

C. If a charge requests not to have an additional lay equalization member, the charge may request this exemption by September 1 of each year, but still must follow section 6.11.a. When a charge declines to elect an additional equalization member, the next smaller charge, by membership, shall be given opportunity to elect an additional lay member.

**6.12. Financial Year. January 1 to December 31.**

**6.13. Budget Process.** By October 1 of each year, the Conference Council on Finance and Administration shall establish the budget-creation process to be followed in presenting a budget to the next Annual Conference session. This process shall adhere to the provisions of ¶614 of The Discipline, except that wherever the term council on ministries is used in The Discipline, it will be understood to mean the Common Table.

**6.14. Conference Journal**

**6.14.1 Reports for Publication in the Journal.** All reports, resolutions, memoirs, etc. not included in the pre-conference reports and intended for publication in the Conference Journal shall be in the hands of the Conference Secretary before final adjournment of the Conference session.

**6.15. Editorial Revision Authority.** Conference Secretary together with the Journal Editorial Committee shall have authority to make editorial changes in the proceedings, rules, and reports of the Annual Conference and its constituent bodies for the purposes of accuracy, clarifying grammar, and intent of meaning.

**6.16. Definitions of and Changes to the Structure, Rules, and Policies**

**6.16.1. Mission, Staffing, and Structure.** The description of the mission, boards, councils, committees, officers, and staffing configuration of the Annual Conference, as found in Sections 1 through 5 of these Structure and Rules, may be modified by a simple majority vote of the Annual Conference.

**6.16.2. Standing Rules and Rules of Order.** The method by which conference affairs are governed on an ongoing basis requires a two-thirds majority vote for approval, binding indefinitely unless suspended or repealed by a two-thirds majority vote of the members present and voting. Standing rules concern the conference's administrative work. Rules of order concern the parliamentary procedure of the conference meeting in annual or special session.

**6.16.3. Policy.** An action of Annual Conference concerning only one subject and expressly intended to continue in force indefinitely until amended, repealed, or superseded may be adopted, amended, repealed, or superseded by a simple majority of the Annual Conference.

**6.16.4. Ex-Officio.** Membership by virtue of office is voice with vote unless otherwise specified. **Section 7: Rules of Order**

**7.1. Parliamentary Authority.** In all matters not specifically covered by the latest Discipline or the conference rules, the latest edition of Robert's Rules of Order, Newly Revised shall be considered authoritative.

**7.2. Limitations on Speaking.** No person shall speak more than twice on the same question, nor more than three minutes at one time, without permission of the Conference, nor shall any person speak more than once until every member choosing to speak has spoken. The Presiding Officer shall have the privilege 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.

**7.3. Division of the House.** Any member is in order to request a count of the vote for and against any question before the Conference, and if ten members present sustain the request, the vote shall be duly counted.

**7.4. All Motions in the Affirmative.** All motions brought to the floor of the Conference shall be worded in the affirmative.

**7.5. Business Items**

**7.5.1.** All items to be brought to the floor of Annual Conference for action, whether by conference agencies, local churches, clergy members, or professing members of the Annual Conference, shall be in the hands of the Conference Secretary by the deadline(s) and in the form(s) set by the Sessions Committee and shall be published in the pre-conference workbook, and/or other print or electronic publications authorized by the Sessions Committee. These items include but are not limited to resolutions, recommendations for conference action, and General Conference petitions.

**7.5.2.** Any item not meeting the requirements of rule 7.5.1 shall not be brought to the floor for action unless deemed urgent by the Sessions Committee, the Common Table, or the Cabinet, or brought up by a two-thirds vote of the Conference.

**7.5.3.** Appropriate items submitted by the Dakotas Youth Annual Conference will be reviewed by the Sessions Committee for possible consideration by the Annual Conference.

**7.5.4.** Annual Conference consideration of resolutions and petitions will be guided by the Conference Committee on Resolutions and Petitions. In the case of each resolution or General Conference petition, the Committee on Resolutions and Petitions shall offer to the Annual Conference its counsel of "pass or don't pass." The Conference will then proceed to consider and act on the resolution or petition.

## POLICIES

Policies are printed for informational purposes and are not to be considered as standing rules of the conference. Policies may therefore be changed or amended by majority vote of the Annual Conference.

**Council on Finance and Administration**  
Revised April 2022 by CCFA

**I. Travel Fund (i)**

A. Travel for conference business shall be reimbursed as follows:

By automobile: 60% of the IRS business mileage rate for one round trip.

Per Diem: The amount will be 60% of the United States General Services Administration (GSA) rate for meals/lodging. Any conference meeting that occurs, childcare assistance is available if requested.

Public conveyance: Actual cost of fare unless the cost of fare exceeds the 60% of the IRS business mileage rate for round trip. If the cost of public conveyance exceeds the standard reimbursable mileage rate, prior permission by the applicable board or committee chairperson is required before the travel occurs or the expense is reimbursed.

The in-conference travel expenses of retired clergy members (including those supervising any certified lay ministers or licensed local pastors), persons who were a spouse of a clergy member at the time of that member's death, and clergy members on disability to attend Annual Conference sessions shall be treated as travel for conference business, under this policy. (ii) For such persons traveling from beyond the conference's geographical borders, the in-conference travel will be measured as one round trip within the Conference from the point on the conference border along the individual's most direct route (as recommended by Google maps) to the site of the Annual Conference and back to that border point.

B. The cost of personal items such as personal telephone calls, etc. shall not be reimbursed from the travel account of that board.

C. A receipt for travel expenses according to IRS guidelines shall be issued in lieu of a reimbursement check if requested.

(i) For coverage of this policy for lay-equalization members and assigned certified lay ministers, see Conference Rule 6.11. For coverage of this policy for retired clergy members specifically appointed to a charge, see the conference vacation policy.

(ii) According to the conference vacation policy, "the charge will pay the travel, registration and per diem expense for its clergy and lay members attending Annual Conference." This includes retired clergy members of the Dakotas Conference appointed specifically to that charge.

**II. Budgeting and administration of funds by any committee or group that is funded through the apportionment system**

A. Financial Responsibilities of Conference Agency Chairpersons. All conference agency chairpersons (or presidents) shall have the following responsibilities to ensure that expenditures are maintained within the Conference budget for the agency:

1. Knowing what funds are available for their particular program.
2. Spending those funds in accordance with the planning that led to approval by the Annual Conference.
3. Vouchering all expenditure items on forms provided by the Conference Executive Director of Finance and Administrative Services and signed/approved by the appropriate chairperson.
4. Sending all vouchers directly to the Conference Office of Finance for payment. Appropriate identification of expenditures is expected. Documentation of expenditures (e.g., receipts) is also expected when circumstances warrant.
5. Vouchers submitted that exceed the total of funds approved for the affected line item in the budget must be approved by the chairperson of the Conference Council on Finance and Administration (CCFA) prior to the expenditure of funds.

B. Budget Requests

1. All budget requests for the next fiscal year shall be presented to the CCFA for approval and modification, if necessary, prior to the Annual Conference session in which the total Conference budget is approved. No new budget requests shall be presented to the CCFA less than 30 days prior to the Annual Conference session.
2. No budget requests shall be brought to the CCFA without prior approval of the appropriate conference council, board, committee, commission or task force.
3. CCFA requests that a budget request be made for each new program or agency, as they are developed.

C. CCFA Budgetary Authority Between Conference Sessions

1. The Conference Council on Finance and Administration shall have authority to adjust line items within the Conference budget when the Conference is not in session under the following restrictions:
  - a. The grand total Conference budget may not be changed.
  - b. A line item may not be adjusted unless prior consultation has been made with the appropriate Conference agency affected by the proposed adjustment.

D. Designating Reserve Funds:

1. Designated funds are monies set aside by a governing body from the unrestricted reserves for a specific purpose. All requests to designate funds shall be submitted to CCFA for approval. The two types of requests to be considered will be One-Time Requests and Ongoing Requests:
2. One-Time Requests: These are requests to designate unrestricted reserves for a specific purpose and funds are expected to be used within 12-months to satisfy the purpose. One-Time Requests are appropriate for specific purposes: 1) where the need cannot be met by the current budget or other funding sources and 2) that are time sensitive so that they cannot wait upon the normal budget cycle. Requests should be submitted to the CCFA Executive Committee.
3. Ongoing Requests: These are requests to designate unrestricted reserves for a long-term purpose. Ongoing requests are appropriate for: 1) purposes that have expenses that are large and difficult to accurately predict and 2) purposes where a