call for the question") shall not be in order until opportunity has been given for at least two members to speak on each side of the question of substitution and the main motion.

**MOVE THE PREVIOUS QUESTION** (or "Call the Question"): A motion to close debate and vote. You may not interrupt a speaker who has the floor. Requires a second, and is not debatable. This requires a two-thirds vote.

**MOVE TO RECONSIDER:** A person who voted with the majority on an issue may move to reconsider a motion on which a vote has been taken. You may interrupt a speaker who has the floor and the vote cannot be processed while another question is before the conference. Requires a second, and is debatable, but may not be amended. This requires a majority vote. If approved the action on the previous vote is suspended until the matter can be reconsidered. If the motion proposed for reconsideration was non-debatable, the motion to reconsider shall be non-debatable.

**MOVE TO REFER:** A motion that the issue be referred to a committee for further study with a report coming back to the conference at a later time. Requires a second, and is debatable. This requires majority vote. May not be made following a speech.

**MOVE TO RESCIND:** The purpose is to change an adopted main motion by striking it out in its entirety (to render ineffective a vote formerly taken). Anyone may move “to rescind.” You may not interrupt a speaker who has the floor. Requires a second, and is debatable and amendable. Requires two-thirds vote.

**MOVE TO TABLE:** The purpose of this motion is to clear the floor for more urgent business. It ends discussion and holds the issue in limbo until it is brought off the table at a later time during the same conference. Requires a second, and is not debatable. Requires a majority vote.

**POINT OF ORDER:** A call to correct an error in the parliamentary procedure. Takes precedence over any pending motion. You may interrupt a speaker. Does not require a second, and is not debatable. No vote required.

**POINT OF PERSONAL PRIVILEGE:** Recognition for a personal concern, i.e. sending greetings to an ill member of the conference or introducing a guest. You may not interrupt a speaker, and must be recognized by the chair.

**MOTION TO SUSPEND THE RULES:** Those wishing to do something that can’t be done without violating the rules of order or “Conference Rules” or the “Standing Rules” of the conference may make a motion to suspend the rules, which renders *temporarily* ineffective one or more rules of the conference to achieve a specialized purpose. Requires a second, and is not debatable or amendable. It cannot have any subsidiary motion applied to it. Requires a two-thirds vote.

**VOICE WITHOUT VOTE:** Persons given the privilege of the floor to speak, but cannot make a motion or vote.

**VOTE BY ORDERS:** Clergy and Lay Members vote separately on an issue. The issue must pass both groups.

## GUIDE TO ABBREVIATIONS

Acronyms have you baffled? To help you through "initial-eze," here are explanations of some of the most common ones:

AC	Annual Conference	KEC	Kansas East Conference
BMCR	Black Methodists for Church Renewal	KEM	Kansas Ecumenical Ministries
BOOM	Board of Ordained Ministry	KWC	Kansas West Conference
BOPM	Board of Professional Ministry	LPI	Lydia Patterson Institute
C&S	Church and Society	MEF	Ministerial Education Fund
CCYM	Conference Council on Youth Ministry	MPP	Ministerial Pension Plan
CEF	Christian Educator's Fellowship	NCC	National Council of Churches
CFA/CF&A	Council on Finance & Administration	NYMO	National Youth Ministry Organization
CG&D	Congregational Growth & Development	PA	Parsons District
CLT	Conference Leadership Team	PACK	Public Assistance Coalition in Kansas
CMAT	Camping Ministry Area Team	PAUMCS	Professional Association of UMC Secretaries
CMS	Conference Ministerial Support	PPR/SPRC	Pastor-Parish Relations/Staff Parish Relations Committee
CONAM	Committee on Native American Ministries	SCJ	South Central Jurisdiction
COSROW	Commission on Status & Role of Women	TO	Topeka District
CPP	Comprehensive Protection Plan	UMC	United Methodist Church
COR	Church of the Resurrection	UMCM	United Methodist Campus Ministries in Kansas
CORR	Commission on Religion and Race	UMM	United Methodist Men
CSGM	Conference Secretary of Global Ministries	UMMKCK	United Methodist Ministries of Kansas City Kansas
D&A	Diversity and Advocacy	UMRF	United Methodist Rural Fellowship
DCM	Director of Connectional Ministries	UMW	United Methodist Women
DCOM	District Council on Ministries	UMYF	United Methodist Youth Fellowship
DCYM	District Council on Youth Ministry	VIM	Volunteers in Mission
DS	District Superintendent	WCC	World Council of Churches
DSGM	District Secretary of Global Ministries	WS	World Service or Widowed Spouse
ELCCC	Ethnic Local Church Concerns Committee	WSCB	World Service and Conference Benevolences
FH	Flint Hills District	YSF	Youth Service Fund
FR (or 5R)	Five Rivers District		
G	General (as in the General Board)		
P&HB	Pensions and Health Benefits		
GBGM	General Board of Global Ministries		
H&W	Health and Wellness		
HOLA	Hispanic Opportunities for Love and Action, the Conference Hispanic Committee		
J	Jurisdiction (as in the Jurisdictional Board...)		
JYMO	Jurisdictional Youth Ministry Organization		
KAUMRF	Kansas Area United Methodist Rural Fellowship		
KC	Kansas City District		