

**SECTION IX**  
**STANDING RULES AND RESOLUTIONS**  
**THE SOUTH CAROLINA ANNUAL CONFERENCE**  
**THE UNITED METHODIST CHURCH**  
**Structure of the Annual Conference**

The following is a listing of all councils, boards, commissions, committees and boards of trust of the South Carolina Annual Conference together with the paragraph references to the 2004 *Book of Discipline* (BOD) and the Standing Rules (SR) of the South Carolina Annual Conference as amended and revised and in accordance with Paragraph 606 of the *Book of Discipline*.

<b>COUNCILS</b>	Reference	
Council on Connectional Ministries		SR 61
Finance and Administration	Para. 610-618	SR 60
Youth Ministry	Para. 648	SR 62
 <b>BOARDS</b>		
Church & Society	Para. 628	SR 48.a
Education	Para. 629.2	SR 48.b
Evangelism	Para. 629.3	SR 48.c
Global Ministries	Para. 632	SR 48.f
Health & Welfare Ministries	Para. 632.4b	SR 48.d
Higher Ed. & Campus Ministries	Para. 633	SR 48.e
Laity	Para. 630	SR 49
Ordained Ministry	Para. 634	SR 50
Pension and Health Benefits	Para. 638	SR 51
 <b>COMMISSIONS</b>		
Archives and History	Para. 640	SR 63
Communications	Para. 645	SR 66
Christian Unity & Interreligious Concerns	Para. 641	SR 64.a
Equitable Compensation	Para. 624	SR 65
Religion and Race	Para. 642	SR 64.b
Status and Role of Women	Para. 643	SR 64.c
Worship	Para. 629.4	SR 64.d
 <b>COMMITTEES</b>		
Administrative Review	Para. 635	
Annual Conference	Para. 605.2	SR 67
Conference Journal	Para. 606.3	SR 68
Conference Staff Relations		SR 79
Congregational Development		SR 69
District Superintendency	Para. 666	SR 87
Episcopacy	Para. 636	SR 78
Episcopal Residence	Para. 637	
Ethnic Local Church Concerns		SR 71
Joint Committee on Incapacity	Para. 651	SR 70
Native American Ministry	Para. 653	SR 72
Nominations		SR 73
Pastoral Care and Counseling		SR 74
Petitions to General Conference	Para. 507	SR 75
Resolutions and Appeals		SR 76
Standing Rules		SR 77
 <b>BOARDS OF TRUST</b>		
Annual Conference	Para. 2512	

Belin Property	SR 53
Claffin University	SR 54
Columbia College	SR 55
Epworth Children's Home	SR 56
S.C. United Methodist Advocate	SR 57
S.C. U.M. Camps and Retreat Ministries	SR 52
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Wesley Commons	SR 56
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**I. ANNUAL CONFERENCE RULES OF ORDER  
AND PARLIAMENTARY PROCEDURE**

1. The procedure of the Annual Conference shall be governed by the following in the order listed: The *Book of Discipline* of the United Methodist Church, The Standing Rules of the Annual Conference, The Rules of Order of the preceding General Conference and the current edition of *Robert's Rules of Order, Newly Revised*. For the purpose of transacting business, the quorum shall be those present and eligible to vote.
2. The official roll call of the Annual Conference shall be the roll signed by the clerical and lay members present. The record of attendance shall be made from this roll.
3. Lay members of boards, councils, commissions and committees; lay members of the Conference Staff; and lay persons who are heads of Conference institutions supported by the Conference, who are not members of the Annual Conference, shall have the privilege of the floor without vote.
4. In order to secure the floor a member desiring to speak to the Conference shall stand at his or her seat, if able, with one arm raised, but shall not move to a microphone until recognized by the chair. At the microphone the member shall first state his or her name and the charge or appointment represented.
5. No member who has the floor may be interrupted except for a point of order, a misrepresentation, a parliamentary inquiry, a point of information, or to call attention that the time has arrived for a special order.
6. A member of the Conference may not speak more than once on a question before the Conference until every member who wishes to speak has spoken, subject to rules limiting debate. A member shall not speak for more than three (3) minutes at any time, except by permission of the Conference.
7. When the report of a board, council, commission, or committee is under consideration, the chair shall ascertain, when recognizing a member of the Conference, to which side the member desires to speak: the chair shall not give the floor to any member to speak on the same side of the pending question as the speaker immediately preceding if any member desires to speak to the other side. Except for undebatable motions, but not including the undebatable motion calling for the previous question, no report shall be acted upon or question relating to the same decided without opportunity having been given for at least two speeches for and two speeches against the said proposal. After three speeches for and three against, the question shall be put automatically. However, the chairperson or designated member presenting the report shall be entitled to speak before the vote is taken. This right shall prevail in like manner to a limit of three minutes when a vote is about

to be taken on a motion to amend, to substitute, to postpone, to refer, to lay on the table, or any other motion whose adoption is pertinent to the report under consideration.

8. A copy of any motion made on the Conference floor shall be sent to the secretary's desk as soon as the person making the motion returns to his or her seat.
9. The report of a board, council, commission or committee duly presented to the Conference for its action shall be deemed properly before the Conference without the necessity of a motion to adopt and a second thereto.
10. A member rising to a point of order shall state the point as briefly and concisely as possible citing the rule or disciplinary provision invoked in the point of order. A point of order shall be decided by the chair without debate unless the chair submits the question to the body for advice or decision. When the chair rules on a point, debate is closed; but the decision may be appealed to a vote of the body.
11. When a motion is made and seconded and stated by the chair, or a resolution is introduced and seconded, or an agency report is made or is published in the Pre-Conference report(s), it shall be deemed in possession of the Conference and may not be altered except by action of the Conference.
12. The main question may be opened to debate under the following motions: to adopt, to commit, to substitute, to postpone, and to reconsider.
13. 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 to which the Conference shall adjourn. (This motion is subject to amendment, or it may be laid on the table.)
  2. To adjourn.
  3. To take a recess.
  4. To raise a question of privilege.
  5. To call for the orders of the day.
  6. To lay on the table.
  7. To order the previous question.
  8. To limit or extend the limits of debate.
  9. To postpone to a given time.
  10. To refer.
  11. To amend or substitute (one amendment being allowed to an amendment.)
14. Motions that are to be acted upon without debate:
  1. To adjourn, when unqualified, except to adjourn the Conference finally.
  2. To suspend a rule or rules or any provision of the Standing Rules.
  3. To lay on 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 debate.
  8. To call for the orders of the day.
15. When a member moves the previous question, it shall be regarded as applying only to the immediate pending question. This motion shall be taken without debate, and a two-thirds vote of those present and voting shall be required for its adoption. If adopted, the vote shall be taken on the motion to which it applies without further debate.
16. After discussing a pending question and before relinquishing the floor, a member may make a motion, but not one whose adoption would limit or stop debate.
17. 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 proposed for reconsideration is non-debatable, the motion to reconsider may not be debated.

## **Regular Calendar and Consent Calendar**

18. The report of the Committee on Standing Rules shall be made as a part of the organization of the Conference and as often during the session as necessary.
  - a. All proposed changes in the Standing Rules shall be submitted in writing for referral to the Committee on Standing Rules and then reported out with recommendations after twelve (12) hours.
  - b. It shall require a two-thirds (2/3) majority vote to suspend the rules.
  - c. When the rules are to be suspended, only that specific portion of the rules under consideration shall be suspended.
  - d. The Annual Conference by a majority vote can amend or alter the Standing Rules with or without the concurrence of the Committee on Standing Rules, provided that any change or alteration not originating in the committee on Standing Rules may be voted on after the lapse of twelve (12) hours from the time of its submission to the Conference.
19. It shall be an Order of the Day at the morning session of the first full day of Annual Conference that the floor shall be opened for additional nominations to all boards, councils, commissions and committees to which the Committee on Nominations and parent boards are prepared to make nominations.
20. It shall be an Order of the Day on the third full day of Annual Conference to have the election of boards, councils, commissions, and committees. If additional nominations have been made per rule 19, and if requested by the Annual Conference, ballots shall be prepared by the Conference Secretary for use in the election.
21. The report of the Council on Finance and Administration shall be placed on the Conference Program for information on the first full day of the Conference and for action on the last day of the Conference. When a motion for an increase in Conference Benevolences arises from anyone other than the Council on Finance and Administration and is approved by the Annual Conference, that motion shall be held a minimum of twelve (12) hours and shall require an affirmative vote at a second reading for final approval. If such a motion arises from the Conference floor on the last day of Annual Conference, a two-thirds (2/3) majority vote shall be required for approval.
22. There shall be a Consent Calendar for the session of the Annual Conference composed of items to be "moved to the record without reading" and such other items which do not necessarily require deliberation by the Conference in open session. The Executive Committee of the Committee on Annual Conference shall determine items to be placed on the Consent Calendar and shall distribute a list of those items in the pre-conference materials. Items placed on the Consent Calendar shall be limited to items requiring no more than a simple majority vote for adoption. Prior to the adoption of the Consent Calendar by the session, any fifteen members of the Conference may request that an item be removed from the Consent Calendar, and it shall be removed and considered at an appropriate time as determined by the President and the Secretary. The Consent Calendar shall be adopted by a majority vote of the session.

## **Voting Procedure**

23. At any session of the Annual Conference there shall be a Board of Tellers which shall conduct elections as the Annual Conference may direct. The Board of Tellers shall be nominated and organized by the Conference Secretary and elected by the Annual Conference. It is recommended that this include at least one (1) minister and at least one (1) lay person from each district.
24. Voting shall be by voice or by show of hands or otherwise as ordered by the chair of the Conference. A standing or written count vote may be ordered on call of any member supported by one third of the members present and voting.

25. The Conference shall fix the voting area, also known as the bar of the Conference, at the opening business session and voting on all Conference matters must take place within the prescribed area. The voting area of the Conference shall be distinguished from other areas of the meeting site. Voting shall be by official badge only. When a vote is taken on any question, only those members within the voting bar of the Conference shall be entitled to vote. No member may enter the voting bar after the question is put.
26. Chairs of Annual Conference program boards, councils, commissions and committees and their subcommittees may authorize mail ballots on administrative matters arising between regular meetings of these bodies.
27. Election of Lay Delegates to General and Jurisdictional Conferences System of Nomination: The following system of nomination and selection shall be followed in the election of lay delegates to the General and Jurisdictional Conferences:
  1. District Nominations
    - a. Each local Church may submit nominations to the district superintendent. The district superintendent and the District Board of the Laity will be responsible for requesting a list of nominees from each local church. These nominees shall be selected by the Administrative Board, certified by the Board chairperson and pastor. Only nominations from local churches, prepared on proper forms and received on scheduled time (on or before January 10th), shall be considered for election by the district's lay members of the succeeding Annual Conference.
  2. Conference Procedure
    - a. A maximum of 120 names selected by the Districts shall be listed and presented to the Conference United Methodist Women, United Methodist Men, the Conference Board of the Laity, and the Conference Council on Youth Ministry. Each of these may select up to five (5) additional names.
    - b. The biographical format shall be consistent for all nominees and shall be submitted on a form prepared by the Board of Laity. It shall be submitted to the Conference Secretary by the District Superintendent no later than March 1st. It shall include prior years elected to General Conference and Jurisdictional Conference; sex; race; age level and a summary of qualifications up to twenty (20) words in length submitted by the nominee. If a biographical sketch does not adhere to specifications of this resolution, the name and sketch shall be omitted from publication in the Pre-Conference Journal.
    - c. Provision shall be made for write-in ballots.

The Conference Secretary in preparing the balloting for General and Jurisdictional Conference delegates is authorized to utilize computerization for both lay and clerical ballots.
28. The following system of nomination and selection shall be followed in the election of clergy delegates to the General and Jurisdictional Conferences:
  1. The Conference Secretary shall inform all eligible clergy members of their eligibility (pursuant to the provisions of The Book of Discipline) by November 1 of the year preceding the election of delegates and shall provide each eligible clergy a nomination form.
  2. Eligible clergy may nominate themselves or other eligible clergy with their consent.
  3. The nomination form shall provide information about the nominee's current appointment, conference relationship, age, racial/ethnic identification, and gender. The nominee shall sign a statement of consent indicating a willingness to be a nominee, to attend and participate in the conferences if elected, and to attend meetings of the delegation to the extent possible. The nomination form shall be submitted to the Conference Secretary no later than the February 1 preceding the election of delegates. The Conference Secretary shall compile and publish in the pre-conference materials a list of eligible nominees nominated through this process. Each eligible clergy member nominated through this process shall be considered a nominee and shall be listed or assigned a voting number as may be appropriate.
  4. Write-in votes for persons not listed or assigned a voting number shall be permitted.

Any eligible clergy member receiving twelve or more write-in votes on any ballot shall be considered a nominee and listed or assigned a voting number as may be appropriate.

## II. ANNUAL CONFERENCE RULES OF ORGANIZATION

29. The Boards, Councils, Commissions, and Committees of the Annual Conference shall submit their reports and any recommendations requiring Conference consideration to the Conference Secretary no later than March 1<sup>st</sup> of each year for printing in the preconference materials. Reports and recommendations shall be submitted in a format acceptable to the Conference Secretary. The Board of Ordained Ministry, the Board of Pension and Health Benefits, the Committee on Nominations, the Committee on Standing Rules, and the Council on Finance and Administration shall be excluded from the March 1<sup>st</sup> deadline but are requested to submit their reports and recommendations as soon as possible in consultation with the Conference Secretary.
30. The officers of the Annual Conference, to be elected quadrennially, shall be elected at the Annual Conference preceding the beginning of the quadrennium and shall be as follows:
- The auditor, whom the Council on Finance and Administration shall nominate.
  - The chancellor, upon nomination by the Bishop.
  - The parliamentarian, upon nomination by the Bishop.
  - The secretary, upon nomination by the Bishop and the Cabinet.
  - Assistant secretaries as required, upon nomination by the Secretary of the Annual Conference.
  - The Conference recorder, who shall be employed by the Conference Secretary.
  - The treasurer-statistician, who shall be elected on nomination of the Council on Finance and Administration.
  - The Conference Lay Leader, the Associate Conference Lay Leader, and the Secretary of the Conference Board of Laity shall be elected by the Annual Conference on nomination by a nominating committee composed of the representative on the Conference Board of Laity from the Conference United Methodist Men, the Conference United Methodist Women, and the Conference Council on Youth Ministry; three (3) District Lay Leaders to be elected to this nominating committee by the Board of Laity; and three (3) at-large members elected by the Board of Laity, to insure inclusiveness. This nominating committee shall make its report to Annual Conference as Report No. 2 of the report of the Board of Laity without endorsement by the Board of Laity. The Conference Lay Leader, the Associate Conference Lay Leader, and the Secretary of the Conference Board of Laity shall be elected each quadrennium and the tenure shall not exceed eight consecutive years.
31. Compensation for the officers of the Annual Conference shall be determined by the Council on Finance and Administration subject to the approval of the Annual Conference. The Conference Treasurer shall pay those persons from the appropriate fund(s).
32. The number of additional lay members required to equalize lay and clergy representation in the Annual Conference shall be implemented on the basis of the membership reported to the last Annual Conference as follows:

Charge Membership	Number of Lay Members
452 - 711	one additional Lay Member
712 - 1,067	two additional Lay Members
1,068 - 1,423	three additional Lay Members
1,424 - 1,779	four additional Lay Members
1,780 - 2,135	five additional Lay Members
2,136 - 2,491	six additional Lay Members
2,492 - 2,847	seven additional Lay Members
2,848 and up	eight additional Lay Members

The Secretary of the Annual Conference shall be authorized to adjust this base up or down so as to provide the needed number of additional lay members. The Secretary shall notify the pastors of each charge qualifying for additional lay members by August 15th of each year. Local charges shall be responsible for the expenses of such members.

33. The Conference Treasurer shall be the custodian of all funds collected unless otherwise specifically designated. He/she shall be custodian of the funds held by the Annual Conference Trustees. (The Trustees shall administer these funds.) He/she shall be the custodian of the Board of Pension and Health Benefits funds. (The Board of Pension and Health Benefits shall administer these funds.) He/she shall be custodian of all district funds. These and all funds allocated to the various boards, councils, commissions and committees by the Council on Finance and Administration shall be credited by the Conference Treasurer in separate accounts to the boards, councils, commissions and committees. Disbursement of funds to Conference agencies shall be made by the Conference Treasurer upon order by voucher drawn by the secretary or other signer designated by the board, council, commission or committee requesting funds. Vouchers must be accompanied by adequate supporting data (receipts, bill, contemporaneous travel log, et.). The expenses of ex-officio members on Conference boards and agencies shall be charged to the boards, councils, commissions or committees on which they serve as ex-officio members, except district superintendents, whose expenses will be reimbursed by the district.
34. Membership resulting from election by the Annual Conference on all boards, councils, commissions and committees which are considered quadrennial shall be for a quadrennium, and shall not exceed two quadrennia. Vacancies shall be elected to complete the quadrennium. In accordance with *The Book of Discipline*, members of the Board of Ordained Ministry may serve a maximum of three (3) consecutive four year terms. After this period of service that member shall be ineligible for re-election to that same agency until a lapse of two (2) years.
35. Membership resulting from election by the Annual Conference shall be limited to one quadrennial agency and one non-quadrennial agency, except ex-officio members as provided. The Committee on Investigation and the Committee on Petitions to the General Conference shall be considered neither quadrennial nor non-quadrennial.
36. All Annual Conference boards, councils, commissions and committees are considered quadrennial except the following: The Board of Camps and Retreat Ministries; The Board of Pension and Health Benefits; boards of trust for, *The South Carolina United Methodist Advocate*; Belin Property; Claflin University; Columbia College; Aldersgate Special Needs Ministry, Epworth Children's Home; Wesley Commons; The Methodist Oaks; The United Methodist Manor of the Pee Dee; Spartanburg Methodist College; Trustees of the Annual Conference; Wofford College; and The United Methodist Center.  
Within sixty days of the adjournment of Annual Conference, the Conference Secretary shall notify the non-quadrennial boards, councils, commissions, and committees of the names and addresses of those elected.  
The term of office for persons elected to all non-quadrennial boards, councils, commissions, and committees shall begin with the first meeting of that body after Annual Conference unless otherwise specified by the Discipline or by written policies of that board, council, commission, or committee.
37. The Chairperson of the Conference Committee on Nominations shall notify the Annual Conference Secretary and the Director of the Conference Council on Ministries within ten days following Annual Conference of the names, addresses, local churches, and districts of those elected. Within ten days of notification, the Director of the Conference Council on Ministries will notify the elected individuals of their election. The secretaries of the board, commission, committee or agency will also be notified of those elected by the Director of Connectional Ministries, except at the beginning of a quadrennium.
- a. The term of office of all quadrennial boards, councils, commissions and committees shall begin with the organization of that board, council, commission or committee and continue until their successors are elected and organized. Board, council, commission and committee members may continue to serve on program implementing task groups through the program year in which their term of office ends.

- b. At the beginning of a quadrennium all quadrennial boards, councils, commissions and committees shall be convened within sixty (60) days upon the close of the Annual Conference session for organization of the boards, councils, commissions and committees, excepting the Conference Nominating Committee. The out-going chairpersons, except where the Annual Conference has elected a chairperson, shall convene and preside over the organizational meeting. Thirty (30) days prior to the organizational meetings, the outgoing chairpersons, or the newly elected chairpersons, shall send the following to the members:
  1. Notice of meeting date and place.
  2. Copies of General and Annual Conference mandates for the boards, councils, commissions and committees.
  3. Outline of present organizational structures of the boards, councils, commissions and committees.
  4. Roster of present and newly elected members showing names, addresses, telephone numbers.
38. Members of general church agencies, who serve as ex-officio members of the related Conference agencies, shall be ineligible to hold office.
39. Members of the Annual Conference Council on Connectional Ministries staff, when appointed as representatives to various Conference agencies, shall be ex-officio members without vote.
40. Ex-officio members (excluding Conference staff) of all Conference boards, councils, commissions and committees shall have vote (unless prohibited by the *Discipline* or the Standing Rules), but shall be ineligible to hold office.
41. No trustee, member of the faculty, manager of any interest, or staff person shall at the same time be a member of the parent or supervising board, council, commission or committee, unless otherwise required by the *Discipline* or the Standing Rules.
42. Parent boards may not nominate their own members to any board of trust until said member has been off that parent board for at least one (1) year.
43. Every corporation related to the Conference shall provide and maintain on file with the Conference Chancellor its current bylaws and articles of incorporation. Notification of proposed amendments to the bylaws and articles of incorporation shall be filed with the Conference Chancellor no less than thirty (30) days prior to adoption.
44. Any member of a quadrennial board, council, commission or committee who is absent from two (2) consecutive meetings of the same, without rendering an acceptable excuse to the chairperson, shall forfeit membership on such board, council, commission or committee and the chairperson shall notify the person of this action. The chairperson shall notify the Committee on Nominations of such forfeiture. The Committee on Nominations shall nominate for election replacements at the next session of the Annual Conference.
45. When a minister is appointed as District Superintendent, membership on any quadrennial board, council, commission or committee shall automatically cease: provided, that this shall not apply to ex-officio membership on any board, council, commission or committee as required by the *Discipline* or the Standing Rules.
46. There shall be an Annual Conference Ministry Advisory Team to facilitate conversation and interaction between Program Services, Administrative Services and Clergy Services. The membership shall consist of: The Resident Bishop, as convener; the Conference Lay Leader; the Conference Council on Connectional Ministries Chairperson; the Conference Director of Connectional Ministries; the Treasurer/Statistician; the President of the Council on Finance and Administration; the Chairperson of the Board of Ordained Ministry; the Cabinet President; and the Conference Benefits Officer.



## Conference Boards

47. In making nominations for Boards of Trustees, it is recommended that parent boards or agencies (CCOCM, BHECM, EDUCATION, BHW, GLOBAL MINISTRIES) within the framework of the institution's charter (if applicable) maintain at least 25% ethnic minority representation; and when vacancies are filled, at least 25% ethnic minority representation be maintained in the total number of members. It is further recommended that until this representation is achieved, if from one to four members are to be elected, at least one be an ethnic minority; if five to eight members are to be elected, at least two be ethnic minority persons. Nominations from the floor of the session shall comply with the recommended representation.
48. The following Annual Conference Boards shall be composed of eighteen (18) members. It is recommended that twelve (12) be lay persons with at least one (1) lay person from each district and six (6) be clergy persons with no more than one (1) clergy from a district at the time of election, nominated by the Conference Committee on Nominations for election by the Annual Conference for a quadrennial term:
  - a. Board of Church and Society shall relate to the General Board of Church and Society. (See functions in Para. 628)
  - b. Board of Education shall relate to the General Board of Discipleship, Division of Education. The ex-officio members shall be the chair of The Christian Educator's Fellowship, Council Chairpersons for Children, Youth, Singles, Young Adult, Adult, Older Adult, Family and a representative of the Board of Trustees of South Carolina Camps and Retreat Ministries.
  - c. Board of Evangelism shall relate to the General Board of Discipleship, Division of Evangelism, Worship, and Stewardship. (See functions in Para. 629.3 through 629.5)
  - d. Board of Health and Welfare Ministries shall relate to the General Board of Global Ministries. (See functions in Para. 632.4b(27) through 630.4b(37) Two additional members may be added to be inclusive of disabled persons as an alternative structure to establishing a committee on disability concerns as required by Para. 652.
  - e. Board of Higher Education and Campus Ministries shall relate to the General Board of Higher Education and Ministry, Division of Higher Education. (See functions in Para. 633)
  - f. The Board of Global Ministries shall relate to the General Board of Global Ministries. A body of liaison members shall be related to the board as advisors only and not voting members. This body shall be composed of one member each from The Shalom Ministries, The Belin Board of Trust, The Conference Advance Special Ministries, a Representative of Spartanburg Methodist College, and a District Mission Secretary from each District Council on Ministries or comparable body. These members shall be selected by the representing bodies for terms established by the body itself. They shall be individuals other than those elected to the body of the Conference Board of Global Ministries. (See functions in Paras. 632.2 through 632.4b(26); 632.5).
49. There shall be a Conference Board of Laity composed of the Conference Lay Leader, the Associate Conference Lay Leader, the Secretary of the Board of Laity (these three persons will be nominated by the procedure listed in Standing Rule 30h.), Immediate Past Conference Lay Leader, the UMM President or appointee, the UMW President or appointee, and the Council on Youth Ministry President or appointee. The Board may elect Task Group Leaders for the following program areas who will also serve as members of the Board: Lay Life and Work, Lay Speaking Ministries, Laity Convocation, Leader Development, Stewardship and other task groups to meet emerging needs. Ex-officio members will include the twelve (12) district lay leaders, a Cabinet Representative (appointed by the Bishop), CCOCM Staff Liaison (assigned by the CCOCM), and the Resident Bishop. The Conference Board of Laity may appoint up to eight (8) persons to insure inclusiveness.
50. The Board of Ordained Ministry shall be composed of fifty-seven (57) members. In accordance with The Discipline, no less than one-fifth (1/5) and no more than one-third (1/3) of the total membership shall be lay persons. The Annual Conference Coordinator of Clergy Services shall be an ex-officio member, with voice, but without vote. If the

Psychological Assessment Vendor is United Methodist, the vendor may serve as an ex-officio member of the Board with voice but without vote, in accordance with the nominating process of *The Book of Discipline*.

51. The Board of Pension and Health Benefits shall be composed of eighteen (18) members nominated by the Conference Committee on Nominations and elected by the Annual Conference. It is recommended that six (6) be lay men, six (6) be lay women, and six (6) be clergy persons who are active participants in the pension and group insurance plans in which the Annual Conference is the Plan Sponsor. In addition to fulfilling the responsibilities mandated by the *Book of Discipline*, the Board of Pension and Health Benefits shall supervise the Annual Conference group insurance program. The Conference Benefits Officer shall be nominated by the Board of Pension and Health Benefits and elected by the Conference Staff Relations Committee.

### **Boards of Trust**

52. There shall be a Board of Trustees of South Carolina United Methodist Camps and Retreat Ministries, Inc., an inclusive body consisting of eighteen (18) members. It is recommended that: nine (9) shall be lay persons of whom at least four (4) shall be women; and nine (9) shall be clergy, of whom at least two (2) shall be women.
  - a. Trustees shall be nominated by the Board of Education and elected by the South Carolina Annual Conference for four (4) year terms. Ex-officio members of the Board, without vote, shall be the Directors/Managers of Camps and Retreats facilities and a Connectional Ministries staff member assigned by the Director of Connectional Ministries. The Board shall be divided into four (4) classes. The Board of Education of the South Carolina Annual Conference may fill vacancies in the Board after prior consultation with the Board of Camps and Retreat Ministries. Trustees shall be eligible for re-election to a maximum tenure of two (2) consecutive terms. After a full tenure of service, a former trustee shall be ineligible for re-election until a lapse of two (2) years.
  - b. The Board of Trustees shall report to the Annual Conference through the Board of Education.
  - c. In accordance with the *Book of Discipline*, property held in trust by this Board of Trustees shall be subject to paragraphs 2515 and 2516 of the *Book of Discipline*.
53. There shall be a Board of Trustees of the James L. Belin Property composed of twelve (12) elected members. It is recommended that six (6) be lay persons and six (6) be clergy persons. The Marion District Superintendent shall serve as an ex-officio member of the Board without vote. The Conference Board of Global Ministries shall appoint a representative to serve as an ex-officio member of the Board without vote.
  - a. Persons serving on this Board shall be nominated by the Board of Global Ministries.
  - b. The Board shall be organized into four (4) classes of three (3) persons.
  - c. One class shall be elected annually to serve for four years.
  - d. The tenure of the Trustees shall be limited to three (3) consecutive terms and this tenure shall apply to the consecutive terms of present Trustees. After such period of service a former trustee shall be ineligible for reelection until a lapse of four (4) years.
  - e. The Board of Trustees shall report to the Annual Conference through the Board of Global Ministries.
54. There shall be a Board of Trustees of Claflin University composed of not less than nine (9) nor more than twenty-seven (27) members divided into three classes serving three years respectively, elected at the annual meeting of the Board, in accordance with the Claflin University Board of Trustees By Laws. Successors for each class, as their term expires, shall be nominated by a university related agency and/or the Nominating Committee of the Board of Trustees and elected by the Board of Trustees for a term of three (3) years. After twelve (12) years of continuous service, trustees may be placed in a class of Trustee Emeritus.
  - a. The Trustees shall elect their successors from a list of nominees submitted by the South Carolina Annual Conference Board of Higher Education and Campus Ministry

and the Claflin University General Alumni Association. The composition of the Board shall at all times include three (3) members from the South Carolina Annual Conference and with one representative of the Conference to be placed in each class and shall be replaced or renominated by the South Carolina Annual Conference upon the expiration of each succeeding class. The remaining membership of the Claflin Board of Trustees shall be elected by the Board from nominations made to and approved by the Nominating Committee of the Board from recommendations received from the General Alumni Association and other college related Conferences and agencies.

- b. This institution shall report to the Annual Conference through the Board of Higher Education and Campus Ministry.
55. There shall be Boards of Trustees for Columbia College and for Wofford College, each of which shall be composed of up to twenty-eight members (28) in 2004, twenty-nine (29) members in 2005, thirty (30) members in 2006 and thirty-one (31) members in 2007. Board members shall be elected by the Annual Conference in conformity with the respective charters. The term of office for trustees shall be four (4) years. In 2007 and thereafter, each board shall be organized into three (3) classes of eight (8) members each and one (1) class of seven (7) members.
- a. The Board of Higher Education and Campus Ministry annually shall nominate suitable persons to fill vacancies in each class after prior consultation with the respective Boards of Trustees as stated in the policies adopted by the South Carolina Annual Conference Board of Higher Education and Campus Ministry (February, 1989) and the Restated Articles of Incorporation of Wofford College and Columbia College. Trustees may be re-elected for additional terms, but may not serve more than a maximum of three consecutive terms. After a full tenure of service a former trustee shall be ineligible for re-election until a lapse of two (2) years.
  - b. These institutions shall report to the Annual Conference through the Board of Higher Education and Campus Ministry.
56. There shall be Boards of Trustees of Epworth Children's Home, Wesley Commons, The Methodist Oaks and the United Methodist Manor of the Pee Dee. Each board shall be composed of twenty-one (21) members elected by the Annual Conference. It is recommended that eleven (11) be lay persons and ten (10) be clergy persons and at least one third be women. Ex-officio members may serve as designated in the bylaws of their respective boards, having the right to voice, but not vote.
- a. Persons serving on these boards of trust shall be nominated to the Annual Conference by the Board of Health and Welfare Ministries after consultation with the respective boards of trustees, using proper procedure and forms as adopted by the Board of Health and Welfare Ministries.
  - b. The tenure of trustees shall be limited to eight (8) consecutive years, after which period a person shall be ineligible for re-election until two (2) years have elapsed.
  - c. The boards shall report to the Annual Conference through the Board of Health and Welfare Ministries.
57. There shall be a Board of Trustees of The South Carolina United Methodist Advocate composed of fifteen (15) members nominated by the Committee on Nominations and elected by the Annual Conference. It is recommended that eight (8) be lay persons and seven (7) be clergy persons.
- a. The Board of Trustees shall be organized into three (3) classes, with trustees elected to serve for a term of four (4) years.
  - b. In accordance with the By-Laws of The South Carolina United Methodist Advocate, vacancies occurring in the Board of Trustees shall be filled by election for the unexpired terms.
  - c. Tenure on the Board shall not exceed two (2) consecutive terms. A trustee shall not be eligible for re-election until a lapse of two (2) years.
58. There shall be a Board of Trustees for The United Methodist Center composed of nine (9) persons and one ex-officio member. It is recommended that of the elected members four

(4) be clergy and five (5) laity. They shall be elected by the South Carolina Annual Conference upon nomination by the Annual Conference Committee on Nominations. The tenure of trustees shall be limited to two (2) consecutive terms, after which a person shall be ineligible for re-election until a period of two (2) years has elapsed. The Board shall be organized into four (4) classes with at least one lay and one clergy in each class. In addition, one ex-officio member, without vote, from the employees shall be chosen annually by the employees of the United Methodist Center to meet with the Board. The business manager shall serve as an ex-officio member without vote.

59. There shall be a Board of Trustees of Spartanburg Methodist College composed of twenty-four (24) elected or named members and one (1) Student Advisory Trustee who shall be a recent graduate of the college.
- Persons serving on this Board of Trustees shall be nominated to the Annual Conference by the Board of Global Ministries. Those elected and named Trustees shall be divided into three (3) classes of eight (8) each. One class shall be elected each year to serve for three (3) years.
  - The tenure of the Trustees shall be limited to four (4) consecutive terms. The tenure of the Student Advisory Trustee shall be one (1) year.
  - The Board of Trustees shall report to the Annual Conference through the Board of Global Ministries.

### **Annual Conference Councils**

60. The Council on Finance and Administration shall be composed of fifteen (15) members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that seven (7) be clergy persons and eight (8) be lay persons and such ex-officio members as *The Book of Discipline* may prescribe. (Para 611.2c)
61. The Council on Connectional Ministries shall be composed of the following: the presiding Bishop; the district superintendents; the Conference Secretary; two (2) representatives of the Conference youth organizations; two (2) representatives of the Conference United Methodist Men; two (2) representatives of the Conference United Methodist Women; one (1) lay person from each district. Membership will include the chairperson of the following boards: Church and Society; Education; Evangelism; Health and Welfare Ministries; Higher Education and Campus Ministries; Laity (the Conference Lay Leader); Ordained Ministry; and Global Ministries. Membership will include the chairpersons of the following commissions: Christian Unity and Interreligious Concerns; Religion and Race; Status and Role of Women; Worship; Communications. Membership will include the chairpersons of the following committees: Congregational Development, Ethnic Local Church Concerns and Pastoral Care and Counseling. The following shall be ex-officio members without vote: the Conference Staff (salaried and volunteer); the Conference Treasurer; one (1) representative from the Council on Finance and Administration; and the Conference Benefits Officer.
62. The Council on Youth Ministry shall be organized by and amenable to the Annual Conference Council on Connectional Ministries. The Council shall function as per paragraph 648 of *The Book of Discipline*.

### **Annual Conference Commissions**

63. The Commission on Archives and History shall be composed of eight (8) persons nominated by the Conference Committee on Nominations and elected by the Annual Conference. It is recommended that four (4) be lay persons and four (4) clergy persons. Ex-officio members shall be: the President of the Annual Conference Historical Society, the Annual Conference Historian, the Conference Secretary, the archivist of Claflin University and the archivist of Wofford College. The libraries at Claflin University and

Wofford College shall be designated as depositories of all Annual Conference minutes and records. Where possible duplicate copies of all material shall be furnished; in case of materials which cannot be furnished in duplicate, the Secretary of the Annual Conference shall make the determination as to which depository shall be used.

64. The following Annual Conference Commissions shall be composed of twelve (12) members. It is recommended that eight (8) be lay persons with no more than one (1) lay person from a district and four (4) be clergy persons with no more than one (1) clergy from a district at the time of election, nominated by the Conference Committee on Nominations for election by the Annual Conference for a quadrennial term:
  - a. Commission on Christian Unity and Interreligious Concerns relates to the General Commission on Christian Unity and Interreligious concerns. (See functions in Para. 641)
  - b. Commission on Religion and Race relates to the General Commission on Religion and Race. (See functions in Para. 642) It is recommended that of the eight (8) lay persons, there be five (5) from ethnic minorities and three (3) from the majority membership; and of the four (4) clergy persons, there be two (2) from the ethnic minorities and two (2) from the majority membership.
  - c. Commission on the Status and Role of Women relates to the General Commission on the Status and Role of Women. (See functions in Para. 643) It is recommended that of the twelve (12) elected, four (4) be lay women, four (4) lay men with no more than one lay person from any one district; and four (4) clergy of whom at least three (3) be women. In addition, one member at large shall be named from the Conference United Methodist Women.
  - d. Commission on Worship shall relate to the General Board of Discipleship, Division of Evangelism, Worship and Stewardship. (See Para. 629.4) The ex-officio members shall be the president, or a designated representative, of the South Carolina Chapter of the Fellowship of United Methodists in Worship, Music and Other Arts.
65. The Commission on Equitable Compensation shall be composed of twelve (12) elected members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that six (6) be lay persons and six (6) clergy. One ex-officio member shall be designated from each of the following boards: Global Ministries, Ordained Ministry and Laity. (Note: In accordance with Para. 624 of the *Book of Discipline*, one district superintendent is named by the cabinet as a member. At least one of the elected lay persons and at least one of the elected clergy shall be from a church of fewer than two hundred (200) members.)
66. There shall be a Conference Commission on Communications (CCOC), amenable to the Conference Council on Connectional Ministries, composed of nine (9) members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that five (5) be lay persons and four (4) be clergy persons. Members shall be placed into three classes of three (3) members each at the 1998 session of the Annual Conference.

### **Annual Conference Committees**

67. There shall be a Committee on the Annual Conference. In accordance with paragraph 605.2 of *The Book of Discipline*, membership includes the Bishop, the District Superintendents and Conference Lay Leader. There shall be twelve (12) elected members nominated by the Committee on Nominations for election by the Annual Conference. It is recommended that these twelve (12) elected members be lay persons; up to four (4) additional clergy may also be nominated. The ex-officio members shall be: the Director of the Conference Council on Connectional Ministries; The Annual Conference Secretary, Treasurer and Parliamentarian; and one (1) representative of the Commission on Worship, the United Methodist Women, the United Methodist Men and the United Methodist Youth Fellowship (who is elected by the Conference Council on Youth Ministries). The pastor(s) of the host church(es) of the next Annual Conference session shall meet with the

Committee in the pre-conference meetings.

- a. The Bishop shall serve as the chairperson of the Committee.
- b. The Committee shall prepare a proposed agenda for adoption by the Annual Conference, giving due regard to any special orders required by the *Discipline* or as ordered by the Annual Conference. The Committee shall determine the compensation and expenses to be paid speakers invited by this Committee, and the Treasurer shall make such payments from the Conference expense funds.
- c. The Committee shall receive all invitations to host the Annual Conference. It shall recommend to the Annual Conference the place for the entertainment of the Annual Conference at least two (2) years in advance.
- d. The Committee shall conduct all matters of courtesy and make such introductions as are necessary during the sessions of Annual Conference.
- e. The Committee shall arrange for an appropriate Memorial Service to be held annually and shall select the speaker.

68. There shall be a Committee on the Conference Journal composed of nine (9) persons nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that three (3) be clerical members and six (6) lay members. The following shall be ex-officio members: the Conference Secretary; the First Assistant Conference Secretary; the Editor of the *South Carolina United Methodist Advocate*; and the Statistician.

- a. The Committee shall cooperate with the Conference Secretary in the publication of the pre-conference reports.
  1. The Conference Secretary shall inform the boards, councils, commissions and committees when reports shall be due in order to maintain the printing schedule for the pre-conference reports.
  2. No report by any board, council, commission or committee shall be considered by the Annual Conference that has not been distributed to the members of the Annual Conference at least four weeks prior to the Conference session. Excluded from this requirement are the reports of the Board of Ordained Ministry, the Committee on Nominations, and the Committee on Standing Rules.
- b. The Committee shall determine the accuracy of the Journal of Proceedings where differences exist.
- c. The Committee and the Conference Secretary shall be responsible for the publication annually of the *South Carolina Conference Journal* (see *The Book of Discipline*, Para. 606.3) and shall have the *Journal* ready for the printer at least by October 1st following the close of Annual Conference. The *Journal* shall include the informational reports included in the pre-conference reports, the proceedings and actions of the Annual Conference, and the Statistical Reports.
  1. The Secretary of the Annual Conference shall edit the *Conference Journal*.
  2. The Committee and the Conference Secretary shall annually request of the Council on Finance & Administration the funds needed to publish and distribute the pre-conference reports and the *Conference Journal*, and shall provide for the printing at least one year in advance.
  3. One copy of the *Conference Journal* will be sent to each charge, and to each retired minister. The required number of copies will be sent to those mandated by *The Discipline*. Other copies may be ordered by subscription at a cost to be set by the Committee.
- d. The Committee shall be responsible for the publication every ten years (cycle beginning in 1991) of the volume entitled *United Methodist Ministers in South Carolina*, which shall feature biographical sketches and photographs of the ministers of the South Carolina Conference.
- e. The memoirs of the ministers and ministers' spouses who have died during the conference year shall be printed in the *Conference Journal*; those of the ministers shall not exceed 600 words and those of the spouses shall not exceed 250 words.

69. There shall be a Committee on Congregational Development (CCD) composed of eight (8) at large members, nominated by the Annual Conference Committee on Nominations and

elected by the Annual Conference; one representative from each District Board for Congregational Development; and one representative from each of the following: the Board of Global Ministries, Board of Evangelism, Board of Laity and the Commission on Equitable Compensation. The purpose of the CCD shall be to work with the Bishop and Cabinet to provide long term planning and provide the framework for all the efforts of the Annual Conference related to new church development, church redevelopment and congregational revitalization.

70. The Joint Committee on Incapacity shall be composed of two (2) members of the Board of Ordained Ministry (to be named by the chairperson of the Board), the chairperson and secretary of the Board of Pension and Health Benefits and a district superintendent appointed by the Bishop.
71. There shall be a Committee on Ethnic Local Church Concerns composed of twelve (12) members. It is recommended that four (4) be clergy, four (4) lay women, and four (4) lay men nominated by the Conference Council on Ministries and elected by the Annual Conference. It is recommended that all ethnic groups be included in this membership.
  - a. Ex-officio members shall include one representative from each of the following groups: the Commission on Status and Role of Women, the Commission on Religion and Race, the Committee on Pastoral Care and Counseling, the chairperson of all recognized ethnic program committees, and two (2) representatives from the Cabinet.
  - b. The Committee shall implement the South Carolina Annual Conference Comprehensive Plan for Continuing Emphasis on the Ethnic Minority Local Church while at the same time carrying out mandates from the General and Jurisdictional Conferences.
72. There shall be a Committee on Native American Ministry which shall function as a task force of the Committee on Ethnic Local Church Concerns.
73. There shall be a Conference Committee on Nominations of twenty-four (24) members composed of two representatives nominated and elected by each district. It is recommended that these be one clergy and one lay representative from each district. The additional members shall include: the resident Bishop; a youth and young adult nominated by the Conference Council on Connectional Ministries; up to six (6) at large members, who may be nominated by the Bishop to ensure adequate representation; and the following members: the Conference Lay Leader, an elected representative of United Methodist Women, United Methodist Men, the Conference Council on Youth Ministry, a retired member of the Annual Conference selected by the retired ministers, and two superintendents named by the Bishop. The Chairperson of the Committee on Nominations shall be elected by the Annual Conference. A nominee shall be presented by the Committee on Nominations for consideration at the beginning of each quadrennium. The Conference Committee on Nominations shall elect additional officers at its first regular meeting in the new quadrennium. The following shall be ex-officio members without vote: the chairperson of the Committee on Standing Rules, the chairperson of the Conference Council on Connectional Ministries, the chairperson of the Commission on the Status and Role of Women, the chairperson of the Commission on Religion and Race, and the chairperson of the Conference Missional Priority Coordinating Committee.
  - a. It is recommended that there be one (1) lay person nominated and elected by each District Board of the Laity of each of the twelve (12) districts. Where there is no District Board of the Laity, the one (1) lay person shall be nominated and elected by the church lay leaders of that district.
  - b. It is recommended that there be one (1) clergy person nominated and elected from each district by the ministers of each of the twelve (12) districts.
  - c. These nominations, both lay and clergy, shall be elected by secret ballot in each district after at least three (3) persons shall have been nominated from the floor of each of the electing bodies. Election shall be by simple majority.
  - d. If a member of the Committee on Nominations, who has been nominated by the District moves beyond the boundaries of the District in which he/she was nominated,

his/her membership on the Committee shall be terminated, except for the chairperson, vice-chairperson, and secretary, who should continue to serve as members-at-large on the Conference Committee on Nominations until the end of the quadrennium.

- e. When district vacancies occur on the Committee, replacements shall be nominated as per rule 71.c to serve the remainder of the quadrennium. In the event that the elected chairperson of the Nominating Committee is one of the two elected representatives of a district, that chairperson shall become an additional member-at-large and the respective district shall elect another representative for that district, both of whom shall serve until the end of the quadrennium.
  - f. Current members of the Committee on Nominations shall not be nominated for membership on any board, council, commission or committee whose membership arises from nominations from this committee.
  - g. Ex-officio members of the Nominating Committee shall be excluded from rule 71.f.
  - h. The Committee shall make all nominations needed by the Annual Conference except as provided elsewhere by the *Discipline* or Standing Rules of the Annual Conference. When the *Discipline* or Standing Rules require nominations be made by other agencies of the Annual Conference, those nominations shall be reported to the Committee no later than March 15 of each year for information only. These nominations will not be submitted to the Annual Conference through the Committee on Nominations.
  - i. Nominations of chairpersons of all quadrennial boards, councils, commissions and committees, whose election is not prescribed by the *Discipline* or other sections of these Standing Rules shall be a nominated member of that board, council, commission or committee and shall be submitted by the Committee on Nominations to the Annual Conference for election.
  - j. When nominations are made, the persons nominated shall be consulted and their consent to serve received; whether nominated by parent boards, the Committee on Nominations or from the floor of the Annual Conference.
  - k. The Annual Conference Committee on Nominations shall make nominations so that approximately one half (1/2) of the membership of all boards, councils, commissions and committees shall be rotated each quadrennium.
  - l. The report of the Annual Conference Committee on Nominations shall include the full name, current address and phone number(s) of each nominee.
  - m. It is recommended that the Nominating Committee nominate at least 25% ethnic minority representation to all Conference Boards and Agencies where such nominees originate with the Conference Committee on Nominations. When vacancies are filled and nominations from the floor are offered it is recommended that at least 25% ethnic minority membership be maintained. It is also recommended that until this representation is achieved, if from one to four members are to be elected, at least one be an ethnic minority; if five to eight are to be elected, at least two be ethnic minority persons.
  - n. Unless otherwise provided in the Book of Discipline, a vacancy in the membership of a board, council, commission or committee may be filled, ad-interim, by the board, council, commission or committee for the remainder of the Conference year in which the vacancy occurs. At its next session the Annual Conference shall fill the vacancy for the remainder of the unexpired term. The respective board, council, commission or committee shall inform the Committee on Nominations of the vacancy and its action.
74. There shall be a Committee on Pastoral Care and Counseling composed of twelve (12) persons nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that eight (8) be clergy persons and four (4) be lay persons.
75. There shall be a Committee on Petitions to the General Conference (see *The Book of Discipline*, Para. 507) composed of six (6) members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that four (4) be lay persons and two (2) be clergy persons. This committee shall be considered a task force and neither a quadrennial committee nor a non-quadrennial committee.



76. There shall be a Committee on Resolutions and Appeals composed of nine (9) members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that six (6) be lay persons and three (3) be clergy persons.
- a. Resolutions initiated by a constituted board, council, commission or committee are properly before the Annual Conference without the necessity of referral. Resolutions not initiated by a constituted board, council, commission or committee may be referred to those agencies. Any such resolution not referred to a constituted board, council, commission or committee shall be referred to the Committee on Resolutions and Appeals, and shall be reported by this Committee to the Annual Conference with a recommendation of concurrence or non-concurrence with rationale.
  - b. Resolutions delivered to the Conference Secretary no later than March 15 of each Conference year shall be published in the Pre-Conference Journal.
  - c. Additional resolutions should be referred to the Committee on Resolutions and Appeals by the end of the afternoon session on the first full business day of the Annual Conference. The group, individual or cluster presenting a resolution must be responsible for printing their resolution for all members of the Annual Conference session. The resolutions considered by the Committee on the first full day of the session shall be distributed by the close of the morning session of the second full business day of the Conference. The Report of the Committee on Resolutions and Appeals will be an 'Order of the Day' the morning of the third full business day of Annual Conference.
  - d. The Committee on Resolutions and Appeals shall on the first full business day of Annual Conference provide time for persons offering resolutions to come before the Committee on Resolutions and Appeals to define and talk about their resolutions.
77. There shall be a Committee on Standing Rules composed of nine (9) members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that six (6) be lay persons and three (3) be clergy persons. The following shall be ex-officio members with vote: the President of the Conference United Methodist Women, the President of the Conference United Methodist Men, the President of the Conference Council on Youth Ministry, the Conference Secretary, the Conference Lay leader, the chairperson of the Conference Council on Ministries, at least one district superintendent and the Conference Parliamentarian.
78. The Conference Committee on Episcopacy shall be composed of fifteen (15) members. In accordance with the *Discipline* (Para. 636), membership shall consist of the following: one-fifth (1/5) appointed by the Bishop, and the balance nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that one-third (1/3) be clergy persons, one-third (1/3) laywomen, and one-third (1/3) laymen, provided that one layperson shall be the Conference Lay Leader. Ex-officio members with vote shall be the lay and clergy members of the Jurisdictional Committee on Episcopacy.
79. In order to provide for consistent Annual Conference staff personnel decisions, management, policy and collegiality, there shall be a Conference Staff Relations Committee composed of the following members, nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference: three (3) lay persons, one of whom has professional experience in personnel/human resource management; one (1) elder in full connection, serving a local church at the time of election; one (1) deacon in full connection, employed by a local church at the time of election; one (1) full time local pastor; and two members-at-large, to insure inclusiveness. The Resident Bishop shall serve as chairperson without vote. Ex-officio members, with voice and vote, shall include the Conference Lay Leader, who shall serve as vice-chairperson of the Committee; the Chairperson of the Conference Council on Connectional Ministries; and the President of the Council on Finance and Administration. No staff member or immediate family member of a staff member may serve on the committee.

### III. DISTRICT RULES AND ORGANIZATION

80. There shall be twelve (12) districts in the South Carolina Annual Conference.
81. Where there is a District Conference it shall be composed of all ministers, deaconesses, the church lay leader, the lay members of Annual Conference, the President of the United Methodist Women, the President of the United Methodist Youth Ministries, and the President of the United Methodist Men from each church in the district; the District Lay Leader and Associate Lay Leaders; the District President of the United Methodist Women; the District President of the United Methodist Men; the President of the District Council on Youth Ministry; the chairperson of the District Council on Ministries; the chairperson of the District Trustees; the chairperson of the District Committee on Church Location and Building; the chairperson of the District Committee on Superintendency; and the District Superintendent who shall preside over the Conference.
82. There shall be in each district a District Council on Ministries. The responsibilities of the Council are set forth in paragraph 656 of *The Book of Discipline 2000*. The District Superintendent shall consult with the District Committee on Nominations in the selection of persons to serve on the District Council on Ministries. The membership of the District Council on Ministries shall include the following: the District Superintendent, the District Lay Leader, the District Director of Lay Speaking Ministries, the District President of the United Methodist Men, the District President of the United Methodist Women, the President of the District Youth Council, the Disaster Response Coordinator for the district, and the Chairperson of the District Board of Congregational Development. Persons representing program areas and additional resource persons may be added. The chairperson shall be elected from the membership. A vice-chairperson and secretary may also be elected from the membership. The selection process shall be in keeping with a spirit of inclusivity. The term of office for members of the District Council on Ministries shall run from the close of one annual conference session to the close of the next. The District Superintendent in consultation with the District Committee on Nominations may act at any time to fill vacancies in the membership of the District Council on Ministries.
83. Where the *Discipline* allows for a district director, representative, or secretary for a Conference agency, the person or persons named shall be from among the elected members of that agency.
84. There shall be a Committee on Nominations in each district. This committee shall make nominations to be forwarded by the two district representatives to the Annual Conference Committee on Nominations for election by the Annual Conference.
  - a. The District Committee on Nominations shall be composed of: the District Superintendent as chairperson; the District Lay Leader or his/her designated Associate Lay Leader; the District Director of Lay Speaking Ministries; the Presidents of the District United Methodist Men, the District United Methodist Women, the District Youth Council and one other representative of each selected by the respective organization's executive committee. Where there is no District Youth Council, the district superintendent shall appoint two (2) youth members. It is recommended that gender and racial balance be considered in selection. The two (2) Conference Nominating Committee members from the district shall also serve.
  - b. The District Committee on Nominations shall request of each local pastor, lay leader, Council on Ministries chairperson, United Methodist Women, United Methodist Men, and United Methodist Youth Fellowship president possible nominees to serve. Forms designed by the Conference Nominating Committee will be provided each District Committee, which in turn, shall make them available to each local church. These forms shall include biographical data, local church experience, etc., and shall include a space for the possible nominee's signature indicating willingness to serve.
  - c. The District Committee on Nominations shall review all forms submitted and will forward these recommendations through the two (2) district representatives to the

Annual Conference Nominating Committee after signatures indicating willingness to serve have been secured. District Nominating Committees shall be encouraged to be inclusive of the constituency of the district in their nominations.

85. The District Lay Leader and two (2) Associate Lay Leaders, the District Director of Lay Speaking Ministries, and the Associate District Director of Lay Speaking Ministries shall be nominated by the laity on the District Nominating Committee and elected by the Annual Conference. They shall be nominated and elected quadrennially and may serve no more than eight (8) consecutive years.
86. Persons elected by the annual conference to membership on district boards and committees shall begin their terms of service at the conclusion of the annual conference session at which they are elected. Between sessions of annual conference, vacancies on district boards and committees may be filled upon nomination by the District Committee on Nominations. Such vacancies shall be subject to election by the next annual conference and reported by the Conference Committee on Nominations.
87. In accordance with the *Discipline* (Para. 666.2) the eight (8) elected members of the Committee on the District Superintendency shall be nominated by the District Committee on Nominations and elected by the Annual Conference or by the District Conference where it exists.
88. There shall be in each district a District Board for Congregational Development (DBCD). The DBCD shall be elected quadrennially by the Annual Conference, upon nomination by the District Committee on Nominations. Vacancies shall be filled annually by election by the Annual Conference. The DBCD shall be composed of not fewer than five (5) or more than nine (9) elected members, plus the district representatives appointed by the District Superintendent to the Conference Committee for Congregational Development. The District Superintendent or the District Superintendent's designee shall preside over the work of the Board.
  - a. The purpose of the DBCD shall be to promote long term planning and provide a coordinating framework for all the efforts of the district related to new church development, church redevelopment and congregational revitalization.
  - b. The responsibilities shall be:
    1. Update population statistics and informational data of the district.
    2. Review facility conditions and congregational vitality.
    3. Develop district strategies and priorities for new church development, church redevelopment and congregational revitalization.
    4. Administer all funds raised at the district level and received from all Conference sources for congregational development.
    5. Submit proposals to Annual Conference boards and agencies (Equitable Compensation, Congregational Development, Trustees of the Annual Conference, Council on Finance and Administration, etc.) for funding of congregational development within the district.
    6. Locally held accounts held by the DBCD shall be audited annually, with copy filed to the Council on Finance and Administration. Funds received and disbursed through the office of the Conference Treasurer do not require audits but are managed by voucher only.
89. Each district superintendent shall transmit the complete list of lay members to the Annual Conference from the district in triplicate to the Secretary of the Annual Conference at least five (5) months prior to the opening date of the Annual Conference.
90. Youth and young adult members of the Annual Conference, and their reserves, shall be elected by the District Council on Ministries from nominations which arise from the District Council on Youth Ministry, District Coordinators of Adult Ministry and from the local churches within the districts. Their expenses shall be borne by the districts electing them.

91. Guidelines for Quadrennial Training of Lay Members of Annual Conference
- a. A training session shall be held in each district no later than January 30 of the year in which delegates are elected to General and Jurisdictional Conferences. The purpose of this session is to prepare local church members of the Annual Conference for this highly important quadrennial process of the United Methodist Church. The training session, which would precede the district nominations for the pool of possible delegates, would include the following:
    1. The important role of Annual Conference lay members
    2. Connectionalism/Representative system.
    3. Functions of General Conference and Jurisdictional Conference.
    4. Commitment and involvement of delegates to General and Jurisdictional Conferences.
    5. Process for selection of Bishops.
  - b. This training session shall be planned by the District Superintendent, the District Lay Leader, and a committee of no less than five (5) persons; and include all persons in the district who have served as delegates to General and Jurisdictional Conferences.
- A follow-up session may be held in each local church for education of local church members.

#### **IV. MISCELLANEOUS RULES**

92. All lay persons employed by the agencies of the Conference shall conform to the compulsory retirement age set for the ministers of the church. Such retired lay persons may be employed on a part-time basis without executive administrative responsibility.
93. All monies to be credited to the accounts of local churches for the fiscal year shall be in the hands of the Conference Treasurer no later than fifteen (15) days after the end of the fiscal year.
94. "Moving Day" for the ministers shall be the Wednesday closest to the 15<sup>th</sup> of June.
- a. Where special circumstances dictate any alteration of this moving date, the affected persons and the district superintendent involved shall be permitted to make the necessary adjustments.
  - b. Ministers shall be paid during the month of June one-half by the charge from which they are moved and one-half by the charge to which they are moved.
  - c. The moving expenses of the pastor shall be paid by the charge to which he/she is moved, not to include more than \$350.00 in verified packing expenses.
95. Pastor's reports to Annual Conference shall cover the calendar year (January 1-December 31) and shall be sent to the Conference Treasurer-Statistician so as to reach that office not later than January 15 of the year immediately following.
96. All support ministries or agencies which receive funds from the South Carolina Annual Conference, but which are not directly responsible to the Conference shall submit an annual program and an audit including a management letter to the sponsoring Conference agency.
97. No requests shall be made for the services of the Conference Chancellor except by the Episcopal Office.
98. Persons applying for Sabbatical shall apply to the Board of the Ordained Ministry prior to February 1st preceding the Annual Conference session.
99. When a leave of absence is granted, and upon the recommendation of the Bishop and the Cabinet, the Council on Finance and Administration shall make a sustentation grant from the Conference contingency funds not to exceed forty percent of the denominational average compensation paid on a monthly basis. All interim sustentation grants shall be reported to the Annual Conference at its next session. Upon the recommendation of the Bishop and Cabinet and the approval of the Annual Conference, the Commission on

Equitable Compensation shall continue to fund the sustentation grants in the same monthly percentage for a period not to exceed one additional Conference year. No claim may be made on the sustentation fund when disability benefits are granted from the Board of Pension and Health Benefits.

100. All persons at the Annual Conference level who are officially involved in the trial process, including the members of the trial court, the witness at the trial, the counsel for the church, the counsel for the respondent, and the respondent shall receive only reimbursement for vouchered travel, meals, and lodging expenses from the Annual Conference Contingency Fund according to the schedule of payments adopted by the Annual Conference for those involved in the official business of the Annual Conference.