

**Rules of Order  
January 2022 Special Session  
Arkansas Annual Conference**

**The Online Meeting of the Special Session of the Arkansas Conference**

1. The Rules of Order for the January 11, 2022, called Special Session of the Annual Conference will be adopted by majority vote.
2. The called Special Session of the Arkansas Annual Conference “shall have only such powers as are stated in the call.” (§603.5, Book of Discipline of the United Methodist Church).
3. For all purposes, this online meeting is deemed to be the equivalent of an in-person meeting.
4. The Bar of the Conference shall be all eligible lay and clergy members of the Arkansas Annual Conference who log in through the Zoom login information provided by the Arkansas Conference office.
5. Members of the Annual Conference, with the right to vote, will include:
  - a. clergy members in full connection;
  - b. provisional, associate and affiliate clergy members;
  - c. full and part-time local pastors under appointment;
  - d. elders or ordained clergy from other denominations serving under appointment within the Arkansas Conference;
  - e. lay members or alternate lay members of the Arkansas Annual Conference who were last seated (par.602.5) either online or in-person at the 2021 Session of the Arkansas Annual Conference, along with lay members of the Arkansas Annual Conference by virtue of the *Book of Discipline* or Conference Standing Rules, youth members and those designated to serve as lay-clergy equalization at-large members at the 2021 Session of the Arkansas Annual Conference;
  - f. alternate lay members when seated in place of the lay member. Any lay member unable to attend because of death, serious illness or cessation of membership who cannot be replaced by an alternate to the 2021 Annual Conference Session, may be replaced by a duly elected lay member to the 2022 Annual Conference Session.
6. Arkansas Conference staff who are providing technical support for members attending online may be present during the meeting. The names of chat room monitors, vote counters and other facilitators needed to monitor and facilitate online participation for the conference will be recorded in the minutes of the Special Session of the Annual Conference.
7. Members of the Annual Conference attending online are responsible for ensuring that all necessary technology on the member's side of the meeting is in proper working order prior to the meeting. Those present virtually will be counted by electronic log-in and are deemed to be present for the meeting for purposes of meeting a quorum.
8. All votes taken shall be conducted in accordance with The *2016 Book of Discipline of the United Methodist Church* and the January 2022 Arkansas Conference Special Session Rules. Poll logs will be maintained for all online votes.
9. The meeting will be conducted in a manner such that all members are afforded a reasonable opportunity to simultaneously hear discussion. All members will have the right and afforded the opportunity to speak and address those in attendance. All those who have the right to vote will be able to vote on all matters submitted during the meeting.
10. To facilitate online participation, the online Q&A feature will serve as the equivalent of a floor microphone in the bar of the conference. The Q&A feature may not be used for personal comments or unauthorized speeches. Q&A submissions will not be considered for recognition unless they are properly formatted and clearly identified as a motion, amendment, point of order, speech for or against, or other parliamentary procedure properly before the body.
11. To maintain an open meeting, the Annual Conference meeting will be livestreamed but will not be available for playback.

### Consideration of Conference Matters

1. Robert's Rules of Order (12th Edition) shall be the procedural authority for the business session of the Annual Conference when not in conflict with Arkansas Conference Session Rules, *The Book of Discipline of the United Methodist Church* or the Arkansas Conference Standing Rules.
2. Rules of Order for Motions, Legislation and Reports:
  - a. Debate shall be limited to four (4) two-minute speeches for the motion, legislation or report and four (4) two-minute speeches against. This excludes persons inquiring about points of order or asking questions of clarification. A timer shall be used to measure debate at the discretion of the Chair.
  - b. The presenter of the motion, legislation, or report may offer a one minute concluding remark at the end of debate, before the matter is put to a vote.
  - c. The presentation of the motion, legislation or report by a Conference Agency shall not be considered a speech in favor.
3. Rules of Order for Petitions and Resolutions
  - a. Debate on each resolution or petition shall be limited to four (4) two-minute speeches for the motion or resolution and four (4) two-minute speeches against. This excludes persons inquiring about points of order or asking questions of clarification. A timer shall be used to measure debate at the discretion of the Chair.
  - b. The presentation of the resolution may last four (4) minutes and shall be considered a speech in favor.
  - c. The presenter of the resolution may offer a one minute concluding remark at the end of debate, before the matter is put to a vote.
  - d. Amendments and substitutions to resolutions will not be considered by the Annual Conference.
  - e. During debate of resolutions, other incidental and subsidiary motions will not be considered, with the exceptions of motions to suspend the rules, inquiries about points of order, and questions for clarification.
4. All motions shall be typed into the Q&A feature and read by the Conference Secretary or Presiding Officer before any action or vote can be taken by the members of the conference.
5. Points of Order may be raised by any member of the annual conference, who must first cite the Standing or Session Rule, *The Book of Discipline*, or Robert's Rules of Order (12th Edition) involved and then state the point as briefly and concisely as possible.