STANDING RULES AND PROCEDURES

1. Robert's Rules of Order shall be the basis of parliamentary procedure.
2. Roll Call: The roll will be taken through registration/check-in at the start of each Annual Conference day.
3. Bar of the Conference: The bar of the Annual Conference will be established by declaration of the Presiding Officer of the Annual Conference.
4. Delegate Seating: It is suggested that all delegates be seated with their pastor(s), except in the case of the conference secretaries and interpreters.
5. Honorary Seats: All licensed pastors, located elders, local church pastoral staff members, conference ministerial candidates, all officers or elected conference personnel, and other visiting guests or dignitaries as is deemed appropriate shall be granted honorary seats.
6. Tellers: There shall be panels of tellers as needed, consisting of two to four members each, selected during the first sitting of the conference.  Unless otherwise instructed by the president of the conference, the tellers shall retire to count all ballots while conference business proceeds.
7. Motions: All motions (except incidental motions), resolutions, recommendations and the organization of boards and committees are to be submitted in writing to the secretary of the Conference. Typewritten copies are preferable. At the discretion of the presiding officer, floor debate on motions will be limited to three (3) comments in favor and three (3) motions against before a vote or amendment
8. Boards and Committees: All boards, committees, and councils should have a near balance between ministerial and lay members.
9. Board/Committee Reports: The chair (or other designated person) of each standing board and committee shall prepare a written report including all recommendations to be presented to the conference, to be included in the Annual Reports. This shall constitute the report of the board or committee. Time allotted in the agenda for reports is for the purpose of presenting recommendations and answering questions related to them.
10. Ministerial Appointments Committee: The Ministerial Appointments Committee shall consist of the area bishop (as chair), the superintendent (as vice chair), one additional elder and two lay members (with at least one English language elder/lay member and one Japanese language elder/lay member, respectively). The Nominating Committee shall prepare nominations for election; however, nominations shall also be allowed from the floor.
11. The nominating committee shall consist of three ministers and three lay persons. At least one member shall be from a non-Southern California church. Each member shall serve a three-year term. One minister and one lay-person shall be nominated by the Board of Administration and be elected each year, with a majority vote to constitute election. The Board of Administration shall select the chair of the committee following each Leadership Conference. Consideration shall be given to maintain balance on the committee between English language and Japanese language members, with at most one member elected from the same language congregation of a church.
12. Board of Administration: The Board of Administration shall be composed of the following ex-officio members: The superintendent and the chairs or representatives of: Ministerial Education and Guidance Board, Board of Finance, and Human Resource. In addition, up to seven at large members may be elected, by ballot, by the Leadership Conference.
13. Board of World Missions:The Board of World Missions shall consist of the Missions Liaison and up to six at-large members.
14. Ministerial Education and Guidance Board: The Ministerial Education and Guidance Board shall be composed of the members of the Ministerial Appointment Committee plus one additional elder and one additional lay person.
15. Terms of Office: All newly elected conference officers and standing board and committee members shall take office at the close of the Leadership Conference and shall hold office until the last day of the Leadership Conference, at the end of their term of office. The term of office shall be three years.
16. Board/Committee Procedures:
17. Member Notification: The chairman of each standing board and committee shall notify all members of their election and inform them of their responsibilities.
18. Attendance Record: All standing boards and committee secretaries shall maintain an attendance record of their members at regular meetings and shall send a copy of the same to the chair of the nominating committee by April 1 of each year.
19. Absences: In the event of an intended absence from any standing board or committee meeting, members are instructed to inform the chair of the board or committee prior to the date of the meeting. The nominating committee shall note the attendance of board and committee members and when it is observed that a member has missed three consecutive meetings without excuse, it is authorized to nominate a replacement.
20. Board/Committee Chairs: Current board and committee chairs shall endeavor to prepare one of the members of the board/committee to assume the chair upon the completion of current chair’s term. This provision shall also apply to program directors and other task-oriented officers.
21. Board/Committee Minutes:
22. At its first meeting of the conference year, each standing board or committee shall elect a secretary to record the minutes for the meetings of the board or committee.
23. The minutes shall note the roll for each meeting, listing both the members present and the members absent.
24. The minutes, with appropriate supporting material, shall be distributed within 14 days of the meeting to the members of the board/committee, the members of the Board of Administration, the superintendent and the conference office.
25. Recommendations to the Board of Administration shall be highlighted.
26. Postponement or Cancellation: In the event of a national crisis or pandemic, the Conference Superintendent, with the approval of the Area Bishop and the PCJC Board of Administration, has the authority to postpone or cancel the Annual Conference or make the necessary arrangements for the Annual Conference to meet virtually which may include virtual electronic voting.
27. Voting:
	1. Voting may be conducted both online and/or at the Annual Conference. Voting at Annual Conference will be conducted by all members present in the bar at the time of voting.
	2. When the conference as a whole, or a committee of the conference, deems it necessary to conduct a virtual vote or election, the quorum required shall be 2/3rds of the listed membership of the group and a simple majority of this quorum (half of respondents +1)
	will be necessary to approve (or disapprove) the proposed action. No electronic vote shall allow fewer than 5 working days for responses. Any subsequent/additional voting windows will be no less than two days long. The secretary of the committee or board generating the report shall note the results of the election and formal date of final vote tally to the board or committee chair for due processing.
	3. With respect to the election of General Conference delegates:
		1. General Conference Delegates and Reserve General Conference Delegates will be elected by majority vote on separate electronic ballots for clergy and lay.
		2. In lieu of nominations from the floor and the required provision of submitting more nominees than the number to be elected, nominations may be submitted to the PCJC Nominating Committee for consideration as General Conference Delegates. Write-in voting will be available on the electronic ballot.
	4. Elections that occur during the Annual Conference meeting will be reflected publicly and acknowledged by the Presiding Officer.
28. Conference Budget: The Board of Administration is responsible for approving the conference budget, which shall be recommended by the Conference Financial Committee.
29. Interim Business: The Board of Administration will be authorized to transact any business overlooked by the Annual Conference, fill vacancies on boards and committees, and act as the Executive Committee of the Conference, as authorized in ¶5200 in the latest edition of the *Book of Discipline*.
30. Vacancies: The Board of Administration is empowered to fill any vacancies on temporary committees as they occur. In the interim between Annual Conference Sessions, boards and standing committees may receive resignations from their members. Replacements are to be elected by the Board of Administration or Annual Conference.
31. Legal Business: As the Conference Trustees, the Board of Administration is authorized to purchase, transfer, sell, or encumber any and all property held by the Conference, according to ¶6500 in the latest edition of the *Book of Discipline*.
32. Adjournment: The Conference will adjourn to meet at the call of the Chair or Presiding Officer.