

PETITIONS & RESOLUTIONS PROCESS**PETITIONS & RESOLUTIONS TEAM:**

Task: Receive, review and present to Annual Conference Session with recommendations all petitions and resolutions appropriately submitted to the Annual Conference.

Membership: three voting members and the Director of Connectional Ministries (ex-officio without vote)

DEFINITIONS:

A **Resolution** is any request for the Indiana Annual Conference to make a change, take an action, or recognize a formal expression of opinion on an issue. Any Indiana United Methodist lay member, pastor, group or agency may submit for consideration a resolution to the Indiana Annual Conference. Such resolutions must be submitted to the Indiana Annual Conference Secretary and the Petitions & Resolutions Team no later than ninety (90) days prior to the start of the Annual Conference session.

A **Petition** is any request for the General Conference to take an action ¶507.4, alter the wording of The Book of Discipline ¶507.2 or affirm a formal expression on an issue. Any Indiana United Methodist lay member, pastor, or agency may submit a petition directly to the General Conference or may submit their General Conference petition to the Indiana Conference asking for Indiana Conference affirmation (of the petition). If affirmed (by a simple majority vote), the Indiana Annual Conference secretary will forward the petition to the General Conference. All petitions must be submitted no later than ninety (90) days prior to the start of the Annual Conference session.

TIMELINE:

1. **JULY/AUGUST:**
 - a. Submission form and all other documents reviewed and updated
 - b. Following year's submission deadline posted to website
 - c. All website postings updated – especially posting of the newly approved petitions and resolutions with finalized wording, etc.
2. **AUGUST/SEPTEMBER:** Petitions and Resolutions Team will convene for a R.A.D. (Reflect, Adjust and Do) meeting to review the current process and make any necessary adjustments for improvements.
3. **NOVEMBER/DECEMBER:**
 - a. Request Communications Team to send 1st email news release describing submission process with links to forms and website at least 160 days ahead of the start of Annual Conference.
 - b. Schedule Winter and Spring meeting dates.
4. **JANUARY/FEBRUARY/MARCH:**
 - a. Request Communications Team to send 2nd email news release describing submission process with links to forms and website.
 - b. As submissions of petitions/resolutions are received, they are processed as follows:
 - i. Received by Conference Assistant to Connectional Ministries Team
 - ii. Forwarded to Assistant to the Director of Connectional Ministries
 - iii. Each submission is reviewed by the Assistant to the Director of Connectional Ministries or by an assigned member of the Petitions and Resolutions Team:
 1. Has it met the requirements of submission? Is all necessary information included?
 - Did it meet the deadline?
 - Is it from a U.M. lay person or clergy?
 - Does it address only one topic?
 - Does it provide proper submitter's contact information?
 - Does it state the petition or resolution?
 - Does it give a rationale?
 - Does it list fiscal implication for the Indiana Conference?
 - Does it provide contact information for groups outside the UMC which it is expected to be forwarded to?
 2. Response to submitter is made within two working days informing submitter either corrections are necessary (reiterate deadlines) or their submission has been accepted.
 - iv. Accepted submission forms will be forwarded to the Annual Conference Secretary and Director of Connectional Ministries.

- v. Post to website copies of all successfully submitted petitions or resolutions that will be discussed and voted on at the upcoming Annual Conference Session.
 - vi. Referred for information and conversation to relevant INUMC groups or persons affected, i.e., Council on Finance and Administration and Equitable Compensation, Board of Camps and Retreats, Mission and Justice Team, Church Development, Chancellor, etc.
5. **FEBRUARY**
- a. Request Communications Team to send 3rd email news release describing submission process with links to forms and website
 - b. Continue processing submission forms as they arrive.
 - c. If a petition or Resolution is reformatted by the P&R Team it should be sent back to the submitting person to confirm accuracy.
6. **MARCH/APRIL:**
- a. Continue processing submission forms as they arrive.
 - b. Monitor deadline for submission forms 90 days before the start of Annual Conference Session.
 - c. **Mid to late March** (depending on submission deadline) convene Petitions and Resolutions Team no more than two weeks after the deadline.
 - i. Process submissions that arrive at the deadline by having each team member report on the petitions/resolutions they were asked to review.
 - ii. Determine any follow-up, i.e., referrals, that may be needed for any of the submissions. Determine to whom (which individuals and/or groups) does this issue need to be forwarded to for review, reflection and discussion prior to Annual Conference Session?
 - iii. Confirm that the all submissions have been addressed (either accepted or rejected)
 - iv. Determine who will orally “present” the submissions on behalf of the Petitions and Resolutions Team during the Annual Conference Session.
 - d. Assure that the Sessions Planning Committee and publisher of Annual Conference documents have all the info they need to produce reports and/or post to the Annual Conference website page.
7. **MAY (BEFORE ANNUAL CONFERENCE SESSION):**
- a. Confirm Petitions and Resolutions Team presenter is briefed and knows what to do and when to do it
 - b. Confirm arrangements for any Indiana Conference leaders who may need to speak to a particular resolution when it is presented – notify them when that petition or resolution will be presented.

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