

**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: an internal policy statement, ratification of a General Synod action, proposed General Synod resolution consistent with NCNC policies expressed by past Annual Meetings, bylaw revision, goal budget, etc. or Administrative Affirmation: recognition of a partner institution, anniversary, 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 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]

## **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.

