

## MICHIGAN ANNUAL CONFERENCE

guide to annual conference



# MIUMC lay member of annual conference guide part 2

# NOW THAT I KNOW WHAT ANNUAL CONFERENCE IS (FROM PART 1) AND HAVE BEEN ELECTED TO BE THE LAY MEMBER OF ANNUAL CONFERENCE FROM MY CHURCH OR AS AN EQUALIZATION MEMBER --- NOW WHAT DO I DO?

- Hopefully, you would have already requested the time off of work before you said yes. If not be sure to plan to have May 30-June 1 off and any travel or extra days required.
- Decide if you're attending any pre-conference events, such as the golf outing, Zero-K Run / Walk or any other activities.
- Check [2024.michiganumc.org](https://2024.michiganumc.org) or MIconnect for updates on the schedule and events.
- Be sure your church administrator, if applicable, updated your church's BrickRiver database profile to include you as the Lay Member of AC. OR If you are an equalization member, be sure your District Lay Leader and the AC Registrar have your contact details, if applicable.
- Determine roommate plans. Roommate names are needed when registering.

Be aware that registration opens March 1. The onsite housing fills quickly, so act fast!

## HOW DOES THE LEGISLATION PROCESS WORK?

### Petition, resolution, or legislation?

Looking to recommend a change in how the Michigan Conference operates? To do so, you will want to submit a **resolution to the Annual Conference**. To ask the Annual Conference endorsement for a change to the *Book of Resolutions* and *Book of Discipline of The United Methodist Church* is called a **petition**. Ultimately, anything voted on in either annual or general conference is a form of **legislation**, by any other name.

### Robert's Rules of Order & MIUMC Rules of Order

The Annual Conference uses Robert's Rules of Order and The Michigan Conference Rules of Order. Robert's Rules is the most widely used manual of parliamentary procedure of the United States of America. It governs the meetings of a diverse range of organizations—including church groups, county commissions, homeowners associations, nonprofit associations, professional societies and school boards—that have adopted it as their parliamentary (legislative) authority.

To help you prepare, the Committee on the Annual Conference Session invites you to watch a brief light-hearted video that demonstrates the legislative process, "One Cookie At A Time!" It can be found at [2024.michiganumc.org/preparation](https://2024.michiganumc.org/preparation).

When it becomes available, be sure to also read all legislation and our Rules of Order so that you are fully prepared to participate.



## REVIEW VOTING MATERIALS

All voting materials will be available and posted online by April 15. It's important for you to review all legislation, including the budget. Have conversations with your pastor and congregation about the resolutions. Be familiar with the resolutions and be prepared to make an amendment at Annual Conference if you feel that is needed. Consider speaking 'for' or 'against' an item on the floor of Annual Conference. It's important for all members of Annual Conference to feel their voice has been heard and that all members are prepared to vote when the time comes.

## WHAT'S A LEGISLATIVE COMMITTEE?

You may have noticed that the Annual Conference schedule has time blocked for legislative committees and you're not sure what that means.

A resolution can be submitted by individuals, a church or committee. In order to give every resolution the consideration it deserves, they are assigned to a legislative committee before they come before the entire body of Annual Conference.



Legislative Committees are breakout groups that review and perfect the resolutions before they are addressed by the larger body. These will be held through Zoom the week of May 20. Members of Annual Conference are randomly assigned to legislative committees, usually about 4-6 committees.

## FAMILIARIZE YOURSELF WITH THESE FUN LEGISLATIVE TERMS

**Plenary** - A session attended by all participants at conference.

**Motion** - Propose for discussion and resolution at a meeting.

**Amend or Amendment** - To modify or alter a motion.

**Call the Previous Question** - To close debate on immediate pending motion or all pending motions.

**Point of Order** - To enforce Conference rules.

**Suspend the Rules** - To facilitate business normally against the rules.

**Move to Postpone** - To delay consideration of the motion.

**Call for the Order of the Day** - Move to the Conference scheduled business.

**Move to Refer** - To place the main motion in the hands of a committee or group of specified persons.

**Move to Reconsider** - To secure a new vote on a motion previously voted upon. Mover must have voted with prevailing side.

**Limit or Extend Limits of Debate** - To limit or extend debate for period of time, or on specified motions.

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## **PART 3 includes arrival & onsite info**

### **registration opens march 1**

