

V. COMMITTEES

A. The SEJ Committee on Coordination and Accountability

This newly created SEJ Committee will be assigned the task of overseeing the work and ministry of the United Methodist Church across the jurisdiction. The responsibilities and function of the committee will include:

1. Having limited power, but with authority, to act between sessions of the Jurisdictional Conference on matters such as the election of Trustees or Directors for entities requiring such action (e.g., Emory University Trustees and SEJ Agencies)
2. Being the legal body of the Jurisdiction and guardian of the SEJ title and logo
3. Focusing on the mission and ministry of the United Methodist Church within the Jurisdiction
4. Coordinating and/or confirming the program of the General Agencies within the Jurisdiction (§ 528)
5. Receiving regular reports from the Committee on Finance and Administration and jurisdictional groups for mission and ministry
6. Relating to and holding accountable groups mandated by *The Book of Discipline*, Networking Groups, Monitoring Groups, and Existing Groups organized and functioning within the Jurisdiction (See below, “Definitions”)

The membership of this committee will be fifteen (15) persons:

- 3 Bishops
- 3 Conference Directors of Connectional Ministries
- 3 Conference Lay Leaders
- 6 At-large members with expertise and for inclusiveness

All 15 members shall be elected by the Jurisdictional Conference upon nomination by the SEJ Nominating Committee in consultation with the Bishops, Directors of Connectional Ministries and Lay Leaders, to identify their representatives and ensure that each annual conference be represented on the committee.

The Secretary of the Southeastern Jurisdictional Conference shall be the staff person assigned duties for and on behalf of the committee (*ex officio* membership, with voice but without vote).

The Executive Director of the three agencies may be invited to attend meetings of the SEJ Committee for connections and information-sharing (voice but without vote).

The Committee shall elect its own officers. Either a bishop or lay leader shall serve as the chairperson on a rotating basis for a two-year term. (For example, if a lay leader is chairperson for two years, a bishop will serve as vice-chairperson, with the next two-year term reversed.) The secretary of the committee shall have an organizational meeting at a time and place determined by the President of the SEJ College of Bishops, who shall be or name the convener of the meeting.

The committee shall meet at least annually, with called meetings held as necessary. Telephone conference meetings and audio-conferencing are acceptable. A quorum will be determined by those present at a duly announced meeting.

Definitions

A number of groups, committees, and councils across the jurisdiction will be related to and accountable to the Jurisdictional Conference through the SEJ Committee on Coordination and Accountability. These groups fall into one of four categories.

Disciplinary Groups – Two primary groups and/or events are mandated by *The Book of Discipline*: there “shall be” a jurisdictional Commission on Archives and History, and there “shall be” a jurisdictional Ministries with Young People Convocation. Both these groups currently exist and will continue the work as has been determined. A system for regularly reporting, coordinating, and overseeing the work will be developed in consultation with the SEJ Committee on Coordination and Accountability.

There are also jurisdictional organizations for United Methodist Women and United Methodist Men. However, according to *The Book of Discipline*, these two entities are directly accountable to the Women’s Division and the General Commission on United Methodist Men, respectively.

Monitoring Groups – *The Book of Discipline* requires a jurisdictional organization for both the Commission on Religion and Race and the Commission on the Status and Role of Women and requires a Jurisdictional connection with these two General Commissions. Lines of accountability and oversight of their monitoring work will be through the SEJ Committee on Coordination and

Accountability. In addition, it is expected and requested that the monitoring function also be applied to SEJ Committee on Coordination and Accountability, both in its membership and participation.

Networking Groups – These informal, ad-hoc groups arise among conference leaders and staff. They share common interests, concerns, and ministry-related areas. These groups may gather periodically to benefit from interaction with peers, to develop contacts, and to exchange information. The understanding is that all Annual Conferences will be invited to participate but doing so will be strictly voluntary. Funding for travel and expenses shall be the responsibility of each participating Annual Conference. Each Networking Group will be responsible for its own life and will have no jurisdictional staff persons assigned.

Existing, Established, On-going Groups – Several groups, current “agencies” and organizations are providing much needed ministry, training and outreach within the jurisdiction. Four of these are currently established groups: (1) Intentional Growth Center; (2) SEJANAM; (3) SEMAR; and (4) UVMIM. In the revised organization, these will be continued and will be accountable to the Jurisdiction through the Committee on Coordination and Accountability, with the exception of SEJANAM in its redefined relationship with the Lake Junaluska Agency. They will continue to have their own Board of Directors and/or Advisors, which will be reviewed and approved annually by the Committee on Coordination and Accountability. Each group will be self-supporting by 2012, and will file annual reports on the ministry, vision, and results of their programming with the Committee on Coordination and Accountability.

B. The SEJ Committee on Finance and Administration

1. The ministry of the jurisdiction requires a unified budget with one office, which will serve as the primary place for receipts and disbursement of funds. In addition, the office will provide for performing and receiving audits of the Agencies and Jurisdictional groups for mission and ministry. It will propose a quadrennial jurisdictional budget and will provide for the operations and financial expenses for the meeting of the Jurisdictional Conference.
2. This committee will be composed of a representative and inclusive group of fifteen (15) persons, nominated by the SEJ Nominating Committee and elected by the Jurisdictional Conference. The committee will elect its own officers at its organizational meeting which will take place at a time determined by the President of the SEJ College of Bishops, who shall be or name the convener of the meeting. For the purpose of information and sharing mutual concerns, the Chairperson and the Treasurer of the Jurisdiction shall make full and regular reports to the Committee on Coordination and Accountability.
 - a. There shall be a Southeastern Jurisdictional Conference Committee on Finance and Administration, consisting of fifteen (15) members and constitutes as follows: One bishop, one representative from each Episcopal area, and two members at large, to be elected by the Southeastern Jurisdictional Conference on Nomination of the College of Bishops. The composition of the Committee shall be seven laity representatives and six clergy representatives, exclusive of the bishop. If additional episcopal areas should be formed the proportion of laity representatives and clergy representatives shall be maintained as nearly as possible according to this formula. It is recommended that considerations of ethnic background, the place of both men and women, the place of adults and youth, former denominational affiliation, and ability and experience be recognized. Members of the Committee shall take office upon adjournment of the Jurisdictional Conference electing them and shall serve until the adjournment of the next succeeding quadrennial session of the Jurisdictional Conference and until their successors are duly elected. Vacancies occurring during the quadrennium shall be filled by the College of Bishops.
 - b. The Committee, when elected, shall elect from its members a chairperson, vice-chairperson, and recording secretary, and it shall nominate to the Jurisdictional Conference currently in session a treasurer who, on being duly elected by the conference, shall be an ex-officio member of the Committee. If for any reason the office of treasurer shall become vacant during the interim of the sessions of the Jurisdictional Conference, the Committee shall elect a treasurer, following due consultation with the College of Bishops. The Committee may at any time remove the treasurer from office for cause.
 - c. The Committee shall have general oversight of all funds included in the Jurisdictional Conference budget. The treasurer shall render to the officers of the Committee an annual statement of receipts and expenditures at the end of each fiscal year and a quadrennial report to each succeeding quadrennial session of the Jurisdictional Conference covering in detail receipts and expenditures for the quadrennium preceding. The treasurer shall furnish a suitable bond of a surety company of recognized standing and in an amount fixed by the Committee.
 - d. The Committee shall meet on the call of the chairperson or of a majority of the members thereof.
 - e. No member or employee of any Jurisdictional board or agency, or any trustee or employee of any institution which is a beneficiary of the Jurisdictional Conference budget, shall be eligible for membership on the Committee. This provision does not apply to bishops. The expense of the Committee shall be paid out of the Jurisdictional Conference Expense Fund.

- f. It shall be the duty of the Committee to make a careful study of the expense of administration and the causes that may properly be included in the annual Jurisdictional Conference budget, and to recommend to each succeeding quadrennial session of the Jurisdictional Conference for its action and determination an annual budget, showing the share of each Annual Conference in the total. The budget as adopted shall be the annual Jurisdictional Conference budget for the ensuing quadrennium, and the apportionment to each Annual Conference as finally determined by the Jurisdictional Conference shall be its annual share in the said budget. Only such items as are distinctly related to the work of the jurisdiction shall be included in the Jurisdictional budget. The treasurer shall transmit annually to the chairperson of each Annual Conference Council on Finance and Administration, and to the resident bishop of each Annual Conference, not less than sixty days prior to the regular annual meeting of each Annual Conference, a statement of the amount apportioned such Annual Conference for Jurisdictional causes. The Annual Conference shall apportion the same among the charges of the conference in such manner as it may determine. The Annual Conference treasurer shall remit each month to the treasurer of the jurisdiction the amount on hand for Jurisdictional causes.
- g. The fiscal year of the Southeastern Jurisdiction shall be January 1 through December 31. All accounts of the Committee on Finance and Administration shall be kept accordingly.
- h. The Committee on Finance and Administration shall give authority to its treasurer to borrow funds from any reputable bank or trust company to meet any obligation of the Jurisdictional Conference duly authorized in the regular annual budget of the conference; provided, the outstanding indebtedness shall at no time exceed twenty-five percent of the annual budget.
- i. Should any urgent and pressing need arise that had not been anticipated in fixing the jurisdictional budget, and should the same in the judgment of the Committee constitute an emergency, the Committee on Finance and Administration may alter the percentage allowance to any or all agencies or causes receiving funds from Jurisdictional Conference apportionments, or may increase the apportionments to the several annual conferences of the jurisdiction to meet the emergency; provided, such action must be approved by a three-fourths vote of the Committee.
- j. The Committee shall include in the proposed Jurisdictional budget recommended to the Jurisdictional Conference for its actions and determination the following items:
 - 1) The Jurisdictional Conference Expense Fund, which shall provide for the expense of the quadrennial meeting of the Jurisdictional Conference or any called meetings of the same, expense incurred in the preparation of such meeting, and the expense of the Jurisdictional Committee on Finance and Administration, including the treasurer's office.
 - 2) The Jurisdictional Operating Fund, which shall make provision for the expense of the central office and for the expense of meetings of the Committee and its committees. Items in the Administrative Committee budget for salaries and other administrative costs shall be a prior claim against the jurisdictional fund each month.
 - 3) Other items which in the judgment of the Committee should be included in the annual Jurisdictional Operating Fund.

C. Nominating Committee

There shall be a committee of thirty persons who will serve as a Nominating Committee to consider nominations for the general boards and agencies, including the Connectional Table. There shall be two from each conference, one of whom shall be a laity delegate and one of whom shall be a clergy delegate, elected to this committee by the Annual Conference delegation. No member of this committee shall be nominated by this committee for service as a member of any agency; this provision shall not apply to the Red Bird Missionary Conference. At least two weeks prior to the conference, the members of the Nominating Committee shall be provided with:

- 1. A list of the names of the persons being offered by each Annual Conference to the Jurisdictional pool for consideration as members of the respective program boards, commissions, councils, and agencies. These shall be listed by categories on a form prescribed by the Jurisdictional Conference secretary. Each person's ethnic background shall be indicated (e.g., Native American, Asian, African-American, etc.). An asterisk shall be placed by the name of any person who is an incumbent and who is eligible for re-election, together with the name of the agency on which he/she is serving.
- 2. A recommendation of procedure to be followed by the Nominating Committee.
- 3. A reminder that the Nominating Committee shall not only seek to maintain insofar as possible the recommendations of the 2004 *Discipline* for having one-third representation each of clergy, lay women, and lay men on general church agencies, with attention given to including youth, young adults, older adults, racial and ethnic persons, persons with handicapping conditions, and persons from small-membership churches, but that these same provisions shall be applicable to the total number of nominations made from each Annual Conference to the agencies of the general church.

4. A list of the total number of nominees to which each Annual Conference is entitled to the agencies of the general church other than those which the *Discipline* specifically mandates. These numbers shall correspond to the percentage of members, rounded off to the nearest whole, which each Annual Conference has of the total members of the jurisdiction; notwithstanding the above, the Red Bird Missionary Conference shall be represented in the nominations. In compiling this list, the following nominations shall not be included: those which come from recommendation of the United Methodist Women for the General Board of Global Ministries, those for the National Council of Churches, and those which come from another agency or group and are only reported by the Nominating Committee. The information from the annual conferences shall be in the hands of the Jurisdictional Conference secretary no later than June 20. Preference sheets and biographical data for prospective nominees shall be brought to the first meeting of the committee by the members of the committee from the respective conferences. The Nominating Committee shall be convened for organizational purposes at the site of the conference by the president of the College of Bishops of the jurisdiction at 9:00 AM two days prior to the opening of the Southeastern Jurisdictional Conference. Per Diem expenses for the Nominating Committee shall be provided for the extra days. Nominations shall be in the hands of the conference twelve hours before being presented for election.

D. Administrative Committees

Nominations to the administrative committees shall be printed in the first edition of the *Daily Christian Advocate*.

1. **Committee on Plan of Organization and Rules of Order**
There shall be a committee of five, known as the Committee on Plan of Organization and Rules of Order, of which the secretary and treasurer of the conference shall be ex-officio members. To this committee shall be referred any proposed amendments to the Plan of Organization and Rules of Order (see Rule 42). This committee shall restudy the Plan of Organization and Rules of Order between sessions of the Jurisdictional Conference and, after making such needed changes and adaptations therein as in their judgment are necessary, shall present them to the Southeastern Jurisdictional Conference for consideration and final action. Any recommendation by the committee as to the organization of the standing committees, their names, number, and responsibilities (except the Committee on the Episcopacy) shall be transmitted to the secretary prior to the convening of the Jurisdictional Conference. The secretary shall notify the head of each delegation the standing committees as recommended by the Committee on Plan of Organization and Rules of Order so that delegates may make their choice of committee assignments. The committee shall have the authority to consult with various persons and agencies in the exercise of this authority. The Plan of Organization and Rules of Order of the preceding Southeastern Jurisdictional Conference, thus adopted and published in the journal, shall be the Plan of Organization and Rules of Order until they have been altered or amended by the action of the Southeastern Jurisdictional Conference.
2. **Committee on Journal**
There shall be a committee of three, known as the Committee on Journal, which shall daily examine the record of the secretary and report its findings to the conference, recommending appropriate action. Any error subsequently discovered in a section of the journal, which has been approved, shall be reported to the conference for correction.
3. **Committee on Credentials**
There shall be a committee of five, known as the Committee on Credentials. To this committee the chairpersons of the respective Annual Conference delegations shall report the names of absent delegates and of available reserve delegates to be substituted for said absences. This committee shall in turn report all such cases of absence to the conference with recommendations as to seating of reserves, if such are available. No reserve delegate shall be seated except by action of the conference and after a report has been made upon the case by this committee; provided that reserve delegates reported by the chairpersons of the respective Annual Conference delegations as submitted at the opening session shall be seated without the action of this committee; provided, further, such substitutions shall be reported to this committee for review and report to the conference. All changes in the personnel of the seated delegates of the Annual Conference delegations shall be reported to this committee on blanks provided by the secretary. Per Diem allowances shall be paid on the basis of the report to this committee.
4. **Reference Committee**
There shall be a Reference Committee comprised of the secretary, an assistant secretary designated by the secretary, and three others. This committee shall receive all petitions dealing with the regular business of the conference and, after ascertaining that they meet the requirements herein specified, shall distribute them among the several committees according to their respective responsibilities. The Reference Committee may withdraw an item after having assigned it to a committee, either upon request or upon its own motion. It may also withhold from reference or publication any document it shall deem improper, promptly advising the author or authors thereof of its action in order that an appeal may be made to the conference, if desired. This committee shall publish each day in the *Daily Christian Advocate* a list of the communications it has referred to the several standing committees, identifying each by number, title, origin, and destination. Prior to the conference, the secretary of the conference shall make tentative referrals of all petitions properly received, subject to final approval by the conference upon the recommendations of this committee. Such tentative referrals of petitions received before the publication

deadline for the advance edition of the *Daily Christian Advocate* shall be listed in that edition. No petition shall be assigned by the Reference Committee to any Jurisdictional Conference committee unless it comes from some organization, clergy person, or member of The United Methodist Church and contains information essential to the verification of the alleged facts concerning its origin. All petitions shall be presented in triplicate. Each should deal with only one general subject. All petitions requiring funding shall be so designated and the amount to be specified. These petitions shall be referred to the Southeastern Jurisdictional Committee on Finance and Administration for recommendation and action. Not more than one petition should be presented on a single sheet of paper. All petitions shall be in the hands of the secretary of the conference no later than fourteen days prior to the opening of the conference.

5. Committee on Courtesies, Privileges, and Introductions

There shall be a committee of five known as the Committee on Courtesies, Privileges, and Introductions, having the following duties, and responsibilities:

- a. To consider, as presented to it by members of the conference, what said members regard as questions or matters of privilege and decide whether they are such or not, and if they are regarded as being such, to recommend to the conference that they be heard. NOTE: Only questions or matters of privilege which are so urgent that they cannot wait for consideration by this committee may be presented immediately to the conference as provided in Rule 9.
- b. To arrange for the extending of the courtesies of the conference to any to whom they may be due.
- c. To prepare, with due regard to brevity, and present to the conference for its actions such complimentary resolutions as occasion may demand.

6. Agenda Committee

There shall be a committee of five, known as the Agenda Committee. It shall be the responsibility of this committee to see that all items of business required by the *Discipline* of the church are brought to the attention of the Jurisdictional Conference. Any consideration, proposal, resolution, or communication which does not clearly refer to the business of the Jurisdictional Conference, as prescribed in the *Discipline*, or concerning which the Reference Committee may be in doubt, shall be referred to the Agenda Committee, which shall determine whether or not it shall be presented to the conference and also whether it shall be printed in the *Daily Christian Advocate*. The Agenda Committee shall report to the Jurisdictional Conference the disposition made of all matters, which have been referred to the Committee. The Agenda Committee shall consult with the Committee of Chairpersons regarding the inclusion of standing committee reports on the agenda of the conference.

7. Committee on Arrangements

There shall be a committee of six, known as the Committee on Arrangements. This committee shall make arrangements for the meeting of the session of the Southeastern Jurisdictional Conference, including the necessary details that have heretofore been referred to this committee, all in accordance with the actions of this conference and the law of the Church. The secretary of the Southeastern Jurisdictional Conference and the treasurer of the Southeastern Jurisdictional Administration Fund shall be ex-officio members of the committee.

8. Committee on Appeals

There shall be a Committee on Appeals elected in accordance with ¶ 2716.1 of the 2004 *Discipline* of the United Methodist Church.

9. Committee on Chairpersons

The chairpersons of the several standing committees shall be constituted a committee known as the Committee of Chairpersons, to which shall be referred any inter-committee disagreement or difficulty, and which shall arrange through the Agenda Committee for the presentation of committee reports to the conference in such order as to expedite the business, in accordance with Rule 31. The secretary of the Southeastern Jurisdictional Conference shall convene the Committee of Chairpersons.

10. Tellers

There shall be a committee of sixty to act as tellers for the purpose of reporting the ballots ordered by the Southeastern Jurisdictional Conference. The committee shall be composed of two clergy and two laity delegates from each of the annual conferences in the Southeastern Jurisdiction. The committee shall be divided into two groups of thirty each. Each group shall have reserve tellers in such number as the College of Bishops deems proper.

11. Program Committee

There shall be a Jurisdictional Conference Program Committee composed of one bishop, who shall be chairperson; a district superintendent serving under and designated by the bishop; the secretary of the Jurisdictional Conference; the treasurer of the Jurisdictional Conference; the executive director of the Jurisdictional Connectional Table/Committee on Coordination and Accountability; the chairperson of the Committee on Arrangements; the president of the jurisdiction United Methodist

Women; the president of the jurisdiction United Methodist Men; and the chairperson of the Jurisdictional Association of Annual Conference Lay Leaders and three (3) others who may be selected to insure inclusivity. The bishop serving on this committee shall be selected in the order of seniority from the effective bishops of the jurisdiction. The duties of the committee shall be to arrange the program for the Jurisdictional Conference, other than that covered by the Plan of Organization. It shall be established policy of the Southeastern Jurisdiction to have a program that will present to the conference a challenge on behalf of the work of the church in its worldwide mission.

E. Standing Committees

At the site of the Jurisdictional Conference the following standing committees will have the following duties:

1. Episcopacy

The sitting Committee on Episcopacy shall report to the conference the church membership statistics of the Southeastern Jurisdiction and the number of bishops to which the Jurisdiction is entitled on the basis of church membership and shall recommend to the conference the number of bishops to be elected and the process and manner of their election (cf. Rule 17). The committee shall perform such other duties as are set forth in ¶ 522, ¶ 407.1 of the 2004 *Discipline*.

2. Financial Administration

This committee shall consider matters relating to the work and concerns of the Jurisdictional Committee on Finance and Administration and relating to pensions and publications. The budget and any financial proposals prepared by the Jurisdictional Committee on Finance and Administration shall be submitted to this committee for study and review. Thereafter, when the Jurisdictional Committee on Finance and Administration presents its report to the Jurisdictional Conference for action, the committee shall present its recommendations and may propose amendments.

3. Conferences

This committee shall consider matters relating to annual conferences not made the responsibility of any other committee. In addition, all matters pertaining to the boundaries and names of the annual conferences within the Jurisdiction shall be referred to this committee.

4. SEJ Connectional Table

This committee shall consider matters relating to the mission, ministries, organization, and membership of the Connectional Table/Committee on Coordination and Accountability of the Southeastern Jurisdiction. Attention will be given to the agencies and Lake Junaluska Assembly. A unified report will be given to the Jurisdictional Conference. To do its work, the committee shall divide into the following sub-committees:

a. Jurisdictional Ministry

The subcommittee shall consider the various ministries including the agencies of the Jurisdiction in order to affect the direction for the future. It shall concern itself with nominations of agency boards to be elected by the conference.

b. Lake Junaluska

The subcommittee shall consider matters relating to administration, operation, and fiscal affairs of Lake Junaluska Assembly and Atkins House (Intentional Growth Center).

Each standing committee shall consider all petitions and proposals referred to it and shall report its actions thereon to the Jurisdictional Conference in the manner provided herein. In addition to consideration of matters referred to it, each standing committee is encouraged to initiate new proposals within the framework of its area of concern, which will advance the work and mission of the church in the jurisdiction.

F. Membership of Committees

1. Except as otherwise provided in the Plan of Organization or ordered by the conference, the membership of all committees shall be constituted by the election of the conference on nomination of the College of Bishops.
2. The membership of Standing Committee No. 1, Episcopacy, shall consist of one clergy and one lay delegate to the Jurisdictional Conference from each Annual Conference elected by the Jurisdictional Conference upon nomination of their respective Annual Conference delegations (¶ 522.1, 2004 *Discipline*).
3. In determining the memberships of the Standing Committees No. 2, Financial Administration; No. 3, Conferences; No. 4, SEJ Connectional Table, each Annual Conference delegation shall place on each committee 10% of its total number of delegates, rounded to the nearest whole number, as calculated by the secretary of the Jurisdictional Conference, provided that each delegation shall be entitled to place at least two members on each of these three committees. Each delegation shall divide its aggregate membership on these three committees as equally as possible between clergy and lay delegates.

4. An Annual Conference delegation having an insufficient number of delegates to place at least one delegate on each standing committee shall have the right to place its members on standing committees as it deems appropriate, provided that it shall have membership on Standing Committee No. 1, Episcopacy, as provided by the *Discipline*.

G. Meetings of Committees

1. For Organization

Standing Committee No. 1, Episcopacy, shall have been organized at the previous quadrennial session. Standing Committees No. 2 and No. 4, inclusive, shall meet for organization on the afternoon of the first day of the Jurisdictional Conference session as the Program Committee shall determine. In accordance with ¶ 522.1 of the 2004 *Discipline*, the Committee on Episcopacy for the coming quadrennium shall be convened for organizational purposes by the president of the College of Bishops at the close of the quadrennial session of the conference. A bishop appointed by the College of Bishops and an assistant secretary appointed by the College of Bishops and an assistant secretary appointed by the secretary of the Jurisdictional Conference shall serve, respectively as chairperson and secretary to effect an organization in each of the standing committees. The first person named on each of all other committees shall act as convener, except that the secretary of the Southeastern Jurisdictional Conference shall convene the Committee of Chairpersons. Each committee shall elect by ballot a permanent chairperson, vice-chairperson, and secretary, after nominations from the floor for these respective officers. The assistant secretary appointed for the organization of each of the standing committees shall report, as soon as possible, to the secretary of the Jurisdictional Conference the officers elected. In case of all other committees, the secretary elected shall make such report immediately to the secretary of the conference.

2. Regular Meetings

- a. The standing committees shall meet each day with leave of the conference at a time designated by the chairperson of the committee, until the work of the committee is completed.
- b. All other committees shall meet at such times as they may themselves respectively determine.

3. Quorum for Committee Meetings

A majority of the members shall constitute a quorum for the transaction of business in all committees.

H. Financial Implications

Any petitions or proposals from Administrative and Standing Committees, organizations or individuals requiring funding shall be submitted to the Committee on Finance and Administration (CF & A) for study and recommendations prior to consideration by the SEJ Conference. Submissions shall be made no later than 6:00 PM of the day prior to the CF & A report.

VI. DELEGATES' EXPENSE ACCOUNTS

- A. The report of the Committee on Credentials shall be the basis for settlement with principal and reserve delegates for their Per Diem allowance.
- B. Travel expense for delegates to the conference shall be reimbursed as directed by the conference upon recommendation of the Committee on Arrangements. The total travel expense shall be payable to the principal delegate if he/she be present and seated. If during the session of the conference a reserve is seated in his/her place, he/she shall adjust the travel expense with such reserve on the basis of the time served by each.

VII. SOUTHEASTERN JURISDICTION CONNECTIONAL TABLE

There shall be a Southeastern Jurisdictional Connectional Table organized consistently with ¶ 528 in *The 2004 Book of Discipline of the United Methodist Church*, accountable to the Southeastern Jurisdictional Conference, and governed in accordance with the Southeastern Jurisdictional Administrative Council by-laws. [Editors note: *The 2008 Conference voted to restructure effective September 1, 2008. The Connectional Table will be replaced by the Committee on Coordination and Accountability, which is described above in A. V. 1.*]

RULES OF ORDER

I. DAILY SCHEDULE

Rule 1. The following shall be the order for the Jurisdictional Conference, Sunday excepted:

- (1) Devotional service under the direction of the Program Committee.
- (2) Morning – Conference business.
- (3) Afternoon – Devotions, committee meetings, and plenary session as deemed necessary.
- (4) Evening – Conference business – Each session of the Jurisdictional Conference shall begin with a period of worship.

Rule 2. After the worship, the daily sessions of the conference shall be conducted as follows:

- (1) Report of Committee on Journal of the previous meeting or meetings.
- (2) Report of Committee on Courtesies, Privileges, and Introductions.
- (3) Report of other administrative and special committees.
- (4) Calendar.
- (5) Non-concurrent calendar.
- (6) Report of other administrative and special committees.
- (7) Calendar.
- (8) Non-concurrent calendar.
- (9) Balloting as needed.
- (10) Miscellaneous business.

II. PRESIDING OFFICERS

Rule 3. The bishop presiding shall be legal chairperson of the Jurisdictional Conference. He/she shall decide points of order raised by the members as he/she deems necessary to conform to these Rules of Order, subject to an appeal to the conference by any member without debate; except that the chairperson and the appellant, in the order here named, shall each have five minutes for a statement in support of his/her position. A tie vote in the case of an appeal shall sustain the chair. When any member raises a point of order, he/she shall cite by number the rule he/she adjudges to have been violated. The members of any special committee shall be named by the bishop presiding when the committee is ordered, unless otherwise directed by the conference.

Rule 4. When the chairperson stands in his/her place and calls the conference to order, no member shall speak, address the chair, or stand while the chairperson stands.

III. RIGHTS AND DUTIES OF MEMBERS

Rule 5. Attendance and Seating Reserves. No member unless hindered by sickness or otherwise, from being present shall be absent himself/herself from the sessions of the conference without permission of the conference, and all absentees shall be reported by the chairperson of the several Annual Conference delegations to the Committee on Credentials. No reserve delegates shall have the privilege of membership until the substitution has been approved by the conference, except at the first session of the conference, as provided in the Plan of Organization, Division V, Section 4, Sub-section (3).

Rule 6. Directions for Securing the Floor. When a delegate desires to speak to the conference, he/she shall arise at his/her seat, respectfully address the presiding officer, and, after recognition, proceed to the speaker's platform or to the nearest microphone, where, *before speaking*, he/she shall state his/her name and the Annual Conference from which he/she comes.

Rule 7. Interrupting the Speaker. No member who has the floor may be interrupted except for a breach of order, or misrepresentation, or to direct the attention of the conference to the fact that the time has arrived for a special order, or to raise a very urgent question of high privilege.

Rule 8. Speaking More Than Once. No member shall speak a second time on the same question if any member who has not spoken desires the floor, nor more than twice on the same subject under the same motion, nor longer than ten minutes unless his/her time shall be extended by the conference, except as provided in Rule 39. This ten-minute limit may be reduced by a majority vote of the conference at any time, and for any period of duration.

Rule 9. Question of High Privilege. A member claiming the floor at any time for what he/she believes is a very urgent question of high privilege shall be allowed to indicate briefly the nature of the question, as if it be adjudged by the chair to be such he/she may proceed at his/her pleasure, or until the chair judges that he/she has exhausted the privilege. (See Plan of Organization, Division V: Committees, Section 4, Sub-section (5a)).

Rule 10. Voting Area of Conference. Only delegates within the area of the conference when the vote is taken shall be entitled to vote. All delegates within the area at the time a question is put shall vote, except such as have been excused for special reasons by the conference.

Rule 11. Method of Voting. Voting shall be by a show of hands unless otherwise ordered by the conference. An “Aye” and “No” vote by ballot, and also a count vote may be ordered on call of any member supported by one third of the members present and voting. 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 secretaries on a count vote, or an “Aye” and “No” vote. (Rule 26(2)). When a count vote is ordered, the count shall be made by the chairperson of the delegation, who shall report to the secretary of the Southeastern Jurisdictional Conference the number of those in the delegation voting for and voting against a motion or a report.

Rule 12. 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 as he/she indicates. If no delegate objects, the division shall be made, but if there is an objection the chair shall put the question of division to vote, not waiting for a second.

IV. BUSINESS PROCEDURE

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 Reports, Resolutions, Motions, and Amendments. All resolutions and committee reports shall be presented in triplicate, and when requested by the secretary, motions, including amendments, shall be presented in writing.

Rule 15. Reading of Reports and Resolutions. All resolutions, committee reports, and communications of the conference shall be read by the secretary except as otherwise provided in Rule 36.

Rule 16. Alteration of Motions, Etc. When a motion is made and seconded and stated by the chair, or a resolution is introduced and seconded, or a committee report is made or is published in the *Daily Christian Advocate*, it shall be deemed in possession of the conference and may not be altered except by action of the conference (see Rule 35). Introductory, accompanying or explanatory, material shall not be subject to debate or amendment, nor be considered to have been acted upon by the conference upon adoption of the motion or proposal itself, unless accompanied by a specific motion that such material is included in the action of the conference.

Rule 17. Episcopal Election Process

- (1) The sitting Committee on Episcopacy has oversight of the election process for that quadrennium.
- (2) An elder is elected a bishop when that elder has received the votes of 60% of the delegates casting valid ballots in the jurisdictional conference.

Rule 18. Non-debatable 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 or any provisions of the Rules of Order.
- (3) To lie on the table, except as provided in Rule 39.
- (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.

Rule 19. Rights 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 20. 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 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 recess.
- (4) To raise a question of privilege.

- (5) To call for the orders of the day.
- (6) To lie 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).
- (12) To postpone indefinitely.

Rule 21. Tabling Related Motions. No motion, which adheres to another motion, or has another adhering to it, can be laid on the table by itself. Such motions, if laid on the table, carry with them the motions to which they respectively adhere, or which adhere to them.

Rule 22. Referring a Section of Report. It shall be in order for the conference to refer to a committee a section or part of a report or resolution which is before the conference for consideration or any amendment offered thereunto.

Rule 23. 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 member moving that the same be substituted for the resolution or report under consideration. The motion to substitute may not be considered or put, however, until the original report or resolution is perfected, including consideration of any action on any amendment to it, which may have been offered. The conference may terminate this perfecting process by ordering the previous question on the motion to adopt the report or resolution. If this were done, the vote shall immediately be taken on any amendments to the report or resolution then pending, but the vote shall not be taken on the adoption of the report or resolution or on making the substitution until the substitute is also perfected. The main question, report, or resolution having been perfected, the substitute shall be considered, which consideration may be terminated at any time by ordering the previous question, in which case, after action on any amendments to the substitute then pending, the vote shall be taken on the motion to substitute. After this, without further debate or amendment, the vote shall be taken on the motion to adopt, if the previous question thereon was ordered as above indicated as being allowable, or if it was ordered later. In the course of the foregoing perfecting process in the case of the main question or the substitute, or both, the time to be consumed in presenting, considering, and acting on amendments may be limited by action or the conference. If this is done, the previous question may not be put on the adoption of the report or resolution, or making the proposed substitution, until two members (including the chairperson of the committee presenting the report and the member presenting the substitute, if the pending question is the adoption of a report of a committee) shall have spoken on each side of the proposal to substitute or shall have spoken on each side of the proposal to substitute or adopt, as the case may be, after the motions to amend, if there be any, have been acted upon, if there be those who desire to speak.

Rule 24. Previous Question (see Rules 18(5), 23, 25, 39). When any member moves the previous question (that is, that the vote be now taken on the motion or motions pending), he/she shall indicate to what he/she intends it to apply, if any secondary motion or motions are also pending. If he/she 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 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 39.

Rule 25. Unlawful Motion after Speech. It shall not be in order for a member immediately after discussing a pending question, and before relinquishing the floor, to make a motion whose adoption would limit or stop debate.

Rule 26. Exceptions to Majority Vote. A majority of those voting, a quorum being present, shall decide all questions with the following exceptions:

- (1) A tie vote sustains the chair, if an appeal is made from his/her decision (Rule 3).
- (2) One third of those present and voting shall suffice to sustain a call for an "Aye" and "No" vote or a count vote (Rule 11).
- (3) A two-thirds vote shall be required to sustain a motion to suspend or amend a rule or rules or any provision of the Rules of Order (Rules 41, 42); to sustain a motion for the previous question (Rule 24); to set aside a motion for the previous question (Rule 24); to set aside a special order; to consider a special order before the time therefore; or any motion whose adoption would limit debate.

Rule 27. 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 proposed for reconsideration is non-debatable, then the motion under reconsideration may not be debated.

Rule 28. Calendar: Regular, Non-Concurrent. The secretary shall keep a chronological record of orders of the day and reports of committees (see Rule 34), and this record shall be called the calendar, and the matters of business placed in it shall be considered in order, unless by a two-thirds vote of the conference an item is taken up out of its order. Standing committee 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 29. Motion to Adjourn in Order, Except. The motion to adjourn, when unqualified, shall be taken without debate, and shall always be in order, except

- (1) When a delegate has the floor.
- (2) When a question is actually put, or a vote is being taken, and before it is finally decided.
- (3) When the previous question has been ordered and action there under is pending.
- (4) When a motion to adjourn has been lost, and no business or debate has intervened.
- (5) When a motion to fix the time to which the conference shall adjourn is pending. The foregoing does not apply to a motion for final adjournment of the conference.

V. COMMITTEES: DUTIES AND PREROGATIVES

Rule 30. Reference Committee to Allocate the Episcopal Message and the Report of the Jurisdictional Connectional Table/Committee on Coordination and Accountability. The Reference Committee shall allocate the Episcopal Message and the report of the Jurisdictional Connectional Table/Committee on Coordination and Accountability to appropriate committees dealing with the matters germane thereto. The adoption of the report of the Reference Committee shall be notification to those appropriate committees, which have a report on the Episcopal Message and the report of the Jurisdictional Connectional Table/Committee on Coordination and Accountability.

Rule 31. Preparation and Presentation of Committee Reports. Every committee of the Jurisdictional Conference is hereby authorized to delegate to the chairperson and secretary of the committee the duty of preparing and presenting to the Jurisdictional Conference the action taken by the committee on any given subject, and every committee is authorized to grant to a minority of the committee the right to draft and to present to the Jurisdictional Conference a minority report without reading the same before the full committee, providing the substance of the said minority report has been stated to the committee.

Rule 32. Duties and Prerogatives of Committees. When a petition or resolution or any such item is referred to one of the several standing committees, it shall be understood that the whole question with which the paper has to do is referred to that committee for such action as it may deem wise. Committee reports on resolutions, petitions, etc., shall cite the same, identifying them by the numbers they bear, respectively, in the published 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 representatives from the respective committees in order to settle the question at issue. If by this process agreement as to location of responsibility cannot be reached; the matter shall be referred to the Committee of Chairpersons.

Rule 33. Alterations in Restrictive Rules. Reports from committees and all other papers which propose an alteration in the restrictive rules of the church shall state that alteration proposed to be made, and the form of the motion shall be: "Will the Southeastern Jurisdictional Conference recommend to the General and Annual Conferences the change indicated above?"

Rule 34. Standing Committees Report to Secretary. At the close of each day's meeting, the chairpersons and secretaries of the several standing committees shall provide the secretary of the conference with copies in triplicate of all reports adopted by their respective committees for presentation to the conference. The secretary shall enter said reports on the calendar in the order in which they reach him/her and shall furnish the editor of the *Daily Christian Advocate* with one copy of each of the said reports for publication in the next day's issue.

Rule 35. Published Reports in Possession of Conference. A report of any committee signed by the chairperson and secretary thereof shall be regarded as in possession of the conference on the next day after its first appearance in the *Daily Christian Advocate* and in order for consideration at the pleasure of the conference. The same rule shall apply to a report of a minority of any committee signed by one tenth of the members of the committee or by ten members thereof (see Rule 17 and Rule 23).

Rule 36. Preparation and Printing of Reports. All committee reports shall be presented to the secretary of the conference in triplicate on paper provided for that purpose and bearing at the top the name of the committee, its total membership, the number present at the time the report was adopted, the number voting for and against the report, and the number not voting. Reports of the standing committees shall be printed in the *Daily Christian Advocate* at least one day before being presented for consideration by the conference, and they shall not be read unless by its order. Reports of minorities of committees adopted by them with a view to their being offered as substitutes for committee reports shall likewise conform to this rule so far as it is applicable, indicating clearly to what committee the respective minorities belong and for what report or reports, by serial numbers, etc., they propose the respective substitutes.

Rule 37. Committee on Chairperson Not in Harmony with Report. When a chairperson of a committee is not in harmony with a report adopted by the committee, it shall be his/her duty to state the fact to the committee, which shall elect one of its members to represent the committee, and said representative shall have all the rights and privileges of the chairperson in relation to such report.

Rule 38. Presentation of Report of Minority. A member selected by the signers of a minority report of a committee to present the same shall have the same rights and privileges in relation thereto which belong to the chairperson in the presentation of the regular (majority) report of the committee, except that he/she may not present said minority report until the majority report has been presented and shall then offer it as a substitute therefore, and except, further, that in closing the debate on the question of making the substitution, the member presenting the minority report shall speak first and the chairperson last (see Rule 23).

Rule 39. Speakers For and Against. When the report of a committee is under consideration, it shall be the duty of the presiding officer to ascertain, when he/she recognizes a member of the conference, on which side he/she proposed to speak, and he/she shall not assign the floor to any member proposing to speak on the same side of the pending question as the speaker immediately preceding if any member desires to speak on the other side thereof. Except for non-debatable motions, no report shall be adopted or question relation to the same decided without opportunity having been given for at least one speech for and one against the said proposal, provided this right is claimed before the chairperson or duly authorized member representing the committee's report, or the minority report if there be such, is presented to close the debate. When all have spoken who desire to do so, or when (and after) the previous question has been ordered, the chairperson and/or duly authorized member or members presenting the committee's report (and the minority report, if there be one) shall be entitled to speak before the vote is taken. This right of the chairperson and/or other member or members to close the debate shall prevail in like manner to a limit of five 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 would vitally affect the report under consideration, provided that this five minute limit shall not apply to a motion to substitute a minority report for a regular (majority) report of a committee.