

February 14, 2014

To: Leaders of the Rocky Mountain Conference

From: Richard A. Vickery, Jr., Petitions Coordinator

Subject: **Requirements and Deadlines for Petitions and Legislative Calendar Submissions to the 2014 Annual Conference Session.**

### INFORMATION ON NEW PETITIONS

#### **Petition Coordinators Philosophy:**

While there are a large number of rules governing the submission of petitions to the Annual Conference session, it is the philosophy of the Petition Coordinator to endeavor to do everything possible to *work with* petitions originators to have the most perfect copy presented to the session.

#### **Petition Deadline:**

By action of the 2011 Annual Conference, **all petitions**, from districts, sub-districts, individuals, and groups, at both the local church and conference level must be received by the Petitions Coordinator by **April 10, 2014**.

#### **Petition Requirements:**

All petitions must be submitted on the **2014 petition form**, a sample copy of which is enclosed. Petitions longer than the space allowed may use additional sheets, provided each sheet is lined and page numbered consecutively. **Petitions submitted on any other form or improperly prepared will be returned and may risk missing the deadline.** This uniformity will assist with a smoother legislative process. **Font type shall be Times New Roman, 12 point.** Please be succinct in your words.

All petitions must be submitted electronically. Petitions will be posted on the Conference website by May 10, 2014.

Please place your **rationale** in the space provided on the form, or on a separate sheet. Only **Action To Be Voted ON** will be debated.

Only one issue may be addressed per petition. In addition, a single petition must be addressed either to the Rocky Mountain Conference (internal) or to agencies beyond the conference (external), but not both. All documents (letters, resolutions, forms, addresses, etc.) referred to in the petition must be attached to the petition.

All information requested on the petition form **must be completed**, including names of the originator and the presenter. The presenter is required to attend the legislative training session prior to the start of the conference session. Petition presenters will be notified of the time and date well in advance. **A person may be the presenter of only one petition.**

**Please note all petitions not in accordance with the above requirements will be returned by the Petition Coordinator. If you are revising a prior petition, be sure to update all data including dates, names, etc. By prior Conference Action, acronyms are not acceptable and are not to be used in the action of the petition or the rationale. Petitions with acronyms will be returned.**

#### **Submission Requirements:**

By Action of the 2007 Annual Conference Session (Rules B.1.e.) all Petitions must be submitted via electronic format. A backup hard copy or flash-drive is always welcome. Please send backup copies to Dick Vickery at 6110 Greenwood Plaza Blvd., Greenwood Village, CO 80111.

#### **Petition Process:**

##### **Financial consideration**

The rules of the Rocky Mountain Conference require the Petitions Coordinator to forward to the Council on Finance and Administration a copy of each petition, which if adopted will require funding. Please do not just record no

financial impact; if it is deemed there is **FINANCIAL IMPACT** the petition will be returned and may miss the deadline. The Council on Finance and Administration will welcome input from the originator(s) of petitions with financial implications and a record of the Council's action shall be made a part of the petition.

Action may involve (see 2013 Rocky Mountain Conference Journal pp.263, Rules of Order C.1.d.):

1. 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
2. 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

### **Multiple Petitions Addressing the Same Issue**

It is the goal of the Petition Committee to bring together the originators of multiple petitions addressing the same issue. There is a very brief period of time between April 10 and the posting of the Petitions to accomplish this goal. Your cooperation will be needed in order to clarify multiple, and at times conflicting petitions, before they are submitted to conference members.

### **Invalid Petitions**

Petitions will be ruled invalid that:

1. Ask the Conference to take action that contradicts the current Book of Discipline.
2. Ask the Conference to refrain from doing something that it is not presently doing.
3. Ask the Conference to reaffirm a position previously taken.
4. Ask the Conference to amend another petition coming before the same session. See 'multiple petitions' above.

**Please Note:** Any matter not processed as described above or within the time limits, upon request will be considered by the next succeeding Annual Conference Session unless the Agenda Committee finds a compelling interest for consideration in the present year. If the Agenda Committee does not approve consideration it may be submitted to the Conference Session requiring a two-thirds vote by the Conference to receive consideration during its current session.

### **On-Line Posting**

Again this year the Petitions will be posted on-line as of May 10<sup>th</sup>. There will be **no** Conference wide mailing of a Petitions' packet. Each Conference member is expected to retrieve (and print as needed) the Petitions from the website.

The Petition Coordinator will number and place the date of submission on your petition header once it has been accepted. If there are any changes to the petition once it has been accepted by the Petition Coordinator, the updated petition will indicate the new date on the header. It is your responsibility to give the Petition Coordinator the most recent version so that the Conference members have the correct version in hand at Conference.

## **LEGISLATIVE CALENDAR INFORMATION**

Those agencies wishing to amend their legislation found in "The Annual Conference Standing Rules and Operational Procedures" (2013 Conference Journal, pp. 269 – 304) will do so by submitting the paragraph with its changes to the Petition Coordinator to be presented for vote to the Annual Conference Session by way of the presentation of the Legislative Calendar.

### **Legislative Calendar Deadline:**

By action of the 2012 Annual Conference Session, the paragraphs to be changed are to be submitted to the Petitions Coordinator by **April 10, 2014**

### **Legislative Calendar Requirements:**

All Legislative Calendar paragraph changes must be submitted on the Legislative Calendar Form, a sample copy of which is enclosed.

Each piece of legislation in "The Standing Rules and Operational Procedures" is numbered and every paragraph

within that piece of legislation is numbered.

\* The item and paragraph number must be listed on the form.

\* Only one paragraph with changes should be on a form.

\* Only those paragraphs that are being amended by substitution, addition or elimination will be printed with the suggested changes highlighted.

\* Font type shall be **Times New Roman, 12 point**.

All Legislative Calendar items must be submitted electronically. A backup hard copy and/or flash-drives are always welcome. Please send backup copies to Dick Vickery at 6110 Greenwood Plaza Blvd., Greenwood Village, CO 80111. The Legislative Calendar will be posted on the Conference website by May 10, 2014.

Thank you for enabling the business of the Annual Conference Session to flow smoothly. If you have any questions or need more information, please contact Dick Vickery at [ravickeryjr@cs.com](mailto:ravickeryjr@cs.com).