

their implication for the life of the Church. Keep in mind that the lay member(s) as well is/are obligated to express views and vote as each feels is best.

- 5) Participate fully at the annual conference and help in policy-making decisions.
- 6) Form his/her own opinions on issues and vote his/her convictions.
- 7) Serve as interpreter of the annual conference actions along with the lay member. (2008 *Book of Discipline* ¶ 251.2).

Parliamentary Guidelines for Participation at Annual Conference

1. The presiding Bishop is the “chair” of the conference.

2. To address the conference: raise your hand until recognized by the chair; move to the microphone as directed; state your name, the name of your local church, and whether you are a lay delegate or clergy delegate.

3. To request a conference committee review the business currently under consideration: after recognition by the chair, state: “I move that the item currently before the conference be referred to ...” (state the name of the committee to which you think the matter should be referred or request referral to a committee to be recommended by the chair).

4. To request clarification of business being conducted: after recognition by the chair, state: “I request a point of information/clarification regarding ... (state the specific clarification you seek).

5. To change the wording of a resolution, or business item, which is before the conference:

- a. Write down the specific wording of the proposed amendment/change, include handbook page and line number.
- b. Raise your hand for recognition. When recognized by the chair, state the reasons for your proposed amendment/change.
- c. After recognition by the chair, say, “I move to amend Line____, on page ___ by: (deleting or inserting) the following words: . . .” Read only the exact wording proposed. Have a written copy of the amendment ready for the conference secretary.
- d. The chair will ask for a second, state the motion and ask for discussion.
- e. Other persons may be recognized to discuss/debate the motion. The motion’s presenter is allowed a final chance to speak for the motion.
- f. After “the question is called” and discussion is closed, the motion is voted on by the conference.

Guidelines for North Georgia Annual Conference Delegation

I. Selection of delegation chair

Immediately upon adjournment of the annual conference session which elects general and jurisdiction conference delegates, the bishop shall call and preside at

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an organizational meeting of the delegation for the purpose of electing a chair, vice-chair and secretary of the delegation. It is recommended that the annual conference's tradition of quadrennial rotation between laity and clergy be followed.

II. Delegation nominating committee

There shall be a nominating committee of the North Georgia Conference delegation to general and jurisdictional conferences comprised of the first three elected lay and the first three elected clergy delegates. This nominating committee shall meet within one month of the annual conference which elected the delegation. This meeting shall be called by the chair of the delegation who shall act as chair of the nominating committee.

This committee shall:

- 1) Present to the delegation (as soon as requested by the chair of the delegation) the names of one lay and one clergy delegate to serve as the delegation's members of the jurisdictional nominating committee. After opportunity for additional nominations from the floor, the nominees shall be elected by the delegation by orders.
- 2) Review and evaluate within the guidance of ¶ 524 of *The 2008 Book of Discipline*, the make-up of the current quadrennial jurisdictional committee on episcopacy. In the event that a change is recommended, the committee shall present the name of a recommended substitute to complete the current quadrennial term. After opportunity for additional nominations from the floor, a substitute shall be nominated by the entire delegation.
- 3) Present to the delegation the committee's recommendation for one lay and one clergy from the delegation to serve as members of the Jurisdictional Committee on Episcopacy for the upcoming quadrennium.
- 4) Recommend to the delegation a substitute committee member for the jurisdictional committee on episcopacy when a duly elected committee member resigns or for any reason cannot continue to serve (See ¶ 524, *The 2008 Book of Discipline*).

III. Selection of episcopal nominee:

At such time as the delegation may determine, the delegation may select from its membership its episcopal nominee to be put forward at the next annual conference for election as the North Georgia annual conference nominee for the episcopacy. The following process shall be used by the delegation in selecting a candidate for the episcopacy:

- 1) Opportunity shall be given for delegates to make nominations from the floor and/or to speak in behalf of persons nominated. All clergy members of the delegation shall be eligible for nomination without regard to order of election to the delegation.
- 2) Two seconding speeches for each person nominated shall be allowed.
- 3) After nominations, seconding speeches, and discussion, written ballots shall be taken until one person nominated receives 60 percent of the delegation vote.
- 4) Upon election of the delegation's candidate for the episcopacy, opportunity shall be offered for unanimous endorsement by the delegation.

- 5) The delegation shall develop and implement plans and strategies for accomplishing the election to the episcopacy of the candidate chosen by the delegation.

It is the intent of the conference that through the implementation of these guidelines, the laity shall have an equal voice in the selection of the candidate for the episcopacy, the process shall be fair to all concerned and the process will be comprehensible and consistent.

Guidelines for Distribution of Supplemental Materials North Georgia Annual Conference

Additional materials may be included in Information Packets/Tote Bags for distribution at Registration according to North Georgia Conference Standing Rule C.5 with the guidelines listed below. Contents of this packet shall be limited to:

- Addenda, amendments, or correction to the contents of the pre-conference handbook or
- Materials requiring conference action

Promotional, marketing, interpretive, and educational materials for conference agencies and ministries of the annual conference are encouraged to utilize the display tables to promote the ministries, activities and agencies of and related to the North Georgia Conference.

Materials that are not in the pre-conference handbook, packet of supplemental materials or made available via the display tables are not to be distributed inside the meeting and/or worship areas.

According to Standing Rule C.5 Material for publication in the conference handbook shall be submitted annually to the conference secretary not less than ninety (90) days prior to the opening date of the annual conference. Other material may be distributed to the members of the conference, at the discretion of the conference secretary, in a packet of supplementary materials. All printed materials requiring action by the annual conference shall be available in large print.

1. Deadline to REQUEST distribution of supplemental materials-shall be 30 days prior to the opening of annual conference. Do not assume your material will be included in the tote bag. Provide description of material, justification for insertion in the tote bags rather than distribution at display table, name and cell phone of contact. No items will be considered after the deadline.
2. Volunteers: Four (4) volunteers from each committee, group, etc. submitting material are required to help assemble the materials at the designated time and place. Your material will not be included in the tote bags without volunteers from your group.

Material Format: Quantity: 2800 copies; Size: 8.5 x 11 is preferred; Format: 14 point type; 3 hole punch

Commission on Equitable Compensation Guidelines

In *The Book of Discipline 2008*, ¶625.3 states, “The commission [on equitable compensation] shall carefully study the needs for additional support within the