

**L. RULES OF THE CONFERENCE**

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## A. Descriptions

1. Rules of the Conference
  - a. Purpose. Rules of the Conference shall govern the organization and procedures for the annual session.
  - b. Adoption. Rules of the Conference will be presented annually to the AC Session by the Rules Committee for adoption by a 2/3 majority vote prior to legislative action.
  - c. Amendment. Rules may be amended through the petition process of the Conference and/or from the floor of the Annual Conference session.
  - d. Vote Required. Amendment of these Rules of the Annual Conference Session shall require a two-thirds vote of the Conference.
2. Standing Rules and Operational Procedures of the Annual Conference
  - a. Purpose. Conference Standing Rules and Operational Procedures consists of Conference legislative action that describes the ongoing purpose, structure, membership and authority of the Annual Conference and its agencies, and the ongoing policies or procedures of the Conference that serve as guidelines or directives or enforceable requirements to churches and agencies.
  - b. Adoption. The Conference Standing Rules and Operational Procedures will be presented to the AC Session by the Rules Committee and affirmed by a simple majority vote in conjunction with the consent calendars. Sections may be removed from the Standing Rules and Operational Procedures by a motion from the floor of the Conference for such action, a second, and support by at least one-third of those members present and voting.
  - c. Amendment. Conference Standing Rules and Operational Procedures may be amended, repealed or otherwise changed through the petition process of the Conference or upon recommendation of the Rules Committee and adoption by the Annual Conference Session.
  - d. Vote Required. Amendment of the Standing Rules and Operational Procedures shall require a majority vote of the Conference.
3. Definitions
  - a. Conference. Where the term "Conference" is used without a further definition or other reference, it shall refer to the Rocky Mountain Annual Conference of The United Methodist Church.
  - b. Main Motion. A formal, written document prepared according to the Rules of the Annual Conference Session that requests formal action by the Session. A main motion becomes either a Binding Action or a Non-Binding Resolution once it has been approved. A main motion shall contain two primary sections:
    - 1) "Action" shall be that portion which either the Legislative Committee and/or the Annual Conference may debate, amend and/or change as debate dictates.
    - 2) "Rationale" shall contain the language in support of the Action but is not subject to debate or amendment.
  - c. A main motion, once perfected through the debate, amendment, addition and/or deletion process by the Legislative Committee and/or the Annual Conference at which it was submitted (and passed in its perfected form), is either a:
    - 1) Binding Action, which requires action to be taken by this Annual Conference. A main motion recommends acceptance of its content by vote. The Binding Action uses declarative language such as "shall" or "expects," and assumes that action will be taken by the appropriate board, committee, or agency of the Annual Conference. Or a:
    - 2) Non-Binding Resolution (a "position," either political, social theological or otherwise) and is not, by nature, binding to the Annual Conference or wider church. This main motion uses language such as "recommends" or "urges," and is not considered binding or enforceable. The main motion assumes that it will affect or speak to groups both within and outside the Conference (cf. Rules of the Annual Conference Session, D.5).
  - d. Agency. Shall mean any council, board, commission, committee, task force or other incorporated or unincorporated organization acting under the authority or sponsorship of the Conference. The term does not and is not meant to imply a "master-servant" or "principal-agent" relationship between these bodies and the Conference, except where such authority is specifically granted.
4. The Book of Discipline
  - a. References in the Rules of the Conference, as well as in the Standing Rules and Operational Procedures, are to the current *Book of Discipline of the United Methodist Church*, unless otherwise clear from the context that the subject matter refers to an earlier version.

- b. Since it is the intent of the Rules of the Conference and the Standing Rules and Operational Procedures to be supplementary to the current *Book of Discipline*, no provisions of *The Discipline* are included in the Rules of the Conference nor the Standing Rules and Operational Procedures.
  - c. To the extent any Session or Standing Rule or Operational Procedure is in conflict with *The Book of Discipline* on the same subject matter, *The Book of Discipline* shall govern, and the Session or Standing Rule or Operational Procedure shall operate only to the extent not in conflict with *The Book of Discipline*.
5. Annual Conference Vision/Mission Statement
- a. The Vision of the Rocky Mountain Conference of The United Methodist Church for 2013-2016 is "Cultivating the Tree of Life."
  - b. The Mission of the Rocky Mountain Conference of The United Methodist Church for 2013-2016 is "Growing faithful and fruitful disciples for God's desired future."

**B. Parliamentary Rules**

1. The Bishop or presiding officer shall decide all questions of order, subject to an appeal to the Conference. In case of such an appeal the question is not debatable, except that the presiding officer may state the grounds for the decision and the appellant may state the ground for the appeal.
2. The presiding officer of the Conference shall appoint all committees, unless otherwise ordered by the Conference.
3. When any member is about to speak in debate or deliver any matter pertaining to the business of the annual conference session, the member shall arise and respectfully address the presiding officer, but shall not proceed until recognized by the presiding officer. When a member desires to speak to a question or privilege, that member shall briefly state the question, but it shall not be in order for that member to proceed until the presiding officer shall have decided it to be a privileged question.
4. Debate on all issues shall be limited to three speeches for and three speeches against with a maximum presentation of three minutes each. No member shall speak more than twice on the same question, nor more than three minutes at one time, without leave of the Conference, nor shall any person speak more than once until every member choosing to speak within the allowed number of speeches shall have spoken. In addition, the presenter of the motion, or person designated by the presenter, shall be entitled to no more than three minutes to close the debate. It shall be the privilege of the presiding officer to request the following procedure for debate: to recognize alternately someone for and someone against the issue, and to recognize alternately lay and clergy members. It is suggested that interested, but non-voting persons outside the bar of the Conference, in both legislative committees and in plenary sessions, who nevertheless have a stake in the issues being discussed, occasionally be included in the rotation of speakers. Only a member has the right to make a motion and to vote.
5. It shall not be in order for a member immediately after discussing a pending question and before relinquishing the floor, to make a motion, which, if adopted, would limit or stop debate.
6. Resolutions and motions shall be written in triplicate and passed to the Conference Secretary.
7. All written reports and communications to the Conference shall be passed to the Conference Secretary.
8. When a motion is made and seconded or a resolution introduced and seconded, or a report presented or read by the Secretary and then stated by the presiding officer, it shall be deemed in possession of the Conference. The following motions are not debatable:
  - a. Fix the time to adjourn. Note: This motion is amendable.
  - b. Adjourn
  - c. Recess
  - d. Raise a question of privilege
  - e. Call for the order of the day
  - f. Lay on the table
  - g. Previous question
  - h. Limit or extend the limits of debate

- i. Division of the assembly
  - j. Suspend the rules
  - k. Reconsider a non-debatable motion
  - l. Take from the table
9. No new motion or resolution shall be entered until the one under consideration has been disposed of, which may be done by adoption or rejection, but one or more of the following motions may be made, and they shall have precedence in the order in which they are given, namely:
- a. Fix the time to which to adjourn
  - b. Adjourn
  - c. Recess
  - d. Lay on the table
  - e. Order the previous question
  - f. Postpone to a definite time
  - g. Commit (or refer)
  - h. Amend (by addition, deletion or substitution)
  - i. Postpone indefinitely
10. A main motion may have only one primary amendment and one secondary amendment at any one time.
11. The motion "to move the previous question" is used to bring the assembly to an immediate vote on one or more pending questions. A two-thirds affirmative vote is required.
12. The motion to adjourn is not debatable, and shall always be in order except:
- a. When a member has the floor;
  - b. When a question is put, or a vote is being taken or until decided;
  - c. When the question is pending on sustaining the demand for the previous question;
  - d. When the previous question has been called and sustained, and action under it is still pending;
  - e. When a motion to adjourn has been negative and no business has intervened.
13. When any motion or resolution shall have been acted upon by the Conference, it shall be in order for any member who voted with the prevailing side to move reconsideration.
14. Every member who is within the bar of the Conference at the time a question is put shall vote, unless for special reasons, the member is excused by the Conference. No member shall be allowed to vote on any question who is not within the bar at the time when such question shall be put by the presiding officer, except by leave of the Conference, when such member has been necessarily absent.
15. These rules may be suspended at any time by a vote of two thirds of the members present and voting. Any rule not specifically covered will automatically be governed by the most current, revised edition of Robert's Rules of Order.

### C. General Rules

1. Conference Procedures
  - a. The Journal, after correction and approval of the presiding officer of the Conference, shall be the official record of the Conference. The Conference Secretary shall see that the Journal is annually published no later than October 1<sup>st</sup> following the Conference session.
  - b. The Conference fiscal year shall be from January 1 to December 31. All reports from the charges to the Conference shall be mailed to the Officers of the Conference by the deadline required by the work.
  - c. No member shall absent herself or himself from the sessions of the Conference without permission. See ¶602.8, *The Book of Discipline 2012*.
  - d. All matters prepared by Annual and District Conferences, Boards and Agencies, local churches, or individuals for action at Annual Conference or General Conference or other outside agencies are to be submitted in petition form, via electronic format to the Petitions Coordinator by April 10th.

- 1) These petitions will be posted on the Conference Web Site by May 10th. Printed copies will be available upon request.
  - 2) The form of any petition may be revised by the Petitions Committee in consultation with the submitter prior to the beginning of the Conference Session.
  - 3) Paragraph 613.2 of *The Book of Discipline 2012* requires the Conference Council on Finance and Administration (CF&A) "To receive, consider, report, and make recommendations to the annual conference regarding the following prior to final decision by the annual conference: ... (b) funding considerations related to any proposal that may come before the conference...." To comply with this requirement, the Annual Conference Petitions Coordinator shall forward to the Director of Finance and Administration, for review and comments by the CF&A, a copy of each petition which, if adopted, will require funding. CF&A after financial review will forward such petitions as soon as available or by May 1st to the Petition Coordinator. A record of the action of the CF&A shall be made a part of the petition when it comes to a Legislative Committee of the Annual Conference. Action may involve:
    - a) Acceptance of the petition funding for inclusion in the Conference Budget proposed for the next year, or for addition to the Conference Budget if so directed by the Conference, or
    - b) Opposition to the funding, either as a whole or in part, with attached reasoning. Opposition shall not be construed as a veto of such funding.
  - 4) Any matter not processed as described above will require a two-thirds vote by members of the Conference to receive Annual Conference consideration during its current meeting. Late petitions will be considered by the next succeeding Annual Conference and not by the current Annual Conference, unless the Agenda Committee finds a compelling interest for consideration in the present year.
  - 5) The Petition Coordinator, the Chairperson of the Legislative Process, the Conference Parliamentarian, Conference Lay Leaders, and the Chairperson of the Conference Agenda Committee or his/her representative shall constitute a Committee on Petition Coordination, chaired by the Petition Coordinator. The duty of this committee shall be to adopt appropriate parliamentary procedures and determine the order of presentation of related petitions, which should be introduced in concert at the Annual Conference. Such related petitions may include:
    - a) Petitions in which one or more sections of one petition will amend or modify one or more sections of another petition if adopted; or
    - b) Petitions which have sections which overlap or duplicate each other, either in whole or in part, or which are opposite in action.

The committee shall have the authority, in consultation with the submitters of the petitions, to divide such related petitions if appropriate, or to make editorial changes in wording to one or more of the petitions to facilitate their joint consideration by the Annual Conference. The committee shall also have the authority and responsibility to prescribe the format and submission instructions for all petitions.
  - 6) All petitions submitted for consideration in a session of the annual conference must have a Presenter assigned to it by the submitter of the petition. The Presenter must be a member of the annual conference session in which the petition will be considered, and may present only one petition in that session unless the Petition Coordinating Committee grants an exception. Presenters shall be responsible for presenting the petition at the Annual Conference session and shall be available throughout the session as needed until the members of the annual conference make a final decision on the petition.
  - 7) Petitions can be placed on the Plenary Agenda of the Annual Conference by the Agenda Committee and will be subject to the rules for adoption outlined in section D.6 of the Rules of the Annual Conference.
- e. Concerning reports being presented on the floor of the Annual Conference Session:
- 1) Conference groups having action items for Annual Conference consideration shall be given first priority by the Agenda Committee in arranging the schedule of the business sessions. Up to fifteen minutes shall be allowed for the initial presentation of such reports.
  - 2) At the discretion of the Agenda Committee, Conference groups not having action items to present to the Annual Conference will be allowed, as time permits, ten minutes for presentation to the Conference.
  - 3) Conference groups making presentations are asked to inform the Agenda Committee of the

medium of presentation in order to assist the committee in planning an agenda that enhances the attention span of the members of the Conference.

- 4) No report shall be read verbatim.
- f. During the Annual Conference session in which delegates to General and Jurisdictional Conferences are to be elected, voting shall take place in the regular sessions of the Annual Conference, written and secret, with results reported as soon as possible. General Conference delegates shall be elected first. The first ballot shall be cast for the total number of delegates and balloting shall continue until the authorized number shall be elected. Balloting for delegates to Jurisdictional Conference, and reserve delegates, shall follow in a similar manner until the needed number has been elected. The first Clergy and Lay delegates elected to Jurisdictional Conference shall be the Reserve delegates to General Conference.
- g. A standing rules committee shall be responsible to review annually the Rocky Mountain Conference Rules of Order and Procedure, proposing such changes and additions as they deem necessary. The members of the rules committee shall be named in three classes. The Bishop shall appoint a committee of six members, consisting of three clergy and three laity (in three classes so that no more than one-third shall retire in any one year) to serve a three-year term, with a limitation of two consecutive terms. The Conference Secretary, the Conference Parliamentarian, Conference Lay Leader, and the Chairperson of the Legislative Process, the Journal Editor, and the Annual Conference Director of Mission and Ministry shall be ex-officio members.
- h. All new propositions which require funding and which are presented for action at the Conference Session shall include the amount needed to fund such program or operation.
- i. All petitions shall be effective July 1 of the year they are adopted and remain in effect for four years unless a termination date is specified. Annually, petitions scheduled to terminate and included in the Standing Rules and Operational Procedures (SROP) will be referred to the appropriate Conference agency by the Rules Committee for review and, upon the Rules Committee's recommendation, may be extended up to four additional years. After eight years, the petition must be removed from the SROP and can be submitted to the Annual Conference for reconsideration. Any adopted petition amending a section of the SROP will reset the Effective Date for that section to the year the amendment was adopted.
- j. The Rules of the Conference take effect immediately upon adoption by the Annual Conference and shall remain in effect after the adjournment of that session of Annual Conference until rescinded or changed by subsequent sessions of the Annual Conference.
- k. Only printed materials authorized by the Chair of the Agenda Committee will be distributed by the Usher Corps on the floor of the Annual Conference Session.
- l. Members who wish a Point of Personal Privilege shall complete a form received from and returned to the Secretary's desk, and shall wait to be recognized by the Presiding Officer before proceeding. The Chair of the Agenda Committee may suggest a time for that recognition.
2. Policies and Procedures Regarding Equalization Of Lay and Clergy Membership (Lay Members-At-Large)
- a. *The Book of Discipline 2012* directs that: "If the lay membership should number less than the clergy members of the annual conference, the annual conference shall, by its own formula, provide for the election of additional lay members to equalize lay and clergy membership of the annual conference." (Par. 32 Article 1)
- The Book of Discipline 2012* directs that: all voting lay members of the Annual Conference Session must be a member of The United Methodist Church within the bounds of the Annual Conference for two years preceding their election (Par. 32, Article 1)
- The Book of Discipline 2012* directs the following positions, if held by lay persons, are voting members of the Annual Conference Session (par. 32, Article 1)
- Diaconal Ministers - Active and Retired Active Deaconesses
  - Home Missioners under Episcopal appointment within the bounds of the Annual Conference
  - Conference President of United Methodist Women
  - Conference President of United Methodist Men Conference Lay Leaders
  - Conference Lay Speaking Ministries Director District Lay Leaders
  - Conference Secretary of Global Ministries (if lay)
  - President of Young Adult Organization
  - President of Conference Youth Organization
  - Chair of Conference College Student Organization
  - One Young Person (ages 12 - 17) by district

- b. Rocky Mountain Conference guidelines and procedures for equalizing lay and clergy membership:
- 1) Lay persons of the Rocky Mountain Conference who are not otherwise members of Annual Conference Session be designated as lay equalization members of the Annual Conference Session on a year-by year basis during their term of office:
    - Conference Treasurer
    - Conference Chancellor
    - Conference Secretary
    - Conference Director of Mission & Ministry
    - Conference Assistant Director of Mission & Ministry
    - Chair of the Agenda Committee
    - Chair of the Legislative Committee
    - Petition Coordinator
    - Chair of the Rules Committee
    - Chair of the Council on Finance & Administration
    - Chair of the Nominations Committee
    - Members of the Board of Stewards
    - Lay delegates elected to General and Jurisdictional Conferences
    - Chair of the Conference Trustees
    - Conference Parliamentarian
  - 2) For each church not represented by a member to Annual Conference from multi-churches/fellowships of the charge there shall be an Annual Conference member designated as a lay equalization member for each church(es) other than the charge church lay member of the Rocky Mountain Annual Conference.
  - 3) Persons holding more than one office [2 (a or b1)] shall be counted as a lay equalization member in only one category.
  - 4) That the balance of lay members to equalize lay and clergy membership be elected by (the) District (Sub-District) Conferences on a percentage of the number of local church members in each District (Sub-District) to the total number of members in the Conference. Each District (Sub-District) shall elect at least 20% of the equalization members to be youth, ages 12 to 17. Each District shall elect one person, ages 18 - 30. The total of youth and young adults from each District can be more.
  - 5) The Conference Lay Leader will be responsible to advise the District Superintendents of the number of equalization lay members each District is entitled to elect by February 1 each year.
  - 6) Equalization lay members, unless designated to that position by virtue of an office or position held, are to be nominated by the District (sub-District) Nominating Committee, which shall receive names from the local churches. They shall be elected for a four-year term, without regard to quadrennium. It is recommended that members be elected to serve a maximum of two consecutive terms. That the District (Sub-District) Nominating Committee seek to be aware of persons involved in district and sub-district functions; with intentional regard to a balance of male, female, youth, young adult, persons with handicapping conditions, ethnic background and urban and rural congregations. Membership of equalization lay members shall be reviewed annually by the District (Sub-District) Nominating Committee in order to fill vacancies and replace inactive lay members based on their participation during the previous year.
  - 7) Equalization lay members shall attend Pre-Conference Orientation Sessions and the Annual Conference Session.
  - 8) Alternate Equalization Lay Members:
    - Term: To be elected annually and in the same manner as Annual Conference equalization lay members
    - Duties: Attend Pre-Conference Orientation Sessions and the Annual Conference Session if representation is needed by the District (Sub-District).
  - 9) Costs of attending the Annual Conference session
    - a) For those named above [2.a & b] cost of registration and housing may be paid as determined by their respective Board, Committee, Commission or Agency.
    - b) Equalization Lay Members elected by District Conferences are eligible to receive a rebate as determined by the Board of Lay Ministry each year. Funds for rebates are provided by the additional \$25.00 to each Registration Fee for all persons registering as members of the Annual Conference.

- c) Laity eligible to receive the rebate includes equalization members elected by the District/Sub district Conferences, General and Jurisdictional delegates, and qualified campus ministry students.

In all cases mileage will be paid from the Annual Conference Travel Fund as per current policy.

#### D. Legislative Committees

1. There shall be Legislative Committees composed of Conference members, divided in approximately equal numbers of laity and clergy. Their task shall be to review, discuss, and act on any legislative petition to the Annual Conference that is assigned to the Committee. Official observers and those invited to present information, but who are not members of Annual Conference, may be permitted to participate in the discussion. Only a member of the committee to which the member has been assigned, has the right to make a motion and to vote. Presenters who are unable to attend the Legislative Committee Session to which their petition has been assigned shall arrange for their own substitutes and shall inform the Chairperson of the Legislative Process of the change. Petitions without Presenters in the Legislative Committee shall be considered as not having been received by the annual conference legislative process.
2. Leadership of Legislative Committees shall include a chairperson, vice chairperson, secretary, parliamentarian, and technical support.
3. The purpose and responsibility of a Legislative Committee is to provide to the Plenary Session one of the following three positions for each legislative petition assigned to it:
  - a. CONCURRENCE: Acceptance of a petition, with or without amendments, by at least 80% of members present and voting. Such a petition will proceed to a Consent Calendar for adoption (see paragraph 5 below).
  - b. NON-CONCURRENCE: Rejection of a petition, with or without amendments, by at least 80% of members present and voting. Such a petition will proceed to a Consent Calendar for adoption (see paragraph 5 below).
  - c. WITHOUT RECOMMENDATION: A petition [with or without amendments] lacks 80% concurrence or non-concurrence by a vote of those members present and voting. Such a petition will be placed on the agenda of a Plenary Session for action. The report on such petitions will include the count of votes "for" and "against" the petition.
  - d. AMENDMENTS. All amendments will be adopted by majority action of those members present and voting in a legislative committee. The amended petitions will be made available to conference members in written form, and substantive changes will be read, in Plenary Session, by the chairperson of the appropriate Legislative Committee.
4. The Legislative Committee shall not have the power to:
  - a. Initiate or propose legislative items to the Conference;
  - b. Voice or vote in the selection of General and Jurisdictional Conference delegates;
  - c. Review, consider or act upon the report of the Nominating Committee;
  - d. Conduct official business of Annual Conference agencies;
  - e. Take final action on the Conference budget.
5. Two Consent Calendars shall be presented to a Plenary Session of the Annual Conference. These calendars shall, between them, contain all petitions that received a vote of at least 80% in favor (concurrence), whether or not amended, or at least 80% against (non-concurrence), in their assigned Legislative Committee. Calendar A will consist of those "Internal" petitions, the action or outcome of which affects only the Rocky Mountain Annual Conference, and will require approval by a majority of members present and voting to complete action. Calendar B will consist of those "External" petitions, the action or outcome of which refers to General Conference or affects non-conference entities outside of the Rocky Mountain Conference, and will require approval by 80% of members present and voting to complete action. All petitions which have not been voted "concurrence" or "non-concurrence" shall be referred to a Plenary Session.
6. Individual petitions that have been placed upon the Consent Calendars may be removed from the calendars by a motion from the floor of the Conference for such action, a second, and support by at least one-third of those members present and voting.
7. All petitions coming before a Plenary Session may be debated, amended, referred to committee, or postponed to a later session of the same Conference, following normal parliamentary procedures.



Amendments and corrections made in a Legislative Committee will be included as part of the petition when it is presented to a Plenary Session for action. Final action on all petitions that affect the Annual Conference, including all local churches, and any board, agency or committee of the Conference, will require a majority vote in favor in order to be adopted as final action of the Conference. A petition which affects any group or activity outside of the Annual Conference will require a vote of at least 80% in favor in order to be adopted. An opportunity will be given to the presenters of those petitions that do not receive 80% approval to present their petitions, outside of the meeting room, for individual signatures.

8. Definitions:

- a. Legislative Committee- A gathering of approximately 100-200 conference members meeting to consider petitions coming before the Annual Conference.
- b. Plenary Session - The total Annual Conference membership meeting as one body to conduct the business of the Conference.
- c. Consensus - Agreement, by members of a Legislative Committee and in Plenary Session, of at least 80% of those members present and voting for or against a petition, whether or not amended.
- d. Abstention - The number of those members who choose not to vote may be noted, but this number is NOT counted in arriving at percentage totals for the vote. All members of Legislative Committees are encouraged to vote their conscience.
- e. Consent Calendar - A method, adopted by Robert's Rules of Order, Newly Revised, to deal with a large number of routine matters in a timely manner. The items on the Consent Calendar shall be considered as one, without debate or amendment. Individual items (petitions) may be removed in perfecting the Consent Calendar before the vote on its adoption is taken (see paragraph 5 above).
- f. Parliamentary Procedure - The Parliamentary Rules, as stated in Section I, of these Conference Rules, will be followed in all Legislative Committee and Plenary Sessions, except where otherwise indicated.
- g. A petition becomes the property of the Annual Conference Session when it is stated by the presiding officer of the plenary or of the Legislative Committee to which it has been assigned.

**E. Conference Theme and Educational Event**

The Program and Arrangements Committee shall establish the theme and educational component of each Annual Conference Session. Recommendations for the theme and educational component of an Annual Conference Session may be submitted to the Program and Arrangements Committee by the end of the Annual Conference Session at least two years previous.

**F. Child Care (source - 1994 Petition 621)**

Childcare, which meets the standards of the state in which the sessions are held, shall be provided for all sessions of the Rocky Mountain Annual Conference. Such childcare also should conform to the appropriate Rocky Mountain Annual Conference Policies and Procedures.

**G. Future Location for Annual Conference (source - 2006 Petition AC 05)**

Annual Conference session shall be held in the Denver metropolitan area for three out of every four years. On one of the four years the Conference session shall be held in another location within the Conference.