

# **PROPOSED UFMCC 2013 GENERAL CONFERENCE XXV VOTING PROCEDURES MANUAL**

As approved \_\_\_\_

Note: All Times Shown are CST. [Click here](#) to convert your time zone.

## **A. VIRTUALLY JOINING THE BUSINESS FORUM AND MEETING**

1. In order to virtually join the Business Forum and Meeting, you will need to log on to Adobe Connect at least 30 minutes before the beginning of the Business Forum and Meeting. On or before 28 June 2013, the log in URL will be sent to all registered Virtual Delegates.
2. On Monday 01 July 2013 at 3:30 p.m. the Business Meeting Forum will begin. It is advised that you log in at least 30 minutes in advance of the scheduled start so that we can verify that you can hear and see the proceedings.
3. Immediately following the Business Forum, if your church is eligible to vote, your Lay delegate(s) will receive a unique link from our Ballot Tabulation Service at which they will be allowed to vote in the **FIRST BALLOT (only)** of the **Governing Board election**.
4. Virtual Voting will close on 02 July 2013 at 11:00 a.m. CST
5. On Tuesday 02 July 2013 at 11:00 a.m. the Business Meeting will convene. Again, log in at least 30 minutes early.
6. Your delegate(s) will be counted in order to establish the quorum.

## **B. SPEAKING ON THE FLOOR OF GENERAL CONFERENCE**

1. All questions are due to the Clerk of the General Conference on or before 01 June 2013 by email at [GoverningBoard@MCCchurch.net](mailto:GoverningBoard@MCCchurch.net) . This allows for translation and an opportunity to post answers to the General Conference website.
2. Address your emailed question to "Mr./Ms. Moderator."
3. When submitting your question, please provide your name, the name of your church, and the location of your church home, including country.
4. If your question is selected to be read during General Conference, the Moderator will read your question and provide a response.



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5. In order to speak to a motion, you will type your question into the Adobe chat box.
6. Generally, a delegate may speak only once to any given motion.
7. The Chair may limit the time for all speakers.
8. The Chair ordinarily will only vote during a business meeting if there is a tie or if the Chair wishes to record his/her vote after the vote of the Conference is finalized.
9. The Chair requests that each of us pray and ask God's guidance in the business to come before the body.

#### **C. SEATING AT GENERAL CONFERENCE**

1. Clerk of the General Conference
  - a. The Moderator shall appoint a qualified person to serve as the Clerk of the General Conference. At the start of the first business session, the Clerk of the General Conference will certify that the General Conference quorum has been met. Once the quorum is established, no other votes on quorum will be taken during the General Conference.
2. **Voting Delegates**
  - a. **Lay House** - Members of the Lay House are Lay Delegates; the Interim Pastoral Leader of each affiliated church when that Interim Pastoral Leader is a Lay Member of UFMCC; and the members of the Council of Elders who are not clergy or Lay Delegates and are members of UFMCC. Members of the LAY HOUSE will have VOICE AND VOTE.
  - b. **Clergy House** - Members of the Clergy House are ordained UFMCC clergy with a License to Practice and honorably retired UFMCC clergy. Members of the CLERGY HOUSE will have VOICE AND VOTE.
  - c. **Governing Board**- Members of the Governing Board who are not Clergy or Lay Delegates are seated in a special section with VOICE AND VOTE.
  - d. **Virtual Delegates** of either HOUSE will be acknowledged in their appropriate HOUSE and will have VOICE (through their submitted questions) and VOTE.
3. **Official Observers**



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- a. **Transfer Clergy** - Transfer Clergy who are registered with UFMCC are seated behind the Clergy House with VOICE BUT NO VOTE.
  - b. **Clergy Candidates** - Those who are registered In Care with MCC and those clergy candidates who have been approved for ordination are seated behind the Lay House with VOICE BUT NO VOTE.
  - c. **Programmers** - Chairs of UFMCC Commissions, Committees, Boards, and Institutions who are not Clergy or Lay Delegates are seated behind the Lay House with VOICE BUT NO VOTE.
4. **Conference Participants**
- a. **Registrants** - Registrants (those who are not Lay House or of the Clergy House or Official Observers) are seated behind the Official Observers with NEITHER VOICE NOR VOTE.
  - b. **Special Guests** - Guests of the Conference are seated with Registrants with NEITHER VOICE NOR VOTE.



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SEATING CHART FOR GENERAL CONFERENCE

<p>Moderator and Clerk of the Business Meeting [ VOICE and VOTE]</p>
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<p>Clergy House  (Clergy who are Ordained with a License to Practice and Honorably Retired)  [VOICE and VOTE]</p>	<p>Laity House  (Lay Delegates, Lay Interim Pastoral Leaders, Lay Members of the Council of Elders and Governing Board )  [VOICE and VOTE]</p>
<p>Transfer Clergy  [VOICE BUT NO VOTE]</p>	<p>In Care, Approved for Ordination, and Programmers  [VOICE BUT NO VOTE]</p>

<p>Alternate Lay Delegates , Registrants and Special Guests [NEITHER VOICE NOR VOTE]</p>
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#### D. NATIONAL MEETINGS

1. Given that the laws of some nations, including the United States and Canada, require that a business meeting be conducted for Lay Delegates and Clergy from those nations, a reasonable period during the General Conference is set aside for the Lay Delegates and Clergy from such nations to conduct a business meeting.

#### E. FORUMS

1. Forums held during the General Conference will pertain to the items on the business agenda. Decisions made during a forum are not binding on UFMCC.

#### F. AGENDA

##### 1. Agenda Items

- a. **Approval of General Conference Procedures** - Proposed amendments to the UFMCC General Conference Procedures Manual shall be presented to the General Conference for approval.
- b. **Report from the Moderator** - The Moderator's Report will be received by the General Conference and will include a summary of the actions taken by the Council of Elders and Senior Leadership Team.
- c. **Report from the Governing Board** - The Report from the Governing Board will be received by the General Conference and will include a summary of UFMCC financial reports, Strategic Plan, and the report from the International Task Force Report to the Governing Board.
- d. **Report from the Governing Board Bylaw Team** - The Report from the Governing Board Bylaw Team will be received by the General Conference and any amendments recommended by same will be voted on by the Delegates to General Conference..
- e. **Report from the Governing Board Nominating Committee** - The Report from the Governing Board Nominating Committee will be received by the General Conference. and shall include a separate forum with the nominees for election to the position of members of the Governing Board.
- f. **Actions from National Meetings** - Items of interest to the whole denomination that arise due to actions of any national caucus meeting held as part of the



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World Jubilee may be brought to the floor of General Conference. After limited discussion, the only motion in order would be a motion to refer the item to the Governing Board for study and to report back to the next General Conference on action taken on the referred item.

- g. **Election of Members of the Governing Board.**
  - h. **Consideration of Bylaw Amendments**
  - i. **Introduction of the Moderator Nominating Committee.**
  - j. **Motions of Courtesy and Appreciation** - Motions of courtesy and appreciation will be presented to the Clerk of the General Conference for review and presentation as the last item of business on the General Conference agenda.
- G. ELECTIONS FOR THE GOVERNING BOARD**
- 1. Governing Board Nominating Committee**
    - a. **Procedural Changes** - The Governing Board Nominating Committee may propose changes to the election process and procedures. Proposals for changes must be submitted to the Governing Board for approval no later than seventy-five (75) days prior to General Conference.
    - b. **Upcoming Vacancy** - The Governing Board Nominating Committee will announce at each General Conference whether the term of the Moderator and Governing Board are to expire at the following General Conference.
  - 2. Nominating Forum**
    - a. A Governing Board Nominating Forum will be held during General Conference.
    - b. The Chair of the Governing Board Nominating Committee will introduce the members of the Governing Board Nominating Committee.
    - c. The Chair of the Governing Board Nominating Committee will explain the election process.
    - d. The Governing Board Nominating Committee will introduce each nominee, each of whom will be granted an equal amount of time to respond to his/her nomination. The Governing Board Nominating Committee will determine the amount of time available for the responses.



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### 3. Election Procedures On Site

- a. **Official Ballot** - The Chair of the Governing Board Nominating Committee will ensure that the Official Ballot is printed and available on the day of election.
- b. **Ballot Tabulation Committee** - The Governing Board Nominating Committee will appoint a Ballot Tabulation Committee prior to General Conference.
- c. **Collection of Ballots** - The collection of ballots will be monitored carefully. All ballots cast and collected will be handed to the Chair or Assistant Chair of the Ballot Tabulation Committee. The Chair and Assistant Chair of the Ballot Tabulation Committee will certify all ballots.
- d. **Security of Ballots** - A security person from the floor of General Conference will accompany the ballots to and from the floor and stand outside the counting room to provide security.
- e. **Valid Ballots** - Valid ballots are those ballots submitted by voting delegates that (1) contain the specified number of votes or less or (2) are blank and (3) valid Virtual Ballots.
- f. **Invalid Ballots** - Invalid ballots are (1) those ballots submitted by voting delegates that contain write-in names, more votes than are permitted for that ballot, or inappropriate markings and (2) those ballots submitted by anyone who is not a voting delegate.
- g. **Ballot Results** - The Chair of the Ballot Tabulation Committee will show the tally sheet to the Moderator and then report all names with their ballot counts to the General Conference. Once the results have been announced, nominees who receive less than twenty-five percent (25%) of the total votes cast will automatically be eliminated. After the results have been announced, the Chair of the Governing Board Nominating Committee will ask if any remaining nominee wishes to withdraw his/her name. Balloting will then continue until election has been achieved.
- h. **Post-Election** - When the ballots are counted, the ballots are to be sealed in an envelope. The envelope of ballots, counting sheets, and tally sheets are then delivered to the Clerk of the General Conference. The ballots, counting



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sheets, and tally sheets are to be destroyed following the adjournment of General Conference.

#### 4. Election Procedures for Virtual Voting

- a. Official Ballot - The Clerk of the Business Meeting will ensure that the Official Electronic Ballot is available on the day of the virtual election.
- b. Ballot Tabulation
  1. Collection of Ballots - The collection of ballots will be monitored by the Balloting Service. All ballots cast and collected will be tabulated and certified by the Balloting Service. Virtual Delegates will **only** vote in the **first** round of balloting.
  2. Valid Ballots - Valid ballots are those ballots submitted by voting delegates that (1) contain the specific number of votes or less or (2) are blank.
  3. Invalid Ballots - Invalid ballots are those ballots submitted by voting delegates that contain more votes than are permitted for that ballot.
  4. Ballot Results - The Virtual Ballot Tabulation Service will provide the tally sheet to the Clerk of the Business Meeting, who will then report all names with their ballot counts. These ballots will be added to the On-site Tally Sheet.

5. **Votes Required for Election** - In order to be elected to the position of Governing Board member, a nominee must receive at least **50%+1 of all eligible votes from the Lay House and 50%+ 1 votes from the Clergy House.**

#### H. POST-GENERAL CONFERENCE INFORMATION

1. Reports and Directives of the General Conference will be prepared by UFMCC staff and approved by the Governing Board within ninety (90) days following the General Conference. The Reports and Directives will then be posted on the MCC website. Paper copies of the Reports and Directives will be provided to any individual or church upon request.



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