

INSTRUCTIONS FOR SUBMITTING 2018 PETITIONS

All proposals for conference action relating to program, procedure, organizational structure, contracts or other legal matters, or finances must be submitted by petition on an official form.

Anyone having access to Microsoft Word is strongly urged to download the petition form from www.yacumc.org/Documents, fill the form out electronically, and attach it to an e-mail to patty.griffith@yacumc.org (this will minimize transcription errors and save staff time and effort).

If necessary, a blank printed form may be obtained by phoning the Conference Office at (406) 256-1385. The completed form must be very legible (we urge you to type it). When completed, the form may be mailed to the Yellowstone Conference, P.O. Box 20335, Billings MT 59104-0335.

Petitions must be submitted to the Conference Office. Only petitions date-stamped, postmarked, or delivered by **March 10** (April 15 for budget petition) will be guaranteed consideration at this year's Annual Conference session. Petitions received after that date will be considered late and considered on a time available basis, after other scheduled priorities are completed (Rule F130 sub-paragraph B-6).

The Process Committee can reject petitions that were not submitted on a properly completed official form, were not submitted by an appropriate individual or group, or are not pertinent. The rejection can be overturned by a simple majority vote at Annual Conference. If the requested action is contrary to The Book of Discipline, the Bishop will take appropriate action.

The Process Committee may suggest changes in the wording of a petition that it believes would clarify the petition, reduce time debating/amending the petition, and/or assist the author in achieving his/her legislative objectives. The author does not have to accept the suggestions. (In the case of a petition submitted by a group, it will be assumed any person listed as a "contact person" has the authority to accept or reject suggestions on behalf of the group.)

Our legislative treatment of the budget needs to be both accountable to our established budgeting process and humane to those individuals affected by it. Therefore, if you wish to propose an action that affects our conference finances in any way, you are strongly urged to also submit your proposal to the Council on Finance and Administration for its information and consideration. This should be done by contacting the Rev. Morie Adams-Griffin, CF&A President, at Whitefish UMC, PO Box 4248, Whitefish, MT 59937, telephone (406) 862-3418, email: morie@whitefishumc.org.

Additional Instructions for Filling Out Specific Blocks on the Petition Form

(NOTE: If you are filling out the form electronically, the number of lines in a block will automatically increase as needed. If you are filling out a “hard” (i.e., a printed) copy, you may attach an additional sheet if necessary.)

Block 1. The Process Committee will assign a title to each petition (e.g., “Change Name of Committee on Nominations”). Authors may suggest titles for consideration, but the Process Committee will make the final determination. (Titles must start with a verb, be brief, and accurately describe the proposed action.)

Block 2. This is the “action block”. It is the most important block on the form since it is only the language in this block that will be voted upon. Be succinct. Only the specific action to be taken should be included in this block while statements of explanation and statements advocating for taking the action should go into Block 3. If the requested action has a financial impact in either 2018 or 2019, this block must state the specific dollar amount and, if appropriate, the source of those funds.

If the petition is intended to create a new Conference Rule, that must be clearly stated. If the petition deletes or in any way alters an existing Conference Rule, the specific rule number and specific change must be clearly stated.

Examples of appropriate wording are: (1) “Individual portraits of members of next year’s Annual Conference shall be printed in that year’s Conference Journal.” (2) “Conference Rule E160 shall be rescinded.” and (3) “The word ‘president’ shall be substituted for ‘chairperson’ in Conference Rule E170.”.

Block 3. Explain WHY the action stated in Block 2 is needed. Block 3 is where background statements and other explanations should go. While Annual Conference will neither adopt nor reject the statements in this block, those statements will probably influence the outcome of the vote on Block 2 so this would be the appropriate place for advocacy statements. All statements must be accurate.

Block 4. Any 2018 or 2019 financial impact associated with the requested action must be stated in Block 2, the action block. However, further elaboration and impact on subsequent budgets should be provided here.

Block 9. If the contact person holds some leadership position in the submitting group, the person’s position should be stated (e.g., “Chairperson”). (As stated above, it will be assumed any person listed as a “contact person” in Block 9 has the group’s authority to accept or reject any wording changes suggested by the Process Committee.)

Revised 1/22/18