

**GUIDELINES AND REQUIREMENTS FOR PROPOSALS
FOR ANNUAL MEETING
Northern California Nevada Conference
United Church of Christ**

1. Proposals may originate from:
 - A local church which is a member of the Northern California Nevada Conference, or from a body representing the local church.
 - An Association, or body representing the Association
 - The Conference Board of Directors
 - A Conference Committee or Ministry
 - Any 30 members of local churches of the Conference

2. Time Considerations for Submitters of Proposals:
January 15—description of Proposal due in Conference Office
February 15—full text of Proposal due in Conference Office
Proposals of a “timely nature,” that is, in response to events which have occurred after January 15, may be submitted and considered at any time.

TYPES OF PROPOSALS

1. Administrative Action or Affirmation: an internal policy statement, business item, ratification of a General Synod action, bylaw revision, goal budget, recognition of a partner institution, etc.
Discernment Session if requested
Vote taken by Annual Meeting
2. Position Statement: requires a stand be taken by vote of the delegates at the Annual Meeting.
Discernment Session
Vote taken by Annual Meeting
3. Issue of Concern: an item for study and discussion, often referred to the Board of Directors for follow-up.
Discernment Session
No vote taken by Annual Meeting

PROPOSAL QUALIFICATION

Adhering to the Guidelines & Requirements listed above, Proposals are submitted in the one of the formats described below. On a separate sheet, the following information should be provided regarding the Proposing Group:

- If proposing group is a local church, include the church name, address, telephone number, and contact person’s name, address, telephone number, and email address.
- If proposing group is an Association or Association body: name of Association, and contact person’s name, address, telephone number, and email address.
- If proposing group is a Conference body: name of that body and contact person’s name, address, telephone number, and email address.
- If proposing group is 30 members of local churches: name, address, telephone number, email address of each person, along with the name of the church in which the person holds membership. Indicate who the contact person is.

ADMINISTRATIVE ACTION or ADMINISTRATIVE AFFIRMATION

Name of Proposing Group

Title of Proposal

Type of Proposal

Brief Statement of Purpose may be included, but is optional.

Background Statement, if appropriate—citing the history or circumstances leading to this proposed Administrative Action or Administrative Affirmation.

Administrative Action or Administrative Affirmation To Be Voted—the brief wording of the vote to be taken.

Recommendations for Implementation—if needed

Fiscal Impact

Contact Person[s]—supply name[s], address[es], phone number[s], email address[es]

POSITION STATEMENT

Name of Proposing Group

Title of Proposal

Type of Proposal

Brief Statement of Purpose—what the Proposal intends to accomplish.

Position to be Voted—the succinct “boxed” wording of the stand to be taken.

Background Statement—with evidence in support of the Proposal and indicating the relationship, if any, to the current policies or ministries of the Conference or of General Synod.

Theological Rationale—reviewing relevant Biblical bases, doctrine, etc.

Resources—if possible, such as reading lists, lists of resource persons, group study questions, etc.

Recommendations for Implementation

Fiscal Impact—cost of any expenses likely to be incurred in the implementing of the position to be voted.

Contact Person[s]—supply name[s], address[es], phone number[s], email address[es]

ISSUE OF CONCERN

Name of Proposing Group

Title of Proposal

Type of Proposal

Brief Statement of Purpose—may be included.

Background Statement—citing the history or circumstances leading to this Issue of Concern.

Theological Rationale—reviewing relevant Biblical bases, doctrine, etc.

Resources—if possible, such as reading lists, lists of resource persons, group study questions, etc.

Recommendations for Implementation—if needed to carry out further discussion, study, etc.

Fiscal Impact—cost of any expenses likely to be incurred in carrying out further discussion, study, etc.

Contact Person[s]—supply name[s], address[es], phone number[s], email address[es]