

Western Jurisdictional Conference

Rules of Order and Plan of Organization

(as amended and adopted by the 2024 WJC session)

Section A -- Rules Of Order

Article I - The Meeting of the Conference

Rule 1. Time and Location.

The quadrennial session of the Western Jurisdictional Conference shall meet at the place determined by the Committee on Program and Arrangements or by the Conference itself. The times for holding the Jurisdictional Conference shall be determined by the College of Bishops in accordance with the current Discipline.

A special session of the Jurisdictional Conference may be called as provided in the current Discipline.

Rule 2. The Convener.

The Conference shall be convened by the Bishop of the episcopal area in which the Conference is held.

Rule 3. Holy Communion and Memorial Service.

There shall be a service of Holy Communion and Memorial during the Conference.

Rule 4. In the spirit of the 2016 Book of Discipline ¶1722 Restrictions on Closed Meetings, the Program and Arrangements Committee shall make provisions for visitors to be able to attend the jurisdictional conference either in person or online for a minimal registration fee and with no requirement to purchase meals.

Article II - Order of Business

Rule 5. Organization of the Conference

a. The roll call of the Conference shall be made by the Conference Secretary and shall be constituted as follows:

Names of the bishops of the Western Jurisdiction.

The roll of delegates by Annual and Missionary Conference shall be presented in writing by the head of each conference delegation. If a delegate is absent, the head of the delegation to which the absentee belongs shall report the name of the absentee in writing to the Conference Secretary together with the name of the reserve who is to be seated in the delegate's stead.

b. If a quorum is present, the Conference shall proceed to complete its organization by the election of a Secretary. (See Article X.) A quorum shall be defined as follows: a majority of the delegates qualified to sit in the Jurisdictional Conference shall constitute a quorum for the transaction of business, but less than a quorum may meet and adjourn.

c. The Secretary shall nominate and the Conference shall elect such assistant secretaries, as it may deem necessary.

Rule 6. Presiding Officer.

The Bishops of the Western Jurisdiction shall preside at all the sessions of the Jurisdictional Conference in an order to be arranged by the Committee on Program and Arrangements in consultation with the President of the College of Bishops of the Western Jurisdiction.

The presiding officer shall take the chair at the appointed hour according to the order of the Conference.

The presiding officer shall decide all questions of order, subject to an appeal to the Conference. In case of such appeal, the question shall be taken without debate, but the appellant shall be given opportunity to state the ground of the appeal, and the presiding officer shall state the ground of the decision.

Rule 7. Daily Order.

Devotional services.

Approval of daily proceedings by delegates after relevant information has been provided to them.

Report of Committee on Program and Arrangements.

General business.

At whatever time during the Conference the Committee on Nominations presents its report to the Conference there shall be a time interval before final action is taken.

When an episcopal election is announced, a ballot for the purpose of certifying episcopal candidates for election shall be added to the orders of the day for the first day of the conference in accordance with Rule 17.e. Additionally, the local arrangements committee shall provide for a "special event" for all conference delegates on the first day of the conference to enable informal conversation between Episcopal Nominees and conference delegates.

Article III - Duties and Privileges of Delegates

Rule 8. Excuses.

A delegate who leaves the session of the Conference shall request an excuse from the head of his/her delegation.

The head of the delegation shall secure the replacement for the excused delegate from the reserve delegates from his/her Annual or Missionary Conference.

Rule 9. Recognition.

When a delegate desires to speak to the Conference, the delegate shall seek recognition by the method prescribed by the presiding officer and, after recognition, proceed to the nearest microphone or other designated place. The delegate will announce his/her name and his/her Annual or Missionary Conference as a preface to addressing the Conference.

Rule 10. Order and Courtesy.

No delegate shall be interrupted when speaking, except by the presiding officer to call the delegate to order when delegate departs from the question, uses disrespectful language, or otherwise violates the order and procedure of the Conference.

Any delegate may interrupt to call the attention of the presiding officer to any statement which the delegate deems out of order or which the delegate construes as misrepresentation, or for a point of information that requires immediate attention.

Rule 11. Privilege.

When a delegate desires to speak to a question of privilege, the delegate shall state briefly the nature of the question in open conference, and it shall not be in order for the delegate to speak to the Conference until the presiding officer shall have decided that it is a legitimate privileged question and one of such a nature as to prevent its reference to the Committee on Program and Arrangements (Article XIII.a.2)d).

Questions of privilege are limited to the rights and welfare of the individual delegate or to the comfort or convenience of the whole Conference.

Rule 12. Limitations.

No delegate shall speak more than once on the same question until every delegate who is disposed to speak shall have spoken, nor shall any delegate speak more than twice on the same question nor more than ten minutes at a time.

Rule 13. Alternate Debate.

No delegate shall speak for or against a pending matter immediately after another delegate favoring the same side has spoken unless no speaker on the opposite side desires the floor.

Rule 14. Influence.

Demonstration of approval or disapproval during the process of debate shall be deemed a breach of order.

Article IV - Youth Representation

Rule 15. Youth Observers.

Two youth representatives from the Western Jurisdiction Council on Youth Ministries shall be seated in the Conference with voice but without vote.

The expenses of the youth representatives shall be paid in the same manner and extent as in the case of an elected delegate.

Rule 16. Youth Coordinator.

The Jurisdictional youth coordinator, if not an elected delegate, shall be entitled to attend the Conference as a shepherd to the youth representatives. If the youth coordinator is an elected delegate, the WJCYM shall be entitled to select another adult worker with youth to attend.

The expenses of the youth coordinator or other adult worker with youth shall be paid in the same manner and extent as in the case of an elected delegate.

Article V - Motions and Voting

Rule 17. Motions.

Motions made from the floor shall be presented in triplicate to the Conference Secretary.

Rule 18. Voting.

a. Voting shall be as ordered by the presiding officer.

b. Delegates voting in the minority or abstaining may request their vote count be recorded.

c. Votes may be taken also by written ballot if ordered by a majority of the delegates. Written ballots shall be in the following manner:

- i) The Secretary shall prepare uniform ballots upon which each delegate shall vote.
- ii) These ballots shall be returned to the several chairpersons of Annual and Missionary Conference delegations, who shall pass them to the Secretary for recording.
- iii) The detailed vote shall be published in the instruments of business, the daily proceedings and the Journal.

d. Voting for Bishop.

- 1) A two-thirds majority of valid ballots cast shall be required to elect.
- 2) A ballot shall be taken when the presiding officer orders it and after the presiding officer has indicated the number of persons required to be elected.
- 3) If there are more names written on a delegate's ballot than offices to be filled, the entire ballot will be deemed invalid.
- 4) In counting written ballots, the intent of the voter shall be allowed regardless of mistakes in spelling, omission or mistakes in Christian name or initials, etc.
- 5) If the tellers are not able to agree unanimously on the intent of the voter, the vote for that name only shall not be counted.
- 6) The results of each ballot shall be delivered only to the presiding officer after the tallying and only after the results have been (1) confirmed by the Jurisdictional Secretary in the case of an electronic ballot or (2) signed by the duly elected chairperson of the tellers in the presence of the other tellers.
- 7) The presiding officer, or other person designated, shall announce the ballot by reading the names and number of votes cast for each person who received two or more votes, who will be assigned a number.
- 8) The results of the ballot shall be announced as soon as possible, preferably before the adjournment of the session where the ballot is taken.
- 9) Any other procedure shall be voted on by the body (e.g. sealing the ballot before counting at a later time).
- 10) As soon as the ballot results are announced, the bishop will immediately call for a vote on whether to call a recess. If the vote is negative, the conference will proceed immediately to the next ballot. If the vote is positive, a motion will be required to establish the length of the recess.

e. Episcopal Election Process.

The episcopal election process will be facilitated by the Committee on Episcopacy and shall proceed as follows:

1) Discernment and Candidacy

a. At least 180 days prior to a regularly scheduled Western Jurisdictional Conference at which episcopal elections will take place, the Committee on Episcopacy will formally open a discernment process for persons interested in exploring standing for election to become a bishop. Announcement of this process will be made through conference communicators and the first elected delegates from each Annual Conference.

b. To be part of the discernment process, persons may submit their own name or their names may be suggested by other individuals or groups, including annual conference nominees. The Committee on Episcopacy will contact persons whose names have been suggested to provide information about the process, any requirements, and the discernment opportunities to be offered.

c. Throughout the discernment process, the Committee on Episcopacy will provide a variety of opportunities for interested persons to explore what being a bishop means, what the office entails, and how their gifts may align with the role of bishop.

d. The Committee on Episcopacy will create a form to be submitted by persons interested in continuing in the discernment process and becoming declared candidates. The Committee on Episcopacy will set the deadline for submission.

e. After potential candidates submit their forms, the focus of the discernment process will expand to include opportunities for voting delegates to become familiar with the continuing candidates. Delegations are encouraged to create opportunities for discernment across conferences.

f. Throughout the discernment process, relevant materials by and about candidates (such as written statements and videos) will be shared on the Western Jurisdiction website.

2) Nominations:

a. Episcopal candidates may be nominated either by the annual conferences or during the opening plenary of the Jurisdictional Conference.

b. During the opening plenary session and following an explanation of the episcopal election process, the presiding bishop will open the floor for the purpose of nominating additional episcopal candidates who have not been formally endorsed by their annual conferences.

3) The Certifying Ballot:

a. Once nominations from the floor have been formally closed, a preliminary ballot shall be taken for the purposes of certifying nominees to stand for episcopal election.

b. Any nominee receiving 5% or more of the valid votes cast during the certifying ballot will be officially considered a “certified candidate.” The jurisdictional conference shall offer equal opportunities to all certified candidates to participate in scheduled activities. Delegates may continue to vote for any qualified candidate on any ballot.

c. Each voting delegate shall have the opportunity to cast the number of votes during the certifying ballot equal to the number of bishops to be elected at that session of the Western Jurisdictional Conference. Each vote shall be for a different candidate; no delegate shall vote for the same candidate more than once during the certifying ballot.

4) Annual Conference Delegations:

a. Annual conference delegations will have time throughout the Jurisdictional Conference to meet with episcopal candidates and to engage in collective discernment.

Article VI – Reports and Resolutions from Committees

Rule 19. Written Reports.

Resolutions and reports submitted by committees shall be presented in the format specified by the Jurisdictional Conference Secretary along with one signed hard copy. The resolutions and reports shall be presented to the presiding officer, the Jurisdictional Conference Secretary, the chairperson of the committee making the report, and the instruments of business and daily proceedings.

Rule 20. Reports.

A report of a committee authorized and submitted by the chairperson and secretary shall be considered to be in the possession of the Conference after it shall have been published in the instruments of business and daily proceedings. If there are two or more such reports, they shall be considered in alphabetical order.

A minority report, authorized by at least one-fourth of the members of the respective committee, shall bear the same serial number, with proper notations, as the report for which it is substituted. Such minority report shall be considered to be in the possession of the Conference after it has been published in the instruments of business and daily proceedings.

All reports shall be prepared in the format specified by the Jurisdictional Conference Secretary along with one signed hard copy. All reports shall be prepared for the Jurisdictional Conference Secretary, the instruments of business and daily proceedings, the chairperson of the committee making the report, and the presiding officer.

All reports submitted to the Jurisdictional Conference Secretary shall contain the following information: the name of the committee, the number of the report, the number present at the time the report was adopted, the number voting for the report, and the number voting against the report.

Reports of commissions and committees, except the Committee on Credentials, and that portion of the report of the Committee on Program and Arrangements dealing with matters of privilege, shall be published in the instruments of business and daily proceedings before being presented to the Conference, and they shall not be read unless by its order.

The delegate selected by those authorizing a minority report to present their report shall have all the privileges in reference to the minority report that are given to the chairperson presenting the regular report, except that the chairperson presenting the regular report shall have the right of closing debate on the question of substituting the minority report for the regular report.

Article VII - Petitions, Resolutions and Papers

Rule 21. Communications.

Resolutions and communications to the Conference may be read by the Secretary.

Rule 22. Deadline.

a. Petitions, resolutions and miscellaneous papers for reference to a committee must be delivered to the Secretary prior to the opening session of the Conference, in the format specified by the Jurisdictional Conference Secretary along with one signed hard copy (Article X.d.3).

b. On occasion, issues and organizational needs arise during Jurisdictional Conference which need to be brought to the Conference but have not been submitted prior to the meeting. Petitions, resolutions and miscellaneous papers may be brought directly to the floor of the Jurisdictional Conference after the following procedural steps have been taken:

i) The matter shall be submitted using the form outlined in Rule 22 to the Committee on Program and Arrangements for scheduling.

ii) The matter shall be presented to all delegates at least twenty-four hours before it is voted upon.

iii) The matter cannot come before the Jurisdictional Conference unless a two-thirds majority of the delegates votes favorably for its consideration.

c. Materials to be distributed during the Conference Session must first be submitted to the Conference Secretary for approval by the Committee on Program and Arrangements.

Rule 23. Proper Form.

a. Delegates presenting such petitions, resolutions and miscellaneous papers prior to the Jurisdictional Conference meeting for reference shall indicate at the beginning of the first page the items in order as follows:

i) Name of delegate presenting the paper.

ii) Annual or Missionary Conference to which the delegate belongs.

iii) Annual or Missionary Conference, society, board, delegate, clergy or lay member, church and/or organization from which the paper comes.

iv) Subject to which it relates.

v) First name on the petition.

vi) Number of other petitioners.

b. Upon receipt, the Secretary shall add to these items the names of the committee to which the document is referred with the date of reference.

c. Petitions, resolutions and miscellaneous papers prepared according to Rule 23.a shall be published in the instruments of business, the daily proceedings and listed in the Journal.

Article VIII - Fiscal Policies

Rule 24. Referrals of Financial Matters.

All matters relative to the financial affairs and position of the Western Jurisdictional Conference of The United Methodist Church shall be referred to the Jurisdictional Committee on Finance and Administration. (Article XIII.b.3).

No action shall be taken on such matters by the Conference until the Jurisdictional Committee on Finance and Administration has reported to the Conference.

Article IX – Rules

Rule 25. General Conference Rules.

In all matters not specified herein, the proceedings of the Conference shall be governed by the rules of the General Conference.

Rule 26. Proposed Rule Changes.

Proposals for changes in the rules may be made by any individual or group within the Jurisdiction. Such proposed changes shall be submitted to the Rules Chairperson by March 1 of the year in which Jurisdictional Conference occurs.

Rule 27. Suspension of Rules.

These rules may be amended or suspended at any time by a two-thirds vote of the delegates present and voting during a session of the Conference.

SECTION B -- PLAN OF ORGANIZATION

Article X - Officer—Secretary

- a. Election--The Secretary shall be nominated by the Jurisdictional Leadership Team (JLT) and elected during the opening session of the Conference.
- b. Term of Office--The term of office shall be the balance of a quadrennium for which the election occurs or until a successor is elected. If the position will be filled by a new individual, that person shall serve as an assistant secretary during the session at which s/he is elected and shall assume full responsibility on January 1 following the adjournment of the regular session of the Conference.
- c. Vacancy--If a vacancy shall occur between sessions, it shall be nominated by the Committee on Nominations and presented to the Jurisdictional Leadership Team for final approval.
- d. Duties—
 - 1) Prepare and call the roll at the opening session of the Conference.
 - 2) Nominate, for election by the Jurisdictional Conference, assistant secretaries to serve during the sessions of the Conference.
 - 3) Receive petitions, resolutions, and miscellaneous papers and refer same to a committee for consideration prior to the opening session of the Conference.
 - 4) Receive materials for approval by the Committee on Program and Arrangements prior to distribution during the Conference session.
 - 5) Serve ex-officio on the Committee on Program and Arrangements (Article XIII.a) and Committee on Rules (Article XVI.d.1) with voice but not vote.

- 6) Examine journals of the Annual and Missionary Conferences to ascertain whether they conform to the rules established by the General Conference and report the findings to the Jurisdictional Conference.
- 7) Serve as recording secretary during the sessions of the Conference.
- 8) Edit the Journal for publication and make such changes in wording as may be helpful provided that such changes do in no way alter the meaning or intent of any portion of the motion, resolutions, or actions.
- 9) Produce and publish the instruments of business and daily proceedings.
- 10) Receive the lists of officers of all committees to include in the instruments of business and daily proceedings.
- 11) By April 1 of the year of episcopal elections, send Nominee Profile Forms and Support Statement Forms, which have been approved by the Committee on Episcopacy, to all annual conference secretaries or each nominee to complete. The completed forms will be returned by the annual conference secretaries to the Jurisdictional Conference Secretary as soon as possible, but no later than one month prior to the commencement of a Jurisdictional Conference at which bishops are to be elected.
- 12) Send completed Nominee Profile Forms and Support Statement Forms for persons nominated by annual conferences to all delegates at least two weeks prior to Jurisdictional Conference. Provide blank Nominee Profile Forms and Support Statement Forms to Nominee who surface during the balloting process and distribute the completed forms to the delegates at the site of the jurisdictional conference.

Article XI - Officer – Treasurer

- a. Election--The treasurer shall be nominated by the Jurisdictional Committee on Finance and Administration (JCFA) and elected by the Conference (Article XIII.b.c.3).
- b. Term of Office--The treasurer shall serve for the quadrennium beginning January 1 following the close of the regular session of the Jurisdictional Conference or until a successor is elected.
- c. Vacancy--If a vacancy occurs between sessions, the JCFA shall have the authority to fill the position “ad interim.”

d. Duties—

- 1) The duties of the treasurer shall be those normally incident to the office and others as assigned by the JCFA.
- 2) Shall serve as ex-officio member of JCFA with voice but not vote.
- 3) Shall serve as ex-officio member of Committee on Program and Arrangements (Article XIII.a.1) with voice but not vote.
- 4) Shall serve as treasurer of the Jurisdictional Leadership Team (JLT) (Article XII.b.3.c).
- 5) Shall serve as adjunct staff to JLT and attend the meetings of JLT.

Article XII - Jurisdictional Leadership Team

There shall be a Jurisdictional Leadership Team, hereinafter called the JLT.

a. Purpose—

- 1) To be a resource and support to the Western Jurisdiction in the accomplishments of its constitutionally mandated duty to promote the evangelistic, educational, missionary, and benevolent interests of the Western Jurisdiction and provide for interests and institutions within the boundaries of the Western Jurisdiction. (The Constitution, ¶ 27 Article V. 1.)
- 2) Attend to the spiritual and temporal well-being of the Jurisdictional connection between sessions of the Jurisdictional Conference, through listening to God and one another and then collective discernment.
- 3) Engage in strategic planning, assess shared ministries, review emerging needs, propose actions, and provide resources for effective ministry.
- 4) Provide opportunity for connection and coordination of efforts among all Jurisdictional bodies, committees and boards.
- 5) Name and provide resources for task groups to respond to short-term needs.

b. Membership—

- 1) There shall be fourteen elected “at-large” members with voice and vote:
 - a) Clergy co-chair of the Jurisdictional Leadership Team
 - b) Lay co-chair of the Jurisdictional Leadership Team
 - c) Twelve elected at-large members (6 lay and 6 clergy)

2) There shall be four ex-officio members with voice and vote:

- a) President of the Western Jurisdiction Association of Lay Leaders
- b) Chair of the Western Jurisdiction Committee on Episcopacy
- c) Chair of the Western Jurisdiction Committee on Finance and Administration
- d) Chair of the Inter-Ethnic Coordinating Committee

3) There shall be the following “administrative” members with voice but without vote:

- a) Western Jurisdiction College of Bishops
- b) Secretary of the Western Jurisdiction
- c) Treasurer of the Western Jurisdiction
- d) Chair of the Committee on Program and Arrangements
- e) Representative of the annual conference communicators
- f) Chair of the Western Jurisdiction Directors of Connectional Ministry (or equivalents)

4) The following persons who represent the identified missional programs of the jurisdiction shall advise the JLT:

- a) Chair or representative of the Hispanic Mission Advisory Council
- b) Chair or representative of the Korean Mission Advisory Council
- c) Chair or representative of any additional jurisdictional racial/ethnic advisory group receiving funding from the jurisdiction
- d) Representative of the Congregational Development Team
- e) Representative of the Leadership Development Team
- f) Chair of the Volunteers in Mission Board
- h) Representative of the Urban/Rural Network
- i) Representative from Youth Ministries in the Western Jurisdiction
- j) Representative from Young Adult Ministries in the Western Jurisdiction
- k) Representative from Campus Ministries in the Western Jurisdiction
- l) Western Jurisdiction President of United Women in Faith

- m) Western Jurisdiction President of United Methodist Men
 - n) Western Jurisdiction Directors of Connectional Ministry (or equivalents)
 - o) Representative from the Western Jurisdiction Committee on Native American Ministries
- 5) The clergy and lay co-chairs of the Jurisdictional Leadership Team shall be elected by the Jurisdictional Conference as specified below:
- a) Nominations for at least three clergy and three lay co-chairs of the Jurisdictional Leadership Team shall be offered by the Committee on Nominations on the first day of the Conference. Additional nominations shall also be offered from the floor by duly-seated delegates of the Jurisdictional Conference on the first day of the Conference.
 - b) Following their nomination and prior to their election, nominees shall be given a chance to address the Conference concerning their qualifications for office and their vision for ministry in the Western Jurisdiction.
 - c) Both the lay co-chair and the clergy co-chair shall be elected by a majority vote of the members of the Jurisdictional Conference
 - d) No vote to elect the co-chairs of the JLT shall be held any sooner than 24 hours after the opening of the session during which nominations are received.
- 6) The remaining at-large voting members of the JLT shall be elected by the Jurisdictional Conference as specified below:
- a) The Jurisdictional Committee on Nominations shall nominate qualified individuals to be at-large voting members and at least two lay and two clergy alternates of the JLT prior to the commencement of the Jurisdictional Conference.
 - b) An opportunity shall be provided on the first day of the Jurisdictional Conference for additional nominations to be added from the floor.
 - c) The at-large voting members and alternates of the JLT shall be elected by a majority vote of the Jurisdictional Conference following the election of the two co-chairs.
- 7) It is highly recommended that care be taken at all levels of the nomination and election process to ensure that the voting members of the JLT represent the diversity of the Western Jurisdiction, including diversities of race, culture, language, age, gender identity, sexual orientation, geographical location, annual conference membership, and theological perspective. It is recommended that membership on the JLT be about evenly divided between clergy and laity.
- 8) Vacancies in the voting membership of the JLT occurring during the quadrennium, shall be filled by the JLT.

9) There shall be an Executive Committee of the JLT composed of the co-chairs of the JLT, three at-large members of the JLT elected by the JLT, the president of the Western Jurisdiction Association of Lay Leaders, the chair of the Western Jurisdiction Episcopacy Committee, the chair of the Western Jurisdiction Inter-Ethnic Coordinating Committee, and the chair of the JCFA. The president of the College of Bishops, the chair of the Directors of Connectional Ministry, and a representative from the annual conference communicators will be invited. The Executive Committee will be tasked with building agendas and following up on business assigned to it by the JLT.

10) Participation and Support--In keeping with the Book of Discipline of The United Methodist Church, and in the interest of broader awareness, collaboration and creativity, meetings of the JLT are open. Interested groups and individuals are encouraged to attend. They may participate in the meetings as invited to do so. However, only members and invited guests are eligible to participate in the shared funding for meeting travel and expenses.

c. Organization—

1) After its election, the JLT shall be convened by its co-chairs and shall elect from among its own at-large members three voting members who will serve on the Executive Committee.

2) The JLT shall serve until the adjournment of the next regular session of the Jurisdictional Conference.

3) In the fourth year of the quadrennium, the co-chairs of the JLT shall meet and collaborate with JCFA in the preparation of the quadrennial budget recommendation, prior to the JLT meeting at which the budget is presented.

4) The JLT shall be funded in the regular budget of the Jurisdictional Conference.

5) The JLT shall meet at the call of the co-chairs of the JLT no less frequently than quarterly, either in-person or virtually. (If possible, the JLT should hold at least one in-person meeting annually.)

6) The Executive Committee of the JLT is encouraged to meet monthly in between gatherings of the JLT. (Meetings of the Executive Committee should be held virtually whenever possible.)

d. Responsibilities—

1) In addition to the responsibilities specified in the statement of purpose in part a) of this article, the JLT shall receive reports and recommendations from JCFA and the program bodies of the WJC and shall consult with other WJC bodies such as, but not limited to, the College of Bishops, the Western Jurisdiction Association of Lay Leaders, and the Committee on Episcopacy.

2) Giving due consideration to the recommendation of the JCFA and to the missional needs and objectives of the WJC, the JLT shall report to each gathering of the WJC about its actions and activities. Additionally, the JLT shall maintain an up-to-date account of its actions and activities on the Western Jurisdiction web page.

e. The JLT has authority to elect a new co-chair between Jurisdictional Conference sessions if a vacancy occurs.

Article XIII - Committees Chosen by Conference Delegations

There shall be the following committees which shall be composed of persons chosen by the conference delegations in the manner prescribed as follows. The names of the persons shall be submitted to the Jurisdictional Conference Secretary no later than one-week following the adjournment of General Conference.

a. COMMITTEE ON PROGRAM AND ARRANGEMENTS

1) Membership—One clergy or layperson from each conference in the jurisdiction shall be chosen by the conference delegation. To maintain balance, starting in 2012, clergy members will be chosen from the Alaska, California-Pacific, Oregon-Idaho, and Rocky Mountain conferences and laity will be chosen from California-Nevada, Desert Southwest, Pacific Northwest, and Yellowstone conferences. By March 1 of the year of the Jurisdictional meeting, those currently serving on the Committee on Program and Arrangements and having eligibility to serve another quadrennium will identify whether or not they desire to continue to serve again on the same committee. The Committee on Nominations will then confirm which conferences will be filling a lay seat and which a clergy seat while seeking a balance of representation and also alternating the representation for each conference as the representation from each conference changes. Diversity within the committee membership will be a goal. In addition to those elected by the conference delegations, the Conference Secretary, Treasurer, and Local Arrangements Committee Chair shall serve ex-officio with voice but not vote.

2) Duties—The committee works under the direction of the Jurisdictional Leadership Team to:

a) Set the site for the Conference unless otherwise ordered by the Jurisdictional Conference.

b) Make all necessary arrangements for the conference including securing a location, publicity, and registration for the conference and other arrangements to facilitate the work of the conference.

c) The committee works under the direction of the JLT to set the overall theme and agenda for the conference.

d) Consider all requests regarding the introduction of official visitors, the extension of privileges of the platform or of the floor of the conference and other courtesies of the conference to those to whom it is due, and any matter of personal privilege affecting the comfort or personal interest of the delegates to the conference or the comfort or convenience of the conference. Any delegate may submit to this committee what the delegate considers a question of privilege relative to the business of the conference. The committee shall determine whether the matter so submitted is or is not a privileged question. Matters approved as constituting Questions of Privilege shall be reported and acted on each day immediately after the report on the Journal.

e) Examine the instrument of business and daily proceedings and report to the Conference.

f) Prepare and present resolutions of appreciation at the closing session of the Conference.

g) Set time and place for meeting of all committees and councils for the purpose of organization, unless otherwise specified, at the site of the Conference.

3) A Coordinator for Worship shall be named by the Chair of Program and Arrangements. The Coordinator shall plan and make provisions for the worship experiences for the jurisdictional conference. The Coordinator shall work under the direction and guidance of the JLT.

4) Local Arrangements Sub-Committees—

The Local Arrangements Committee shall be constituted by the host Bishop and shall take responsibility for all matters relating to the local arrangements for the Conference under the guidance of the Committee on Program and Arrangements.

b. JURISDICTIONAL COMMITTEE ON FINANCE AND ADMINISTRATION

There shall be a Jurisdictional Committee on Finance and Administration, hereinafter called JCFA, to which shall be referred all matters relative to the financial affairs and positions of the Western Jurisdictional Conference of the United Methodist Church. The JCFA is amenable to the Jurisdictional Leadership Team and shall advise the JLT on the resource potential of the annual and missionary conferences of the WJC and what the WJC budget should be.

1) Membership--One clergyperson and one layperson from each conference in the Jurisdiction shall be chosen by the conference delegation. The treasurer shall serve as an ex-officio member with voice but not vote. No person receiving salary funded in whole or in part from jurisdictional funds shall be eligible for voting membership on JCFA.

2) Vacancies--Vacancies which occur during the quadrennium shall be filled by the JLT.

3) Duties--

a) Take responsibility for all matters relative to the financial affairs and position of the Western Jurisdictional Conference of the United Methodist Church including, but not limited to, the following:

(1) Administrative and program expenses of the special and regular sessions of the Jurisdictional Conference and its councils and committees.

(2) All programs for the support of any Jurisdictional council or committee established by the Jurisdictional Conference which involve apportionments to the local churches, other than or in addition to those adopted by the General Council on Finance and Administration.

(3) Any other Jurisdictional program or event involving expenditure not included in the regular apportioned budget of established boards or institutions of the Church within the Jurisdiction.

b) Consider requests in the intervals between sessions of the Jurisdictional Conference from Jurisdictional Boards or other Jurisdictional institutions or enterprises for inauguration or conduct of campaigns for funds. Such requests must receive the approval and consent of three-fourths of the members of the JCFA before such a campaign may be conducted.

c) Nominate the Conference Treasurer. The JCFA shall have authority to fill a vacancy in the office of treasurer "ad interim."

d) The JCFA shall have the ledgers, accounts, and financial statements of the Jurisdictional Conference in the custody of the treasurer audited within one hundred twenty (120) days after the close of the fiscal quadrennium as defined by the current Discipline.

e) The JCFA shall recommend to the JLT a per diem and travel allowance to be paid to regular delegates attending the sessions of the Western Jurisdictional Conference. Any delegate residing outside the bounds of the Jurisdictional Conference shall be compensated for expenses from a central point within the annual or missionary conference from which she or he may be elected, or from the bounds of the Jurisdictional Conference, whichever she or he may choose.

f) Budget recommendations to the JLT:

(1) The JCFA shall invite Jurisdictional Conference councils, committees, and agencies, including the Jurisdictional Leadership Team and the College of Bishops, desiring to secure funding support to present proposals to the JCFA in writing no later than a deadline set by JCFA in consultation with the Jurisdictional

Treasurer. JCFA meetings dealing with budget development shall be open to all interested parties.

(2) Subsequent to the receipt and due consideration of funding proposals and requests, the JCFA, in collaboration with the Jurisdictional Leadership Team, shall prepare a proposed budget and submit it to the Western Jurisdictional Conference.

(3) The JCFA shall recommend for adoption, after thorough and documented study and investigation, to the JLT, the following:

I. The basis or formula upon which apportionments--the financial amount assigned to the Annual and Missionary Conferences required to support the Jurisdictional Conference budget-- shall be applied.

II. The amount to be apportioned to each Annual and Missionary Conference for the ensuing quadrennium.

g) The JCFA shall receive within six months after the end of its fiscal period a copy of the quadrennial (or annual) audit report of each agency which receives funds from the Jurisdictional Conference.

h) All funds remaining in the budget of the conference at the end of the quadrennium shall become an addition to the General Operating Reserve Fund. The JCFA shall authorize any expenditures from this fund, providing requests related to program areas shall first be recommended by the JLT.

c. COMMITTEE ON CREDENTIALS

1) Membership--The committee shall be composed of a delegate from each Annual and Missionary Conference.

2) Duties--This committee shall receive matters of dispute pertaining to the credentials of any delegate and shall make recommendations of resolution to the Jurisdictional Conference.

d. COMMITTEE ON EPISCOPACY

1) Membership—

a) The committee shall be composed as provided in the current Discipline and shall serve throughout the quadrennium as defined by the current Discipline.

b) No persons shall serve on the Committee on Episcopacy and the Committee on Nominations at the same time.

2) Duties—

a) This committee shall fulfill the provisions as required by the General Conference in passing on the character and official administration of the bishops of the Jurisdiction, and report its findings to the Jurisdictional Conference for appropriate action.

b) The committee shall recommend to the conference the location of episcopal residences and the assignments of the effective bishops for the ensuing quadrennium.

c) The committee will design a Nominee Profile Form to include specific data about the nominee, as well as provide individual expression of positions on relevant issues. In addition they will design a Support Statement Form which will allow up to 3 others to write statements of support for the nominee.

d) A lay member of this committee from the host conference will convene a meeting of the lay and clergy heads of each delegation. The meeting will take place during the morning of the first day of the jurisdictional conference, prior to the opening session. The purpose of the meeting will be to discuss the procedures of election and to have dialogue among the heads of the delegations. The heads of the delegations will be encouraged to meet at least once a day during the conference for continued dialogue.

e) The committee shall design an orientation session for potential Episcopal nominees (not limited to those nominated by their annual conferences) on the first morning of the conference, prior to the opening session. This should be scheduled to avoid conflict with the meeting of heads of delegations. The committee shall provide a moderator (lay person) to field questions and to monitor the time for each nominee during Nominee Forums.

e. COMMITTEE ON NOMINATIONS

1) Membership –

a) The committee shall be composed of a clergyperson and a layperson from each Annual and Missionary Conference delegation.

b) No person may serve on the Committee on Nominations and the Committee on Episcopacy at the same time and no member of the Committee on Nominations shall be eligible for election to a general agency through the Jurisdictional process.

2) Duties –

a) The committee shall meet at least one day before the opening of Jurisdictional Conference.

b) The committee shall nominate apportioned Jurisdictional representation from among the conferences to General Agencies and the Connectional Table in direct proportion to the sizes of their respective Jurisdictional Conference delegations and as specified by General Conference in the current Discipline as guided by the Secretary of the General Conference. Working with the parameters of the current Discipline, in as much as possible, no conference shall have fewer than two nor more than six members elected by the Jurisdictional Conference to the total membership of the general agencies.

c) At least thirty percent (30%) of the total representatives from each conference to the agencies listed shall be, as far as possible, racial ethnic persons.

d) The committee shall nominate the co-chairperson candidates, at-large members, and alternates of the Jurisdictional Leadership Team, who shall be elected by the Western Jurisdictional Conference as specified in Article XII.b.5) and 6).

e) The committee shall nominate others as directed by the Jurisdictional Conference.

Article XIV - Committees Nominated by the College of Bishops

There shall be the following committees which shall be composed as indicated and nominated by the College of Bishops of the Western Jurisdiction:

a. COMMITTEE ON APPEALS

1) Membership--The committee shall be composed of four elders, one deacon, one full-time local pastor, one Certified Lay Minister, and four lay persons who must have been members of The United Methodist Church for at least the six preceding years, and an equal number of corresponding alternates, nominated by the Bishops of the Western Jurisdiction, and elected by the Conference. No member shall participate in the hearing of an appeal who is a member of a conference in the Episcopal area of the appellant.

2) Officers--A bishop designated by the College of Bishops shall convene the committee at the site of Jurisdictional Conference for the purpose of electing officers. The committee shall elect its own president and secretary and shall adopt its own rules of procedure, and its decisions shall be final, except that an appeal may be taken to the Judicial Council only upon questions of law related to the procedures of the Committee on Appeals or under the provisions of the Discipline.

3) Duties--This committee shall exercise the duties prescribed in the current Discipline, and shall serve until its successors have been elected.

b. COMMITTEE ON INVESTIGATION

1) Membership--The committee shall be composed of four clergy in full connection and three professing members (with not more than one from each Annual or Missionary Conference, if possible), nominated by the Bishops of the Western Jurisdiction in consultation with the Committee on Episcopacy, or nominated from the floor, and elected by the Conference. The committee should reflect racial, ethnic, and gender diversity. Six alternate members, three of whom shall be clergypersons in full connection, and three of whom shall be professing members shall be elected in the same manner.

2) Officers--The committee shall elect a chairperson and organize at the Jurisdictional Conference.

3) Quorum--Seven members or alternates seated, as members of the committee shall constitute a quorum and a vote to adopt any charge or specification shall require five votes.

4) Duties--This committee shall exercise the duties prescribed in the current Discipline, and shall serve until its successors have been elected.

Article XV - Organization of Committees

Unless otherwise specified in this Plan of Organization, all committees created by or reporting to the Western Jurisdictional Conference shall be organized as provided in this article.

a. Term of Office--Members shall begin their term of office at the close of the WJC quadrennial conference and shall serve for four years or until their successors have been selected and seated, whichever comes last, or until the member resigns or is removed from office by proper procedures.

b. Time and Place--The committees and councils shall meet for organization at an hour and place to be announced by the Committee on Program and Arrangements unless other provision is made in the rules.

c. Convener--A convener for each council and committee shall be appointed by the College of Bishops.

d. Procedure--Each committee shall organize by the election of a Chairperson and Secretary, and such other officers as may be required and all business shall

be conducted according to the Rules of Order and Procedure of the Conference so far as they can be applied. Immediately after the organization of committees, the officers shall be reported to the Conference Secretary. The name and address of the chairperson and the secretary shall be printed under the roster of committees.

e. Committee Vacancies--Vacancies which occur in committees between regular sessions of the Jurisdictional Conference shall be filled by the JLT.

Article XVI - Other Committees

a. There shall be a COMMISSION ON ARCHIVES AND HISTORY, an auxiliary to the General Commission, to be composed of representatives of member conferences as stated in the by-laws of the Commission on Archives and History. The responsibilities of the Commission on Archives and History shall include the collection and preservation of archival materials, supervision of the jurisdiction depository, and the provision of resources and support to annual conference commissions.

b. There shall be a COMMITTEE ON HIGHER EDUCATION without claim on the budget of the Western Jurisdiction.

1) Membership--One member from each Annual and Missionary Conference to be named by each Annual or Missionary Conference Board of Higher Education and Campus Ministry or equivalent structure, with up to three additional members to be named by the Presidents of the seven United Methodist schools of the Jurisdiction, and two campus ministers to be named by the Western Jurisdiction members of the National Committee on Campus Ministry.

2) Duties--To establish Jurisdiction-wide programs to give attention to issues bearing on the mission of Christian higher education including encouragement of young persons to enter the United Methodist schools of the Jurisdiction and promoting resources available to assist the students.

c. There shall be an INTER-ETHNIC COORDINATING COMMITTEE

1) Membership to include:

a) Jurisdictional Caucus Chairs and Staff or designated representative from each racial/ethnic caucus;

b) Annual Conference Staff with major responsibility for racial/ethnic ministries and Annual Conference Chair/or designated representative of the agency with a major racial/ethnic Ministries portfolio;

c) Representative from the College of Bishops

d) Other Jurisdictional Racial/Ethnic Staff (for example, Korean Mission Superintendent)

e) Designated Annual Conference Director of Connectional Ministries as staff support.

f) Representative from the JLT.

2) Duties:

a) Provide a forum for persons working in racial/ethnic ministries to share information, ideas and models of ministry across conference boundaries;

b) Monitor responses to and implementation of the various ethnic ministry plans of the general church in the annual conferences;

c) Assist in staging a quadrennial consultation and any other events as needed to address issues pertinent to continuing development of racial/ethnic and multicultural ministries;

d) Make recommendations to the Jurisdictional Leadership Team regarding future work toward an inclusive church;

e) Provide a needed communication link throughout the Western Jurisdiction;

f) Other work as needed.

3) The co-chairs of the JLT will convene the committee during the first year of the quadrennium, preside over election of officers and assist with membership changes throughout the quadrennium.

d. There shall be a COMMITTEE ON RULES

1) Membership-- The committee shall be composed of one member from each Annual and Missionary Conference delegation. Committee members shall be nominated by the Committee on Nominations. The Secretary of the Jurisdictional Conference shall serve as an ex-officio member with voice but not vote.

2) Duties:

a) The committee shall assure that the Western Jurisdictional Conference Rules of Order and Plan of Organization is up to date and support the promotion of the mission and ministry of the Western Jurisdiction.

b) The committee shall receive rule changes recommended by agencies of the jurisdiction or jurisdictional delegates and present them to the Jurisdictional Conference.

c) The committee shall ensure current and proposed standing rules are consistent with the Book of Discipline.

d) The committee shall report directly to the Jurisdictional Conference.

e. There shall be an ADMINISTRATIVE REVIEW COMMITTEE established from the jurisdictional conference membership.

1) Membership-The committee shall be composed of seven people who are not members of the Committee on Episcopacy. Committee members shall be nominated by the Committee on Nominations. The committee shall reflect racial, ethnic, and gender diversity.

2) Purpose-Ensure that the disciplinary procedures for any involuntary action recommended by the jurisdictional committee on episcopacy are properly followed, per Book of Discipline 539.

3) Three members of the Administrative Review Committee shall constitute a quorum.

Article XVII - Limitation of Terms

No person shall serve on any one jurisdictional committee for more than two consecutive quadrennia unless otherwise provided for in the Discipline.

Temporary Suspensions for 2024

For the 2024 session of the Western Jurisdiction Conference, Rule 17.E.1:a-f (page 50 of the 2022 Journal) shall be temporarily suspended due to the timeline created by the IJCOE process. These rules shall resume after the adjournment of the 2024 session.

For the 2024 session of the Western Jurisdiction Conference, Rule XII.b.5 (page 58 of the 2022 Journal) shall be temporarily suspended due to the timeline created by the pandemic delay of the 2022 conference. These rules shall resume after the adjournment of the 2024 session.