IOWA ANNUAL MEETING RULES OF PROCEDURE

In order to facilitate the orderly flow of business, these rules have been adopted by the Iowa Conference Board of Directors for the conduct of business at the 2022 Annual Meeting of the Iowa Conference of the United Church of Christ.

Parliamentary Procedure:
Roberts Rules of Order (most recent edition) shall be the basis for parliamentary procedures.

Floor Discussion: (General Guidelines**)**
On each matter presented on the floor there shall be allowed one hearing per speaker for two minutes, alternating insofar as possible between pro and con, until all others desiring to speak are heard, and then a second hearing shall be allowed for one minute.

Motions and Amendments:
All motions and amendments shall be presented to the Moderator and to the Secretary in writing.

Annual Meeting Oversight Team:
Members of the Annual Meeting Oversight Team shall be the Conference Minister, Moderator, Assistant Moderator, Chair of the Board of Directors, and Vice-chair of the Board of Directors. The Assistant Moderator shall serve as Chair of the Business Referral Team.

Proposals for Action and/or Resolutions:
1. Business concerns brought to the Annual Meeting from the members of the Conference may be one of two types:

> ***Proposal for Action****: specific directional statements and goals which call for the creation of program with implications for budget and staff.*
> ***Resolution****: expression of opinion and/or call for a specific action.*

2. Any proposal for action or resolution adopted by the Conference Annual Meeting will be implemented subject to the planning and budgeting process of the Conference.

3. Proposals for Action and/or Resolutions must be presented in a timely fashion allowing for advance notice and consideration of the matter by the members of the Conference. Therefore, see item 7 below.

4. Proposals for action or resolutions may appropriately come from any one of the following sources:

a. A local church or the official governing body of a local church.
b. Individual members of Iowa Conference churches. Individual members may submit a resolution bearing twenty (20) or more signatures of members of at least three (3) UCC churches of the Iowa Conference in support the resolution.
c. An Association of the Iowa Conference.
d. The Conference Board of Directors.

5. All proposals for action or resolutions must contain a recommended plan of implementation which answers the following questions:

If adopted and funded:

a. Who will implement the action?

b. What actions will they take? (Please provide a listing of name and addresses of persons to receive copies of the voted document if that is part of the implementation)

c. By what deadline will it be accomplished?

d. How will it be funded?

6. Proposals for action, resolutions and proposed amendments to them should seek to use language which is inclusive in form and content.

7. To be considered at the Annual Meeting proposals for action and resolutions:

a. Must have been in the hands of the Board of Directors no later than 60 days prior to the date of the Annual Meeting, or;

b. Must relate to subject matter which could not have been foreseen prior to that date (an emergency resolution). **Any such emergency resolution must be in the hands of the Board of Directors no later than Friday, June 18, 2021. The Annual Meeting Oversight Team will determine whether it may be presented to the meeting.**

Nominations from the floor:

All nominations presented from the floor shall meet the same criteria used by the Conference Nominating Committee:

a. Permission for use of their name has been granted by the nominee.

b. Biographical information will be distributed sufficiently in advance of the election to be studied by the delegates.

c. There will be no nominating speeches.

d. Nominee is an active member of a local church in the Iowa Conference.