

505 FORMAT AND SUBMISSION OF ANNUAL MEETING RESOLUTIONS (1/8/98)

Annual Meeting Resolutions can be introduced by an individual, group, congregation or Association of the Conference. They should be carefully thought out statements written with clarity, brevity, and precision of language. They should deal with matters that are deserving of the time required for consideration and upon which an expression of will of the assembly is appropriate.

Resolutions should be expressed, whenever possible, on one 8 ½" x 11" typed page and use the following format:

- a) Title of the resolution
- b) Name of the presenter(s)
- c) Summary (A one-sentence statement of the intent of the resolution)
- d) General background (a brief statement indicating the reason the resolution is being presented)
- e) Theological background (a brief statement of how our Christian faith bears on the proposed resolution)
- f) Text
 - 1) A brief preamble (if necessary), beginning "WHEREAS," to provide a little-known information essential to the understanding of the resolution.
 - 2) The statement being offered, each phrase beginning: BE IT RESOLVED."

The deadline for submission of resolutions is April 1. All resolutions must be received in the Conference office by that date. Resolutions received before the deadline will be duplicated by the Conference Office and included in the annual Meeting Advance Reports, mailed approximately May 15.

Any resolution submitted after the deadline must be accompanied by a written petition to the Business Committee requesting that it be allowed and presented to the Annual Meeting as an exception to the deadline policy. Any person(s) or group(s) submitting a resolution after April 1 deadline date will have the responsibility of providing 800 copies (on 8 ½ x 11" paper) of the resolution to hand out to delegates at the Annual meeting. The Business Committee, in determining whether or not a late resolution will be recommended for consideration, will be primarily concerned with the reason for the lateness of submission. No resolution will be accepted after 2:00 p.m. on the Friday of the Annual Meeting.

There shall be a first presentation of the resolutions during the opening plenary business session of Annual Meeting. The spokesperson for each resolution will have up to 5 minutes to explain the resolution, with an aggregate of no more than 45 minutes. If more than 9 resolutions are offered, the moderator will assign an equal amount of time to each spokesperson.

Following the first presentation of each resolution the spokesperson shall move that it be considered at the subsequent plenary business session. No debate shall be allowed on this motion. Voting shall be by written ballot. All resolutions approved for consideration shall be placed on the agenda for a subsequent plenary business session. Any resolution not approved for consideration shall not be considered further at that Annual Meeting.

The titles of all resolutions to be considered at a subsequent plenary business session shall be read in the order in which they were received in the Conference Office. Each of these resolutions shall then be allotted up to 15 minutes for consideration, excluding time spent on amendments, explaining parliamentary procedures, or counting votes; with an aggregate of no more than 1½ hours. If more than 6 resolutions are considered, the Business Committee will determine the amount of time each resolution shall be allotted for consideration. All resolutions shall receive an equal amount of time, but the aggregate shall not exceed 1½ hours.

Persons may speak on a resolution for a maximum of two minutes each time they speak.

Consideration of resolutions shall follow Robert's Rules of Order (most recent edition). Following consideration, delegates will vote to either endorse the resolution or not endorse the resolution. Voting will be by written ballot. Results of the voting will be announced at a subsequent plenary session in the same Annual Meeting.

The minutes of Annual Meeting shall list the resolutions by title and indicate the disposition of each resolution. Following the Annual Meeting, all endorsed resolutions shall be reprinted in full in the minutes and distributed to each congregation in Penn Central Conference. In addition, endorsed resolutions calling for Conference action will automatically be referred to the Board of Directors for implementation.