

**POLICY ON PROPOSALS FOR ANNUAL MEETING**  
**Northern California Nevada Conference**  
**United Church of Christ**

PROPOSALS COMMITTEE

The Proposals Committee will be named and convened by the Vice-Moderator.

The Committee will:

1. Notify the member churches and ministers of the timeline for submitting proposals, as described in the section “Timeline for Proposals.”
2. Notify the member churches and ministers of the timeline for submitting resolutions and other formal actions to General Synod.
3. Receive and review proposals for qualification, making final determination as to category assignment, combining similar proposals if appropriate and making editorial clarifications as needed.
4. Submit a brief description of each proposal to the *Pacific* for inclusion in the March issue.
5. Have full proposals ready for inclusion in the April *Pacific*, and in the final mailing to Annual Meeting registrants.
6. Ensure that each discernment session has a resource person present, named by the group making the proposal, and a facilitator and recorder, named by the Proposals Committee.
7. Receive late proposals on timely issues up to the time of the close of the Annual Meeting, verifying their origination and qualification, the need for their being submitted after the regular deadlines, and that the format of the proposal is in line with requirements. If a late proposal is deemed qualified, the Proposals Committee will submit it to the Moderator for inclusion in the work of the Annual Meeting.

**TIMELINE and NOTIFICATION FOR PROPOSALS**

1. The Proposals Committee will place a notice in the November and in the December-January issues of the *Pacific* that a brief description of any proposal to be considered at the Annual Meeting should be received in the Conference Office by January 15.
2. The Proposals Committee will place a notice in the November and in the December-January issues of the *Pacific* preceding a General Synod of the timing for sending resolutions and other formal actions to General Synod.
3. The Proposals Committee will send “Guidelines and Requirements for Proposals” to person[s] submitting proposal descriptions, with notice that the completed proposal is to be received in the Conference Office by February 15.
4. The Proposals Committee will submit descriptions of the Proposals received by January 15 to the *Pacific* for inclusion in the March issue.
5. The Proposals Committee verifies origin and qualification of each Proposal; edits for clarity and for congruence with NCNC policies, practices, and

structure—or sends Proposals back to the originators for editing; and, if appropriate, consolidates similar Proposals.

6. The final rendition of each Proposal to be voted appears in the *Pacific*, the month prior to the Annual Meeting and is included in the final mailing to Annual Meeting registrants.
7. The Conference Board of Directors is not bound by the above timeline and may place proposals on the agenda of the Annual Meeting at any time.

### **GUIDELINES AND REQUIREMENTS FOR PROPOSALS**

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 is the contact person.

**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]

## DISCERNMENT SESSIONS

**PURPOSE OF DISCERNMENT SESSIONS:** To allow people to hear the presenters speak to a specific proposal, ask questions, gain clarity, and offer comment.

**ROLE OF DISCERNMENT SESSIONS FACILITATOR:** The Discernment Sessions Facilitator sets the structure for the Discernment Sessions, monitors the time, and facilitates the meeting so that people have the opportunity to ask questions, express views, etc. in an atmosphere which is respectful of all opinions.

**RECORDER:** Keeps notes as may be helpful for the Discernment Sessions Facilitator.

**SUGGESTED TIME ALLOTMENT:** Based on a one-hour Discernment Session:

- 2 minutes - Opening Prayer
- 15 minutes - for Presenters of the proposal
- 30 minutes - for general discussion (questions, opinions, etc. from the group at large)
- 13 minutes - to conclude the Discernment Sessions.

The time allocations may vary according to the needs of the persons present. It is important that people have the opportunity to get their questions answered.

**CONCLUDING THE DISCERNMENT SESSIONS:** The conclusion of the Discernment Sessions is determined by the type of Proposal.

Administrative Action or Affirmation—The presenter receives comments and suggestions to be reported to the Annual Meeting when the Administrative Action or Affirmation is moved. Administrative Action or Affirmations cannot be changed by the Discernment Sessions, but the Administrative Action or Affirmation can be amended when considered on the floor of the Annual Meeting.

Position Statement—Changes can be made by the Discernment Sessions IF the suggested change is acceptable to the presenter. Any changes along with dissenting recommendations are received by the Presenter for reporting and presenting to the Annual Meeting. Position Statements can be amended by the Annual Meeting. Dissenting Reports from the Discernment Sessions may become amendments to the proposal by substitution. The Discernment Session's Facilitator will confirm that there are persons to speak for and against the proposal during the Annual Meeting and that any changes made by the Discernment Sessions are transmitted in writing to the Conference Moderator, and scribe, so that the modified Position Statement is the official version.

Issue of Concern—The presenter receives comments and suggestions to be reported to the Annual Meeting when the Issue of Concern is presented for discussion.

