

Plan of Organization And Rules of Order

The Plan of Organization and Rules of Order of the Northeastern Jurisdiction (NEJ) shall be subject to the current *Book of Discipline of The United Methodist Church* (hereinafter “*Book of Discipline*” or “BoD”).

PART A – PLAN OF ORGANIZATION

Article I –ORGANIZATION OF THE NEJ CONFERENCE

1. Opening Session

The NEJ Conference shall assemble at the time and place arranged by the Committee on Program and Arrangements. The Conference shall be opened with Holy Communion and a Memorial Service, directed by the bishops of the Jurisdiction, and shall thereafter proceed as provided herein.

2. Presiding Officer

The College of Bishops shall select one of their number to preside at each session.

3. Roll Call

The Roll shall be called for by the Secretary to assure that a quorum is present. A quorum shall be a majority of the whole number of delegates elected¹.

4. Calling the Conference to Order

If the Secretary indicates that a quorum is present, the Conference shall be called to order at the conclusion of the Holy Communion and Memorial Service by the bishop designated to preside at the first session.

5. Adoption of Rules

The Rules Committee Chair, on behalf of the Committee, shall propose, for adoption, the Rules of Order, as in force at the preceding session, with such amendments, if any, as the Rules Committee deems necessary. The Rules of Order may be adopted in whole or in part.

¹ ¶ 518, 2012, BoD.

6. Jurisdictional Secretary and Assistant Secretary: Election, Terms of Office, and Duties

A. Election

The Jurisdictional Secretary and Assistant Secretary shall be nominated by the College of Bishops and elected by the Conference. Other nominations shall be permitted from the floor. Persons nominated need not be Jurisdictional delegates. If there be two or more nominees, election shall be by ballot. Election shall be by a majority of valid ballots cast.

A person elected Secretary or Assistant Secretary, who is not a delegate, shall have the privilege of the floor, without vote, but with voice as needed to perform his or her duties.

B. Terms of Office

The quadrennial terms of office of the Secretary and Assistant Secretary shall begin January 1 of the new quadrennium.

C. Duties of Secretary

The work of the Secretary shall be supervised by the Vision Table and supported through the NEJ budget.

In addition to those duties imposed by The *Book of Discipline*, the Secretary shall have the following responsibilities:

1. Serve as custodian of the permanent records of the Jurisdictional Conference and its committees, which shall be transmitted to any successor in office;
2. Keep an accurate record of the proceedings of the Jurisdictional Conference;
3. Prepare, edit, and distribute the official *Journal* of the Conference;
4. Prepare the roll, other lists, and forms necessary to facilitate the business of the Jurisdictional Conference;
5. Appoint such staff as are reasonably required to carry out the work of the Conference, consistent with the budget for such services as approved by the Conference;
6. Arrange for recording of the business sessions of the Jurisdictional Conference, in consultation with the Committee on Program and Arrangements;
7. Arrange for publication of the *Daily Christian Advocate*;
8. Ensure distribution among the committees of all memorials, resolutions, petitions, and similar communications addressed to the Conference and report directly to the Conference all documents for which there is no other provision;
9. Provide delegates with standardized biographical information on all episcopal nominees (Rule 36), an interview schedule (Rule 37), and the voting procedure established by the Vision Table (Rule 38).
10. Ensure that sufficient resources are available at the conference site to produce information about any additional episcopal nominee(s) who may emerge during balloting and arrange to have such information distributed forthwith to all delegates;

11. Serve on the Vision Table, act as the recording secretary for this body, and maintain its minutes and other documents;

12. Serve *ex officio* (with voice but not vote) on the following committees: Rules, Program and Arrangements, and Finance and Administration;

13. Serve on or designate the Assistant Secretary to serve on the following committees with voice but not vote: Credentials, Journal, Annual Conference Minutes, Courtesies, and Nominations; and

14. Perform such other duties as may be ordered by the Jurisdictional Conference.

D. Duties of Assistant Secretary

The Assistant Secretary shall

1. Perform such tasks as the Secretary may direct;

2. Be familiar with the duties of the office of Secretary;

3. Serve on the Vision Table, with voice but not vote;

4. Serve *ex officio* (with voice but not vote) on the following committees: Program and Arrangements, and Finance and Administration; and

5. Assume the office of Secretary, when necessary, as described in Article I.6.E.

E. Vacancy in Office of Secretary and Assistant Secretary

In the event of a vacancy in the office of Secretary during the quadrennium, the Assistant Secretary shall assume the office of Secretary for the balance of the quadrennium. If the Secretary is unable to perform any duties of the office due to incapacity, the Assistant Secretary shall carry out such duties upon authorization by the Vision Table, until such time as the Secretary is able to resume his or her duties.

In the event the Assistant Secretary resigns, is unable to perform any duties of the office, or is required to assume the role of Secretary for the remainder of a quadrennium, the College of Bishops, after consultation with the Program and Arrangements Committee, shall appoint an Assistant Secretary for the remaining term of that office.

7. Treasurer and Assistant Treasurer: Election, Terms of Office and Duties

A. Election

The Treasurer and Assistant Treasurer shall be nominated by the College of Bishops, after consultation with the Committee on Finance and Administration, and elected by the Conference. Other nominations shall be permitted from the floor. Persons nominated need not be delegates to the NEJ Conference. If there be two or more nominees, the election shall be by ballot. Election shall be by a majority of valid ballots cast.

A person elected Treasurer or Assistant Treasurer who is not a delegate shall have the privilege of the floor, without vote, but with voice as needed to perform his or her duties.

B. Terms of Office

The quadrennial terms of office of the Treasurer and Assistant Treasurer shall begin January 1 of the new quadrennium.

C. Duties of Treasurer

The work of the Treasurer shall be supervised by the Committee on Finance and Administration and financially supported through the NEJ budget.

The duties of the Treasurer shall be those normally incidental to the office and others as assigned by the Committee on Finance and Administration. In addition, the Treasurer shall

1. Function as the business manager of the Jurisdiction;
2. Submit quarterly financial reports to the Vision Table, Finance and Administration Committee, the College of Bishops, and such other committees or task forces that meet between quadrennial sessions of the NEJ;
3. Submit a financial report for publication in the first issue of the *Daily Christian Advocate*;
4. Submit a report by October 31 following the NEJ Conference for publication in the *Journal*;
5. Submit a final quadrennial report to the Vision Table at its first meeting in the ensuing quadrennium;
6. Submit a tentative apportionment for each annual conference to the Committee on Finance and Administration, following approval of the budget by the Vision Table;
7. Serve on the Vision Table;
8. Serve *ex officio* (with voice but not vote) on the following committees: Program and Arrangements, and Finance and Administration;
9. Work with the auditor and the Committee on Finance and Administration to complete the audit of the previous quadrennium; and
10. Ensure that bank and other financial records are transferred to a successor in office and that the successor in office, Assistant Treasurer, and the Chair of the Committee on Finance and Administration have all necessary access to such records.

D. Duties of the Assistant Treasurer

The Assistant Treasurer shall

1. Perform such tasks as the Treasurer may direct;
2. Be familiar with the duties of the office of Treasurer;
3. Serve on the Vision Table;
4. Serve *ex officio* (with voice but not vote) on the following committees: Program and Arrangements, and Finance and Administration; and
5. Assume the office of Treasurer, when necessary, as described in Article I.7.E.

E. Vacancy in the Office of Treasurer and Assistant Treasurer

In the event of a vacancy in the office of Treasurer during the quadrennium, the Assistant Treasurer shall assume the office of Treasurer for the balance of the quadrennium. If the Treasurer is unable to perform any duties of the office due to incapacity, the Assistant Treasurer shall carry out such duties, upon authorization by the Vision Table, until such time as the Treasurer resumes his or her duties.

In the event the Assistant Treasurer resigns, is unable to perform any duties of the office, or is required to assume the role of Treasurer for the remainder of a quadrennium, the College of Bishops, after consultation with the Committee on Finance and Administration, shall appoint an Assistant Treasurer for the remaining term of that office.

8. Jurisdictional Conference Budget

The total budget, as approved by the Vision Table, shall be included in the first issue of the *Daily Christian Advocate*. Additional budget requests or amendments shall be submitted to the Finance and Administration Committee by the end of the first day's plenary sessions.

The Finance and Administration Committee, after considering all budget requests and amendments, shall recommend a final budget to the Conference for adoption *seriatim* by a majority of those present and voting.

Final action on the budget shall be an order of the day. Nothing in this language is intended to prevent further action on the budget, if the Jurisdiction takes action on a matter with financial implications.

9. Apportionments

After the budget is adopted, the Finance and Administration Committee shall recommend the final amount to be apportioned to each annual conference for approval by the Jurisdictional Conference.

10. Daily Christian Advocate

There shall be published a *Daily Christian Advocate (DCA)* for the Jurisdictional Conference. The Jurisdictional Secretary shall arrange for its publication.

The first issue shall be published and distributed to the NEJ Bishops, delegates, reserve delegates, and youth representatives at least two weeks prior to the Jurisdictional Conference session. This issue shall include the names of the NEJ bishops, delegates, reserve delegates, and youth representatives; the total budget as approved by the Vision Table; the tentative amount of annual conference apportionments, based on the budget; report of the Treasurer; membership lists of the committees; reports from all standing committees; and such other information as may be necessary for the orderly procedure of business.

Corrections to the first issue of the *DCA* and succeeding digests shall be signed by the author and sent to the Secretary's desk.

A digest of the previous day's proceedings shall be distributed prior to the first session of each day of the NEJ Conference meeting. Daily editions of the *DCA* shall include substitutions of delegates and petitions, resolutions, motions, and amendments thereto that require action of the NEJ. Such information, when printed in the *DCA*, shall be deemed to be in possession of the Conference and may not be altered except by action of the Jurisdictional Conference (Rule 18).

The last issue of the *DCA* shall summarize all the actions taken by the Conference and be distributed to bishops, delegates, reserve delegates, and youth representatives.

11. Journal

There shall be an official *Journal* of the Jurisdictional Conference, which shall include a Treasurer's report. The minutes of the day, when approved by the Conference on recommendation of the Committee on Journal after making the necessary corrections, if any, shall be the official *Journal* of the Jurisdictional Conference. The record for the last session of the Conference shall be corrected and approved by the Committee on Journal.

Article II – VISION TABLE

1. Purpose and Authority

The NEJ shall operate between sessions through the Vision Table in order to fulfill the visioning, strategic planning, coordination of resources, and other functions of the Jurisdiction.

The Vision Table shall have the authority of a Board of Directors under the laws of the incorporation unless otherwise limited by this Plan of Organization and Rules of Order or *The Book of Discipline*. The Vision Table, as needed, may form task forces or groups, which shall meet during the annual meetings of the Vision Table and/or at other designated times. Persons who are not members of the Vision Table may serve on the task forces or groups.

The Vision Table is authorized to take such actions as may be referred to it by the Jurisdictional Conference or as may be necessary to support jurisdictional activities between quadrennial sessions. The Vision Table shall not exercise any powers that require a vote of the Jurisdictional Conference, in accordance with the provisions of *The Book of Discipline* or this Plan of Organization or the Rules of Order.

2. Membership

The Vision Table shall be composed of up to thirty-nine (39) members, as follows:

- Three (3) bishops, selected by the College of Bishops, one of whom shall be designated by the College of Bishops as Chair of the Vision Table for the quadrennium.

- Two (2) representatives from each Annual Conference, one (1) of whom shall be the Director of Connectional Ministries (DCM) from each Annual Conference and one representative selected by the annual conference delegation. If the DCM is a clergy, the representative shall be lay and *vice versa*.
- The Chairperson or designee of the following NEJ committees, boards or associations: Program and Arrangements, Finance and Administration, Episcopacy, Board of Ordained Ministry, Annual Conference Boundaries, Rules, and Jurisdictional Association of Conference Lay Leaders.
- Two (2) youth, selected by the Jurisdictional Youth Council.
- Two (2) young adults (one clergy and one lay), who are the Co-Chairs of the NEJ Young Adult Council, or their designee.
- Jurisdictional Secretary.
- Jurisdictional Treasurer.
- Up to three (3) members, recommended by the Nominations Committee, as needed to assure diversity, and elected by the Jurisdictional Conference.
- The Assistant Secretary and Assistant Treasurer, though not members of the Vision Table, shall attend the Vision Table meetings and be allowed voice but not vote, unless attending in lieu of the Secretary or Treasurer.

3. Organization

A. Term of Office

The quadrennial term of office for Vision Table members shall begin on January 1 of the year following the Jurisdictional Conference meeting.

B. Secretary of Vision Table, Minutes, and Other Records

The NEJ Secretary shall serve as Secretary for the Vision Table and maintain the minutes and other records for the Vision Table.

C. Executive Committee

The Vision Table shall have an Executive Committee consisting of seven members: Chairperson of the Vision Table; Jurisdictional Secretary; Jurisdictional Treasurer; the Vision Table representative from the Finance and Administration Committee; and three (3) other persons selected from and by the Vision Table. The Executive Committee shall be authorized to take such actions as may be referred to it by the Vision Table or as may be necessary to carry out the duties and responsibilities of the Vision Table between meetings.

Any actions taken by the Executive Committee shall be reported at the next meeting of the Vision Table.

4. Duties and Responsibilities

In carrying out its general powers, the Vision Table shall:

- Meet at least annually;
- Review and evaluate the sessions of the Jurisdictional Conference to determine what changes in procedure or program should be recommended to achieve greater effectiveness of future conferences;
- Establish a committee, which shall be comprised as set forth in Rule 34, for the purpose of determining whether to allow an episcopal nomination to be brought to the Jurisdictional Conference from a group or caucus not listed in the current edition of *The United Methodist Directory*;
- Submit a budget request to the Committee on Finance and Administration covering the estimated expenses and other activities of the Vision Table for the ensuing quadrennium;
- Receive, review and amend, if necessary, and approve at its last meeting before the session of the Jurisdictional Conference, the budget recommendation from the Committee on Finance and Administration for the succeeding quadrennium;
- Approve a budget to be presented to the NEJ Conference by the Committee on Finance and Administration;
- Approve the tentative annual conference apportionments for inclusion in the advance copy of the *Daily Christian Advocate*;
- Review and supervise the work of the standing committees and any task force or group appointed by the Vision Table;
- Receive, consider, and evaluate interim reports from standing committees, and any task force or group appointed by the Vision Table;
- Require, receive, and review, at least annually, reports from all funded program ministries; and
- Provide recommendations for strengthening the programs of The United Methodist Church at the jurisdictional level.

Article III – COLLEGE OF BISHOPS

1. Organization Plan for Vision Table, Standing Committees, and Young Adult Council

Not later than thirty (30) days following adjournment of the Jurisdictional Conference, the College of Bishops shall provide to the Jurisdictional Secretary the names of bishops who are designated to serve on the Vision Table and Standing Committees, as follows:

- three (3) bishops to serve on the Vision Table, one of whom shall be named the Chairperson;
- at least one (1) bishop to serve on each standing committee (Article VI), with these exceptions:
 - One (1) bishop to convene, but not serve on, the NEJ Episcopacy Committee; and

- One (1) bishop to serve on the Program and Arrangements Committee, who shall be the bishop assigned to the area where the NEJ meeting will be held.
- One (1) bishop to serve as liaison to and for the Young Adult Council.
- Three (3) active bishops, one of whom will be designated by the President of the College as Chair, to serve on a committee established by the Vision Table to decide whether to allow a nomination to be brought to the Jurisdictional Conference if recommended by a group or caucus not listed in the current edition of *The United Methodist Directory*.²

These bishops shall be designated, as deemed necessary by the College of Bishops, to meet the needs of the church and to best utilize the mixture of gifts and graces of the bishops in the College.

2. Organization Plan and Nominations for NEJ Session Committees

Not later than 60 days before the meeting of the Jurisdictional Conference, the College shall appoint persons to serve on NEJ session committees, including one bishop to preside over the Nominating committee. Eligibility to serve on these committees shall include those who are authorized to serve on standing committees (Article VI.1.A), and others, if needed. The College is urged to consider the financial implications of appointing persons to these committees who will not otherwise be present at the Jurisdictional Conference.

3. Appointment of Persons to Serve on the Committee on Investigations and Committee on Appeals

Membership on these committees shall be nominated by the College of Bishops and elected by the Jurisdictional Conference, as provided by *The Book of Discipline*.³ When nominating members and alternates to these committees, the College of Bishops shall ensure ethnic and gender inclusiveness as well as leadership continuity.

The order of alternates shall be determined by the College of Bishops and elected to that order by the Jurisdictional Conference.

Article IV — YOUTH REPRESENTATIVES

1. Number and Election

Each annual conference shall be entitled to youth representatives to the Jurisdictional Conference in a number based upon ten percent (10%) of its elected Jurisdictional Conference delegation, including reserve delegates, with a minimum of two youth representatives from each annual conference. Fractions are rounded to the closest whole number.

The youth representatives shall be elected by each Annual Conference Council on Youth

² NEJ, Rule 34.

³ ¶ 2716, 2012 BoD.

Ministries, Youth Ministry Team, or other annual conference youth organization.

2. Voting

A youth representative shall be entitled to present matters to and have a voice on all matters before the Jurisdictional Conference consistent with the Rules of Order, but shall not be entitled to vote.

3. Recommendations for Election

The Jurisdictional Council on Youth Ministry may recommend guidelines concerning the election of youth representatives to the annual conferences' Council on Youth Ministry, Youth Ministry Team or other youth organization.

4. Youth representatives to Boards, Agencies, Committees, and the Vision Table

A. Term

Youth elected or appointed to Boards, Agencies, Committees, and the Vision Table shall serve for the quadrennium. The age of the youth at the time of appointment determines eligibility for the quadrennium.

B. Eligibility for Membership

Youth considered for membership on the Boards, Agencies, Committees, and the Vision Table shall come from names offered to the NEJ by each annual conference's Council on Youth Ministries, Youth Ministry Team or other youth organization through the NEJ Council on Youth Ministries and pursuant to *The Book of Discipline*.⁴

C. Vacancies

Vacancies shall be filled by the NEJ Youth Council on Ministry.

Article V: NEJ Young Adult Council

A. Nominations and Eligibility for Membership

Membership on this Council shall consist of two young adults from each Annual Conference, one layperson and one clergyperson, defined as not younger than age 18 nor older than age 35. Eligibility for membership on the Young Adult Council (YAC) shall include young adults who apply to serve on the YAC, using the YAC application process; and those young adults who are recommended by each Annual Conference delegation.

⁴ ¶ 705.2, 2012 BoD.

Members of the Young Adult Council shall be selected by a subcommittee of the Nominations Committee, and elected by the Jurisdiction. This subcommittee shall consist of the YAC Co-Chairs; one member of the NEJ Nominations Committee, selected by the Nominations Committee; one member of the Vision Table; and the Bishop liaison to the YAC.

B. Term of Office

Young adults serving on the Young Adult Council shall serve for the quadrennium beginning January 1 of the year following the meeting of the Jurisdictional Conference. The age of the young adult at the time of appointment determines eligibility for the quadrennium.

C. College of Bishops Liaison to Young Adult Council

The College of Bishops shall select a bishop to liaison with and for the Young Adult Council.

D. Organization:

There shall be two co-chairs, one layperson and one clergyperson, and a treasurer elected by and from the membership of the Council.

E. Purpose and Responsibilities:

The Young Adult Council shall

- a. facilitate connection, communication, and coordination among young adult engagement efforts in annual conferences in the Jurisdiction;
- b. seek to offer opportunities for fellowship, leadership development, and ministry for young adults within the NEJ;
- c. give voice to the specific needs, challenges, and leadership perspectives of young adults for the benefit of the entire church;
- d. advocate for young adult ministries and inclusion of young adult leadership in the church; and
- e. submit a report for inclusion in the *DCA*.

Article VI – STANDING COMMITTEES

The NEJ shall have six (6) standing committees, as follows: Rules; Program and Arrangements; Finance and Administration; Annual Conference Boundaries; Episcopacy; and Ordained Ministry.

1. General Provisions

A. Nominations and Eligibility for Membership

Members of standing committees shall be recommended by the Nominations Committee and elected by the Jurisdictional Conference.

Eligibility for membership on standing committees shall include delegates, reserve delegates, and youth representatives to the Jurisdictional Conference recommended by the Annual Conference delegations; and young adult representatives named by the Young Adult Council.

It is recommended that the elected membership of each committee shall have an equal number of clergy (divided equally between male and female), laymen, and laywomen.

A delegate, reserve delegate, or representative shall serve as a voting member of only one standing committee.

B. Term of Office

The quadrennial term of office on standing committees shall begin on January 1 of the year following the meeting of the Jurisdictional Conference.

C. Recommendations to Jurisdictional Nominating Committee by Annual Conference Delegations

Each annual conference delegation to the Jurisdictional Conference shall recommend to the NEJ Committee on Nominations -- from persons who are delegates, reserve delegates, and youth representatives to the Jurisdictional Conference -- one clergy, one layman, one laywoman, and one youth, for membership on each standing committee. Delegates and youth representatives may be nominated by annual conference delegations to more than one standing committee, but may be elected by the NEJ to only one.

These recommendations shall be submitted in writing to the Jurisdictional Secretary at least 90 days prior to the convening of the Jurisdictional Conference.

D. Organization

Unless provided otherwise herein, each standing committee shall meet at the Jurisdictional Conference as soon after election of committee membership as the Jurisdictional Conference program permits. This initial meeting shall be convened by a bishop designated by the College of Bishops, at which time the committee shall organize by electing a chairperson, vice-chairperson, and secretary. If the chairperson is clergy, the vice-chairperson shall be a lay person, and *vice-versa*.

E. Meetings and Budget Requests

At its initial meeting, each standing committee shall review the written report of its predecessor committee. Each committee shall determine its times of meeting, either during the period of the Jurisdictional Conference as the program may permit, or after adjournment of the Conference as necessary funds may be provided.

Each standing committee, through its chairperson, shall submit a budget request for the succeeding quadrennial to the Committee on Finance and Administration at a date determined by the Committee on Finance and Administration. The standing committee may request the opportunity to make a personal presentation of its budget request, or the Committee on Finance and Administration may request the personal appearance.

F. Reports

At least 90 days prior to the convening of the Jurisdictional Conference, each standing committee shall file with the Jurisdictional Secretary a written report of its activities during the preceding quadrennium, for inclusion in the first issue of the *Daily Christian Advocate*.

G. Vacancies in Committee Membership

Nominations for vacancies occurring during the session of the Jurisdictional Conference shall be made by the Annual Conference delegation from which the vacancy occurs.

Any vacancy in the membership of a standing committee occurring after adjournment of the Jurisdictional Conference shall be filled through appointment by the College of Bishops, after consultation with the Annual Conference delegation from which the vacancy occurs. Such appointment shall be made with due regard to the conditions of eligibility for membership on the committee with the vacancy.

H. Attendance Policy

Persons elected to standing committees who fail to attend two consecutive meetings, without any response or explanation, shall be referred to the College of Bishops for consultation as to their possible replacement.

I. Membership and Responsibilities

1. Rules Committee

Membership of this Committee shall include one delegate or reserve delegate from each annual conference, one youth representative, one young adult named by the Young Adult Council, and one bishop.

The Rules Committee shall have the following responsibilities:

- Review and make a recommendation for or against any proposed amendments to the Plan of Organization and Rules of Order;
- Report to the next Jurisdictional Conference such amendments to the Plan of Organization and Rules of Order as in its judgment are necessary;
- Provide a report to the Jurisdictional Secretary for inclusion in the *DCA*;
- Update the Disciplinary references in the Plan of Organization and Rules of Order each Quadrennium; and
- Provide a quadrennial budget request to the NEJ Finance and Administration.

2. Program and Arrangements Committee

Membership of this Committee shall be composed of one delegate or reserve delegate from each annual conference; one youth representative; one young adult named by the Young Adult Council; and the bishop of the Area where the Jurisdictional Conference will be held.

The Program and Arrangements Committee shall have the following responsibilities:

- Select the place and make detailed arrangements for the next meeting of the Jurisdictional Conference, unless the Jurisdictional Conference shall specifically express its desire to meet in a certain place and the committee finds it possible to make arrangements to meet at such designated place;
- Arrange for the details of the physical accommodations of the Conference;
- Arrange for the program;
- Provide delegates with opportunities to meet with and interview each of the persons who have been nominated for the episcopacy;
- Respond to questions that arise with respect to the appropriateness of any pre-Conference communication regarding episcopal candidates;
- Provide a report to the Jurisdictional Secretary for inclusion in the *DCA*; and
- Provide a quadrennial budget request to the NEJ Finance and Administration Committee.

3. Finance and Administration Committee

Membership of this Committee shall be composed of three (3) clergy; one (1) annual conference treasurer; three (3) laymen; three (3) laywomen; two (2) youth representatives; two (2) young adults named by the Young Adult Council; and one bishop.

These committee members shall not be members of any other Jurisdictional Conference committee.

The Finance and Administration Committee shall have the following responsibilities:

- Supervise the NEJ Treasurer and Assistant Treasurer;
- In conjunction with the Vision Table, during the year preceding Jurisdictional Conference, solicit budget requests for the next Quadrennium;
- Develop the sessions, administrative, and program budgets;

- Submit the total budget and recommendation of a formula to apportion the budget to the annual conferences to the meeting of the Vision Table just prior to the meeting of the Jurisdictional Conference;
- Submit the total budget to the Jurisdictional Conference on the first day for information and clarification;
- Review budget requests or amendments, by the end of the first day's plenary sessions, and recommend a final budget to the Conference;
- Recommend to the Jurisdictional Conference the final amount to be apportioned to each annual conference;
- Develop a process for payment of vouchers, in consultation with the Treasurer;
- Arrange for an audit to be conducted at least every two years.

4. Annual Conference Boundaries

Membership of this Committee shall include one (1) delegate or reserve delegate from each annual conference of the jurisdiction; one youth representative; one young adult named by the Young Adult Council; and one bishop.

This Committee shall recommend to the Jurisdictional Conference and the College of Bishops the boundaries of the annual conferences within the Jurisdiction, provided that there shall be no annual conference with membership of fewer than 50 ordained clergy in full connection, except by consent of the General Conference, as provided in *The Book of Discipline*.⁵

5. Episcopacy

Membership of this committee shall be composed of one (1) clergy and one (1) lay delegate from each annual conference in the Jurisdiction, nominated and elected as provided in *The Book of Discipline*.⁶

The Committee shall be convened by the President of the College of Bishops at the close of the Conference to which the delegates have been elected. Members of this Committee shall serve through the succeeding Jurisdictional Conference.

The Episcopacy Committee shall have the responsibilities described in *The Book of Discipline*.⁷ In addition, the Episcopacy Committee shall establish a standard format for biographical information of episcopal nominees, pursuant to Rule 36.

⁵ ¶ 27.4, 2012 BoD.

⁶ ¶¶ 50 and 524.1, 2012 BoD.

⁷ ¶ 524.3, 2012, BoD.

6. Ordained Ministry

Membership of the NEJ Board of Ordained Ministry shall be as defined in the BoD.⁸

The Board shall meet and organize no later than 90 days after adjournment of the Jurisdictional Conference. One bishop, named by the College of Bishops, shall convene the Board.

The work of the Board shall include dialogue among conference boards of ordained ministry, cabinets, and theological schools about effective ministry, support of annual conference Boards of Ordained Ministry, and other such items as will contribute to more effective ministry to, for, and by UM churches.

Article VII -- CONFERENCE SESSION COMMITTEES

The NEJ shall have five (5) session committees as follows: Credentials; Journal; Examination of Annual Conference Minutes; Courtesies; and Nominations.

1. General Provisions

A. Membership

There shall be two clergy and two lay persons on each of these committees, appointed by the College of Bishops, except for the Nominations Committee.

Membership on the Nominations Committee shall be composed of the active bishops of the Jurisdiction; one clergy, one layman and one laywoman from each annual conference of the Jurisdiction who are delegates to the Jurisdictional Conference, selected by their delegation; two youth representatives to the Conference named by the College of Bishops; and two young adults named by the Young Adult Council.

Members of these committees do not require election by the Jurisdictional Conference.

Eligibility for appointment to these Committees shall include those persons authorized to serve on Standing Committees (Art. VI.1.A), and others identified by the College of Bishops (Art III.2). It is recommended that each committee have an equal number of ordained clergy (divided equally between male and female), laymen, and laywomen.

B. Term of Office

Each NEJ session committee shall be considered discharged upon making its final report to the Jurisdiction.

⁸ ¶ 535, 2012 BoD.

C. Membership and Responsibilities

1. Credentials Committee

This Committee shall review the delegate registration and report to the NEJ Secretary the number of delegates present.

This Committee shall review substitutions of delegates and youth representatives as reported by the chairperson of the respective annual conference delegation.⁹ Such reports from annual conference delegation chairs shall be in writing on a form provided for this purpose by the Jurisdictional Secretary.

The chairperson of the respective annual conference delegations shall report to this Committee the absence of any delegate and the legal reserve delegate to be substituted. A reserve delegate may be seated when the substitution has been reported in writing to this committee, on a form provided for this purpose by the Jurisdictional Secretary.

This Committee shall report substitutions found to be in order in the *Daily Christian Advocate* as soon as practical.

This Committee shall consider questions about delegate qualifications and present recommendations to the Jurisdictional Conference for action.

2. Journal Committee

This Committee shall daily examine the minutes of the day and *Daily Christian Advocate* and report its findings to the Conference with appropriate recommendations, if any.

3. Examination of Annual Conference Minutes Committee

It shall be the duty of this committee to examine the journals of the annual conferences of the Jurisdiction and report upon the same to the NEJ Conference with recommendations in accordance with The *Book of Discipline*.¹⁰

4. Courtesies Committee

This Committee shall, with due regard to brevity, prepare and present to the NEJ Conference for its action, such complimentary resolutions as occasion may demand. This Committee shall also arrange and propose to the Jurisdictional Conference the presentation of such persons who, in the committee's judgment, may appropriately be given the courtesy of introduction and/or privilege of briefly addressing the body.

⁹ NEJ Rule 5.

¹⁰ ¶ 527, 2012 BoD.

5. Nominations Committee

Generally

The Nominating Committee shall meet immediately prior to the convening of the Jurisdictional Conference. The Committee shall nominate persons to serve on Jurisdictional committees, the Vision Table, General Boards and Agencies, the UMC Connectional Table.

In all recommendations, the Nominations Committee shall consider annual conference representation and assure diversity. Preference for membership on Jurisdictional committees shall be given to delegates, reserve delegates, and youth representatives who are present at the Jurisdictional Conference, as well as two young adults recommended by the Young Adult Council.

The Nominations Committee shall have a subcommittee to select members of the Young Adult Council. This subcommittee shall consist of the YAC Co-Chairs; one member of the NEJ Nominations Committee, selected by the Nominations Committee; one member of the Vision Table; and the Bishop liaison to the YAC.

Source of persons for recommendation by the Nominating Committee

1. Standing Committees:

Members recommended to serve on standing committees shall be NEJ delegates, reserve delegates, and youth representatives, recommended by the Annual Conference delegations; and young adults named by the Young Adult Council.

2. General Boards and Agencies:

Nominations for the general boards and agencies shall be taken from those persons eligible to serve on standing committees and the additional persons recommended by each Annual Conference, following the process described in *The Book of Discipline*.¹¹

Article VIII. DISCIPLINARY COMMITTEES

1. General Provisions

Membership on these committees shall be nominated by the College of Bishops and elected by the Jurisdictional Conference, as provided by *The Book of Discipline*.¹²

¹¹ ¶ 705.1(a) and (b), and 705.2, 2012 BoD.

¹² ¶ 2716, 2012 BoD.

2. Convening these Committees

The Committees on Investigations and Appeals shall each be convened at the site of the Jurisdictional Conference by a bishop selected by the College of Bishops for the purpose of electing a president, vice-president, and secretary.

3. Responsibilities and Membership

A. Committee on Investigations

This committee shall perform those functions consistent with *The Book of Discipline*.¹³

Persons elected to this committee shall not be eligible to serve on the Committee on Appeals.

B. Committee on Appeals

This committee shall perform those functions consistent with *The Book of Discipline*.¹⁴ In addition, within 90 days of conclusion of the NEJ Conference, this Committee shall review the Rules of Procedure developed by its predecessor committee and make such modifications as it deems necessary. These Rules shall thereafter be posted on the NEJ website.

In the event the president of this Committee is unable to serve, the vice-president shall preside. In the event a member is unable to serve at a particular time or for a particular case, an alternate, chosen by lot by the College (Article III.3), shall serve in his/her place.

Persons elected to this committee shall not be eligible to serve on the Committee on Investigation.

Article IX. ARCHIVES AND HISTORY

The NEJ shall have a Committee on Archives and History, as described and mandated by *The Book of Discipline*.¹⁵

Membership of this Jurisdictional Commission shall be as described in the BoD.¹⁶

Article X. UNITED METHODIST WOMEN

The NEJ shall have a United Methodist Women's organization, as described and mandated by *The Book of Discipline*.¹⁷

¹³ ¶ 2703, 2012 BoD.

¹⁴ ¶¶ 27.6 and ¶ 2716.1, 2012 BoD.

¹⁵ ¶ 532, 2012, BoD.

¹⁶ ¶ 532, 2012, BoD.

Article XI. UNITED METHODIST MEN

The NEJ shall have a United Methodist Men's organization, as described and mandated by The *Book of Discipline*.¹⁸

Article XII — NEJ POLICIES

1. Petitions and Resolutions

Petitions and/or Resolutions with financial implications or that amend the Rules shall be submitted to the NEJ Secretary at least twenty-one days prior to the first day of the NEJ Jurisdictional meeting. This is to allow time for the relevant Committee – Finance and Administration and/or Rules – to consider the proposals and be prepared to report on the same to the NEJ and to allow time for petitions and/or resolutions with financial implications to be scheduled for consideration prior to consideration of the final budget.

2. Financial Policies

A. Reimbursement of expenses for delegates

Only the delegates seated at the opening of Conference shall be eligible to receive lodging, meals, and travel at Jurisdictional expense. If, during the Conference, a reserve delegate is permanently seated in place of an original delegate, the original delegate shall make the necessary adjustments in expenses with the seated reserve.

B. Reimbursement of expenses for youth representatives

The expenses of youth representatives shall be paid by the NEJ in the same manner and extent as in the case of an elected delegate.

C. Expenses for Required Attendance of Non-delegates

Any member of a standing committee who is not an elected delegate to the ensuing Jurisdictional Conference, but whose attendance is required for the proper conduct of business at that session of the Jurisdictional Conference, shall be entitled to payment of expenses for the period of required attendance in the same manner and extent as in the case of an elected delegate.

(...continued)

¹⁷ ¶ 536, 2012, BoD.

¹⁸ ¶ 537, 2012, BoD.

D. Financing

Program activities of boards, agencies, and organizations within or related to the NEJ shall be financed by the participants, unless funding is provided in the Jurisdictional budget or through special funding under Section 1.D of this article.

E. Special Funding

If, between sessions of the Jurisdictional Conference, the Vision Table shall determine that a program activity or event that could not have been presented for consideration at the last session of the Jurisdictional Conference is consistent with the mission of The UMC in the Northeastern Jurisdiction and should be supported, the proponent shall work with the Vision Table to develop, review and evaluate the cost of the proposed activity or event. If the Vision Table should determine that such cost cannot be financed fully from other sources, it may authorize a special allocation of funds from the current budget. When expenditure of unbudgeted funds is necessary, the Vision Table shall refer the proposed expenditure to the Finance and Administration Committee for its approval and determination of the source of funding.

F. Conditions of Disbursement

Funds authorized in the Jurisdictional budget or allocated under Section 1.D of this Article shall be disbursed by the Jurisdictional Treasurer upon submission of appropriate vouchers. Vouchers submitted by the participants must be approved by the chairperson of the board, agency, or organization and documented by invoices and/or receipts.

3. Unpaid apportionments

Unpaid apportionments from the previous quadrennium shall be due and payable by each annual conference in addition to apportionments of the current Quadrennium.

Apportionment payments received for the current Quadrennium shall be applied first to the unpaid amount of the previous Quadrennium until said amount is paid in full, after which payments shall be credited to the current Quadrennium apportionments.

4. Nominations

Once elected by the NEJ Conference, standing committee members shall not be moved from one committee to another by individual bishops or by the College of Bishops.

PART B — RULES OF ORDER

Article I — Daily Schedule

Rule 1—Daily Order

The daily order for the Jurisdictional Conference shall be as approved by the Conference.

Rule 2—Agenda

After devotional services, the daily sessions of the Conference shall be conducted as follows:

- report of the Committee on Journal;
- report of the Committee on Credentials;
- report of the Committee on Courtesies
- calendar; and
- miscellaneous business.

Article II—PRESIDING OFFICERS

Rule 3—Duties of the Chair

The bishop presiding shall be the legal chairperson of the Jurisdictional Conference. He or she shall decide points of order raised by delegates or youth representatives, and shall rule on points of order not raised, as necessary to conform to these rules of order.

Rule 4—Deference to the Chair

When the presiding officer stands and calls the Conference to order, no delegate or youth representative shall speak, address the chair, or stand, while the chairperson presiding officer stands.

Article III—RIGHTS AND DUTIES OF MEMBERS

Rule 5—Attendance and Seating Reserves

No member, unless hindered by sickness or otherwise prevented from being present, shall be absent from the sessions of the Jurisdictional Conference. All absentees shall be reported by the chairperson of each annual conference delegation to the Committee on Credentials using a form provided for this purpose by the NEJ Secretary. No reserve delegate shall have the privilege of being seated until the substitution has been approved by the Committee on Credentials.

Rule 6—Directions for Securing the Floor

A delegate or youth representative desiring to speak to the Conference shall raise the appropriate card, and, after recognition, state his or her name, the annual conference represented, and, respectfully address the matter for which the delegate or youth representative sought recognition. The delegate or youth representative shall speak from a microphone as provided, unless requested by the presiding officer to proceed to the speaker's platform.

Rule 7—Interrupting the Speaker

No delegate or youth representative who has the floor may be interrupted except for a breach of order, a misrepresentation, or to direct the attention of the Conference to the fact that the time has arrived for an order of the day, a special order, or to raise a question of personal privilege.

Rule 8—Speaking More Than Once; Length of Speech

No delegate or youth representative shall speak a second time on the same question if any other delegate or youth representative, who has not spoken, desires the floor. Likewise, no delegate or youth representative shall speak more than twice on the same subject under the same motion, nor longer than three minutes unless the time shall be extended by the Conference. This limit may be expanded or reduced by majority vote of the Conference at any time.

Rule 9—Question of Personal Privilege

A delegate or youth representative claiming the floor at any time for a question of personal privilege shall be allowed to indicate briefly the nature of the question and, if found in order by the presiding officer, shall proceed until the presiding officer judges that the privilege has been exhausted, but in no event to exceed three minutes.

Should the purpose of personal privilege be to withdraw his/her one's name from consideration for election to the episcopacy, the person shall be allowed to speak for the wholeness of the church, without endorsing any particular candidate.

Rule 10—Voting Area of Conference

Only delegates within the voting area of the Conference when the vote is taken shall be entitled to vote.

Rule 11—Voting Procedure

Voting shall be by such method as announced at the beginning of the session and may include a vote by a show of cards/hands *and* voice, by standing, or by secret ballot. Secret ballots may be taken by written or electronic means.

A vote may be ordered on call of any delegate or youth representative supported by one-third of the delegates present and voting, in which case the delegates shall rise from their seats and stand until counted and/or have an electronic ballot.

No other business shall be in order when a vote is being taken or when the previous question has been called, until the process is completed, except such as relates to the vote itself, or that which can be appropriately fitted into the time while waiting for the report of the Secretary regarding a vote.

Article IV—BUSINESS PROCEDURE

Rule 12—Calendar: Regular and Non-Concurrent Reports

The Secretary shall keep a chronological record of orders of the day and of reports of committees (Rule 42). This record shall be called the calendar. The matters of business placed on it shall be considered in order, unless by a two-thirds vote of the Conference an item is taken up out of its order.

Reports recommending non-concurrence shall be kept upon a separate calendar to be taken up when the regular calendar is exhausted or at the pleasure of the Conference, except when a minority presents a report recommending concurrence, in which case both shall be included in the regular calendar.

Rule 13--Motion for Adoption of Reports and Resolutions Unnecessary

Whenever a report of a committee signed by the chairperson and secretary thereof, or a

resolution signed by two or more members of the Conference, shall be presented to the Conference for its action, it shall be deemed in proper order for consideration by the Conference without the formality of a motion to adopt and a second thereto.

Rule 14—Required Forms for Report, Resolutions, Motions

When requested by the Secretary, motions, including amendments, shall be presented in writing signed by the author.

Rule 15—Reading of Report and Resolutions

Resolutions, committee reports, and communications to the Conference shall be read by the Secretary, except as provided in Rule 43.

Article V – PARLIAMENTARY PROCEDURE

Rule 16—Challenge to Ruling of Presiding Officer

Any ruling by the presiding officer shall be subject to an appeal to the Conference by any delegate or youth representative, without debate, except that the presiding officer and the person who appeals, in that order, 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 presiding officer. Any delegate or youth representative who raises a point of order shall cite by number-the rule adjudged violated.

Rule 17—Division of Question

Before a vote is taken any delegate shall have the right to call for a division of any question, if it is subject to such division. If no delegate objects, the division shall be made, but if there is objection the presiding officer shall put the question of division to a vote, not waiting for a second.

Rule 18—Alterations of Motions, etc.

When a motion is made and seconded and stated by the presiding officer or a resolution is introduced and seconded, or a committee report is read or published in the *Daily Christian Advocate*, it shall be deemed to be in possession of the Conference, and may not be altered except by action of the Conference.

Rule 19—Undeatable Motions

The following motions shall be acted upon without debate:

- (1) To adjourn, when unqualified, except to adjourn the conference finally;
- (2) To suspend a rule or rules;
- (3) To lay upon the table;
- (4) To take from the table;
- (5) To call for the previous question;
- (6) To reconsider a non-debatable motion;
- (7) To limit or extend the limits of the debate; and
- (8) To call for an order of the day.

Rule 20—Right of “The Main Question”

The main question may be opened to debate under the following motions: to adopt, to commit, to substitute, to postpone, and to reconsider. No new motion, resolution, or subject shall be entertained until the one under consideration shall have been disposed of, except as provided in Rule 11. The foregoing does not apply to secondary motions if otherwise allowable in the existing parliamentary situation.

Rule 21—Precedence of Secondary Motions-

If any one or more of the following motions shall be made when one or more other motions are pending, the order of their precedence in relation to one another shall be the same as the order of their listing below:

- (1) To fix the time at which the Conference shall adjourn. (This is subject to amendment, or it may be laid upon the table.);
- (2) To adjourn;
- (3) To take recess;
- (4) To raise a question of privilege;
- (5) To call for an order of the day;
- (6) To order the previous question;
- (7) To lay upon the table;
- (8) To postpone to a given time;
- (9) To limit or extend the limits of debate;
- (10) To refer;
- (11) To amend or to substitute (one amendment being allowed to an amendment);
- (12) To postpone indefinitely.

Rule 22—Tabling Related Motions

No motion that adheres to another motion, or has another motion adhering to it, can be laid upon the table by itself. Such motions, if laid upon the table, carry with them the motion to which they adhere, or which adhere to them.

Rule 23—Reference of Section of a Report

It shall be in order for the Conference to refer to a committee a section or a part of a report or resolution that is before the Conference for consideration, or any amendment thereto.

Rule 24—Procedure for Consideration of Substitutes

When a resolution or committee report is properly before the Conference for consideration and action (even if amendments thereto are pending), a substitute therefore may be offered by any delegate or youth representative moving that the same be substituted for the resolution or report under consideration. The presiding officer shall decide whether the motion to substitute is in fact a *bonafide* substitute for all that is under consideration and not a motion to amend by substitution.

If the substitute is ruled in order, the Conference shall then proceed to perfect the original report or resolution, including consideration and action upon any amendments that may be offered to it. The same perfecting process shall then be followed with respect to the substitute. The questions shall be put first on the motion to substitute, followed by the motion to adopt the report or resolution; provided, however, that the motion for the previous question shall not be in order on the adoption of the report or recommendation or on making the proposed substitution

until opportunity has been given for at least two delegates or youth representatives to speak on each side of the question of substitution or adoption.

Rule 25—Previous Question

When any delegate or youth representative moves the previous question (that is, that the vote be now taken on the motion or motions pending), that delegate or youth representative shall indicate to what he or she intends it to apply, if any secondary motion or motions are also pending. If the delegate or youth representative does not so indicate, it shall be regarded as applying only to the immediately pending question. This motion shall be taken without debate, and shall require a two-thirds vote of those present and voting for its adoption, and if adopted the vote shall be taken on the motion or motions to which it applies without further debate, except as provided in Rule 24.

Rule 26—Unlawful Motion After Speech

It shall not be in order for a delegate or youth representative, immediately after discussing a pending question and before relinquishing the floor, to make a motion whose adoption would limit or stop debate.

Rule 27—Exceptions to Majority Vote

A majority of those voting, a quorum being present, shall decide all questions, with the following exceptions:

(1) One-fifth of those present and voting shall suffice to sustain a call for a vote in case the decision of the presiding officer is doubted (Rule 11).

(2) A two-thirds vote of those present and voting shall be required to sustain a motion to suspend (Rule 30) or amend (Rule 31) the rules; to sustain a motion for the previous question (Rule 25); to take a calendar item out of order (Rule 12); to set aside an order of the day; to consider an order of the day before the time set therefore; or any motion which adoption would limit debate.

Rule 28—Reconsideration

A motion to reconsider an action of the Conference shall be in order at any time, if offered by a member who voted with the prevailing side. If the motion it is proposed to reconsider is non-debatable, the motion to reconsider may not be debated.

Rule 29—Motions to Adjourn

The motion to adjourn, when unqualified, shall be taken without debate, and shall always be in order, except when

- (1) a delegate or youth representative has the floor;
- (2) a question is actually put, or a vote is being taken and before it is finally decided;
- (3) the previous question has been ordered and action thereunder is pending;
- (4) motion to adjourn has been lost, and no business or debate has intervened; or
- (5) the motion to fix the time at which the Conference shall adjourn is pending.

The foregoing does not apply to a motion for final adjournment of the Conference.

Rule 30—Suspending Rules

The operation of any of the provisions of this Plan of Organization or these Rules of

Order may be suspended at any time by two-thirds vote of the delegates present and voting. [Rule 27, (2)].

Rule 31—Amending Rules

The Plan of Organization and these Rules of Order may be amended or changed by two-thirds vote of the delegates present and voting [Rule 27(2)], provided the proposed change or amendment has been presented to the Conference in writing and referred to the Committee on Rules, which committee shall report thereon no later than the day following.

Rule 32—Robert’s Rules of Order Revised Supplemental Authority

In any parliamentary situation not clearly covered by the Plan of Organization or these Rules of Order, the Jurisdictional Conference shall be governed in its action by the current edition Robert’s Rules of Order, Revised.

Article VI - ELECTION OF BISHOPS

Rule 33—Election Process

The process for the election of bishops shall be governed by the rules set forth in *The Book of Discipline*¹⁹ as supplemented by this Article.

Rule 34—Nominations

In addition to nominations to the episcopacy by an Annual Conference, as provided by *The Book of Discipline*²⁰, the NEJ shall recognize nominations made by national and NEJ caucuses, and other recognized organizations as listed in the current edition of *The United Methodist Directory*.

If the nomination is brought forward by a group or caucus not listed in the current edition of *The United Methodist Directory*, a group of not more than six (6) persons comprised of three (3) current bishops (selected by the College of Bishops) and three (3) members of the Vision Table (selected by the Vision Table) shall decide whether to allow the nomination to be brought to the Jurisdictional Conference. The chairperson of this group shall be selected by the President of the College of Bishops.

Other persons may be nominated who receive ten (10) votes, or five (5) percent of the valid votes cast, whichever is less.²¹

All elders in full connection with any annual conference in the connection are eligible to be elected to the office of bishop.²²

Rule 35—Nominee Advocacy

Nominees may engage in Christian conversation with individuals and groups, including communication by any means, but shall not initiate these conversations. Web sites, mass-produced advocacy materials, campaign buttons, social media campaigns, and fundraising for

¹⁹ ¶405, 2012 BoD.

²⁰ ¶405.1, 2012 BoD.

²¹ ¶405.1, 2012 BoD.

²² ¶403.1, 2012 BoD.

the purpose of campaigning or supporting/opposing a nominee for the episcopacy are prohibited. Endorsements of nominees (Rule 34) by annual conferences, recognized UM caucuses, and other organizations related to The UMC are permitted only on those organizations' websites. Direct, unsolicited communication with NEJ delegates regarding endorsements are prohibited.

Rule 36—NEJ Publicity Regarding Episcopal Nominees

Biographical information of episcopal nominees, approved in writing by the nominee, shall be furnished to the Secretary on or before a date set by the Secretary. The Episcopacy Committee shall establish a standard format for such information that includes pertinent and helpful information, standard as to style and length, and a photograph. -The Jurisdictional Secretary shall forward the information to the delegates and the reserve delegates at least two (2) weeks in advance of the meeting of the Jurisdictional Conference.²³ No other promotional or informational material shall be exhibited or distributed except as provided in Rule 35.

When a person who is not a nominee of an Annual Conference or a recognized caucus receives ten (10) votes, or five (5) percent of the valid votes cast, whichever is less²⁴, the Jurisdictional Secretary shall forthwith prepare and distribute to the delegates and reserve delegates information concerning that nominee.²⁵

Rule 37—Interviews

The Jurisdictional Secretary shall prepare a schedule that allows delegates an opportunity to participate in an interview process with each episcopal nominee, prior to the commencement of voting. To the extent space is available, reserve delegates and visitors may observe the interviews. Additional interviews may be scheduled by each annual conference delegation, as it desires.

Rule 38—Voting

The Vision Table, in consultation with the Jurisdictional Secretary and the Program and Arrangements Committee, shall establish a voting procedure whereby each delegate shall cast a secret ballot.

If balloting is by electronic method, those nominees forwarded by an annual conference or recognized caucus shall be given a numeric ballot code, in alphabetical order. Following those nominees, all elders who are delegates or reserve delegates shall be assigned numeric ballot codes, in alphabetical order. A list of names and balloting codes shall be provided to the delegates.

Paper ballots shall be utilized for any write-in candidate. Upon submission of write-in ballots exceeding 10 votes or 5% of the valid votes cases for a individual, that person shall receive the next available numeric ballot code, if he or she has not already been assigned a code. When a numeric ballot code is added, the Jurisdictional Secretary shall provide that code to the delegates as soon as possible, but in any event prior to the next ballot.

²³ ¶405.1, 2012 BoD.

²⁴ NEJ Rule 34.

²⁵ ¶405.1, 2012 BoD.

Jurisdictional Conference delegates, in voting to elect bishops, shall give due consideration to the inclusiveness of the United Methodist Church with respect to sex, race, and national origin, as well as to the nature of superintendency as described in *The Book of Discipline*.²⁶

Prior to each ballot, the presiding officer will ask for a period of discernment and silent prayer.

In order for a ballot to be valid it shall contain as many names as there are persons to be elected.

Any ballot for a nominee who has withdrawn or been elected shall be invalid.

Balloting shall continue until an eligible person receives sixty (60) percent or more of the valid ballots cast and until all vacancies are filled.²⁷

Rule 39—Withdrawal

A nominee, upon being recognized by the presiding officer, may announce his/her withdrawal. The presiding officer, upon request, may permit a withdrawing nominee to make a brief comment, without reference for or against the election of other nominees.

Rule 40—Consecration

Consecration of bishops may take place at the session of the Jurisdictional Conference at which election occurs, or at a place and time designated by the Conference.²⁸ The Consecration Service may include bishops from other Jurisdictional and Central Conferences and representatives from other Christian Communions.²⁹

Article VII - COMMITTEES

Rule 41—Duties and Prerogatives

When a memorial or resolution or any similar item is referred to a committee, it shall be understood that the whole question with which the paper has to do is referred for action. Reports to the Conference upon all matters referred as resolutions, memorials, petitions, etc., shall cite the same, identifying them by the numbers they bear respectively, or in some other suitable manner.

When a committee ascertains that another committee is or should, in its judgment, be considering a subject, which the former is also considering, it shall proceed to arrange for a conference of representative committees in order to settle the question at issue.

Rule 42—Copies of Reports to Secretary

At the close of each meeting, the chairpersons or secretary of each NEJ committee shall provide the Jurisdictional Secretary with a copy of all reports adopted for the purpose of presentation to the Conference. The Secretary shall enter said reports onto the calendar in the order received, and shall furnish the editor of the *Daily Christian Advocate* with one copy of

²⁶ ¶405.2a, 2012 BoD.

²⁷ ¶405.2b, 2012 BoD.

²⁸ ¶405.2c, 2012 BoD.

²⁹ ¶405.2c, 2012 BoD.

each of said reports for publication in the next issue.

Rule 43—Published Reports in Possession of Conference

A report of any committee signed by the chairperson and secretary thereof and printed in the *Daily Christian Advocate* and succeeding digests shall be regarded as in the possession of the Conference on the day following its first appearance, or any time thereafter, in order for its consideration at the pleasure of the Conference.