

2. First Report of the Conference Business Committee

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1. Membership of the Conference Business Committee

The Conference Business Committee for 2018 comprises the Revd Rosemarie E G Clarke, Mr Stephen H Cooper, Deacon Jennifer A J Jones, Mrs Anna Malnutt, the Revd Stephen J Radford, Mr David S Walton (Chair) and Mr Frank Watson. The Revd Rosemarie Clarke and Deacon Jenny Jones have been appointed to serve the Business Committee for the 2018 Conference by the Methodist Council under the provisions of Standing Order 136(1C).

2. Summary of the Committee's work during the year

In addition to the Committee's general responsibilities, the Committee spent significant time considering the recommendations of the Accessibility to the Conference Working Group. As directed, the Committee presented its report to the Council, which sets out its recommendations to the Conference elsewhere in the Agenda.

3. Meetings and reports

- The Business Committee will meet on Saturday 30 June at the close of business, following the Scrutineers' briefing.
- The Scrutineers are asked to meet for a briefing on Saturday 30 June immediately at the close of business.
- The Business Committee will report each day in the Order Paper. It will indicate any variations to the outline schedule printed in the Agenda.

4. Length of speeches

It is recommended that presenters of business have four minutes and speakers three minutes. In exceptional circumstances, with the approval of the President and Vice-President, these allocations may be changed.

5. Use of time

5.1 Members of the Conference will want to ensure that their time is spent wisely and effectively. To this end, the Business Committee will endeavour to ensure that as far as possible, business follows the schedule published. As well as those who visit the Conference for particular debates, increasing numbers of people watch its proceedings on the internet, especially items on specific matters of interest, and rely on the published schedule being observed. Therefore, without wishing to deny opportunity to speak or to curtail debate unhelpfully, the Business Committee strongly urges members of the Conference to maintain the discipline of keeping to its schedule. It is unfair to have to foreshorten business scheduled for later in the week because earlier items have overrun.

5.2 With this in mind, the Business Committee asks that:

- speeches are not made unnecessarily when it is evident that the outcome is clear;
- representatives refrain from making speeches or comments that have already been made and from repeating what has been said and heard;

- the Conference focuses on reaching decisions with the minimum necessary debate that does the subject justice.

5.3 The Committee asks members of the Conference to bear in mind that web streaming enables a wider audience for Conference debates; representatives are therefore asked to consider their contributions to debates in the light of that. The Committee asks representatives not to address directly those watching proceedings via the internet, in the same way that those watching in the public gallery would not be addressed. This helps to remind members of the Conference of the particular responsibilities that they carry as voting members.

6. Notices of Motion

Standing Order 132 reads as follows:

132 Notices of Motion. (1) Subject to Standing Order 131(4) any two members may upon notice of motion complying with this Standing Order bring before the Conference any lawful resolution within the competence of the Conference.

(1A) Every notice of motion shall be handed to the Secretary in written form and signed by the following persons:

- (i) where the proposal is to amend a resolution and those responsible for presenting that business to the Conference are prepared to accept it, the proposer and seconder of the motion;
- (ii) where such a proposal to amend is not accepted by those responsible, the proposer and seconder and four other persons;
- (iii) in all other cases, the proposer and seconder and eight other persons.

(2) Only on matters of urgency, so judged by the President after consultation with the Vice-President, shall notices of motion in the Representative Session be accepted after 4.30 pm on the third day of the session, except that a notice of motion proposing to amend a resolution circulated or materially altered on or after the first day of the session shall be accepted if lodged before the close of business on the day before the resolution is to be dealt with.

- 6.1 The 2013 Conference agreed that it should be mandatory for proposers of Notices of Motion to complete a 'Submission of a Notice of Motion' form, including information about budgetary implications. The form is available to download from the website, and from the Conference Office (email conferenceoffice@methodistchurch.org.uk) prior to the Conference or the Help Desk at the Conference.
- 6.2 In order that Notices of Motion which are unrelated to existing Agenda business can be dealt with effectively and efficiently by the Conference, proposers are requested to ensure that they include sufficient but succinct information to ensure that all Conference members may understand what is being proposed and why. This will enable members to reflect on the merit of these Notices of Motion beforehand and speakers to focus on key issues.
- 6.3 In enabling Conference members to submit Notices of Motion related to business scheduled for the afternoon and evening of Saturday 30 June, the Business Committee requests that these be submitted either (1) by post to Jane Bates at Methodist Church House to arrive not later than Thursday 28 June or (2) by email to batesj@methodistchurch.org.uk to arrive not later than Friday 29 June at 2.00pm. The Committee has determined that it will only require the names (which will be printed on the Order Paper) of a proposer and a seconder to be supplied at this stage: the four further signatories, should the Notice of Motion be resisted by the proposer of the resolution (as per SO 132(1A)(ii)), may therefore be acquired after arrival at the Conference on Saturday 30 June but must be handed to the Record Office by 1.00pm on that day.

- 6.4 Further, for the Business Committee to prepare the business to be conducted on Monday 2 July, members of the Conference who wish to submit Notices of Motion relating to the business to be taken on Monday, or amended replies to any Memorials to be taken with it, are requested to hand them to the Record Office by 12.30pm on Sunday 1 July.
- 6.5 Similarly, Notices of Motion relating to items of business to be taken on Tuesday 3 July should be submitted by 12.30pm on Monday. This, and the deadlines in the previous paragraphs, will enable the Business Committee to prepare full and informed Order Papers for the smooth transaction of business.
- 6.6 Having set out in the preceding paragraphs the proposed timings for Notices of Motion in general, the Business Committee wishes to make provision for dealing with any which impact the connexional budget and proposes a specific timetable to that end. Its purpose is to ensure that the Conference is able to take decisions about the budget when all the relevant information is to hand and to avoid the pitfall of making choices or judgements based on partial information. It is therefore recommended that:
- The budget will be presented on Saturday evening.
 - Any Notices of Motion proposing amendments to the budget shall be submitted by 12.30pm on Monday through the usual channels.
 - The Conference Financial Committee will consider the implications of the proposed amendments at the close of Monday's session and present a report in Tuesday's Order Paper.
 - The Conference will then consider Notices of Motion and memorials which impact the budget on Tuesday morning and will engage in discussion of the budget at that point.
 - The budget will then be formally confirmed and adopted on Thursday morning.

In summary, the deadlines for submitting Notices of Motion are as follows:

Relating to	Submit by
Saturday's business	Friday 2.00pm
Monday's business	Sunday 12.30pm
Tuesday's business	Monday 12.30pm
Wednesday/Thursday's business	Monday 4.30pm
Unrelated to business	Monday 4.30pm

- 6.7 Those proposing a Notice of Motion should consult with those presenting the business to ascertain whether the Notice of Motion will be accepted or resisted. Lists of those responsible for presenting each item of business are available from the Record Office or the Chair of the Business Committee.
- 6.8 The 2011 Conference approved the principle of enabling those Notices of Motion that do not relate to business already in the Agenda to be prioritised, by means of a ballot, should time not permit all such Notices of Motion to be considered. Should such a ballot be required, it will be held on Tuesday 3 July. Any such Notices of Motion which are not considered during the Conference will be dealt with as in the next paragraph.
- 6.9 The Business Committee may recommend that a particular Notice of Motion is not considered by the Conference but is referred to the Methodist Council in the coming year. The Council is required to report back to the following Conference its judgement on that Notice of Motion.
- 6.10 In order for the Business Committee to test, on the floor of the Conference, its own judgements about which Notices of Motion to refer to the Council without debate, on Wednesday 4 July the Chair of the Business Committee will move that the Conference adopts that section of the Committee's report (which will be printed on the day's Order Paper) which

lists those Notices of Motion recommended to be referred to the Council. The Conference will be able to amend the list without the need of a written Notice of Motion.

7. Memorials

It is anticipated that all memorials will be dealt with during the Conference, ie taken with existing business to which they relate, debated separately or the replies adopted *en bloc*, based on the recommendations of the Memorials Committee.

8. Nominations

All nominees for President-Designate, Vice-President-Designate and Conference-elected representatives are to be photographed and their details displayed on a screen. The arrangements for this will be notified on Saturday's Order Paper at the Conference.

Nominations for designation of **President and Vice-President of the Conference** of 2019 must be placed in ballot boxes by **5.30pm on Monday 2 July**. They will be displayed on Tuesday; voting will close at 6.00pm on Tuesday; the results will be announced on Wednesday morning.

Nominations for **Conference-elected representatives**: you are asked to follow **strictly** the instructions on the nomination form. Please ensure that you seek the consent of persons nominated and complete the forms fully and clearly for display. Nomination forms must be placed in the ballot boxes by **2.00pm on Tuesday 3 July**; voting will close at 5.00pm on Wednesday; the results will be announced on Thursday morning.

This year, of the three Conference-elected representatives to serve from 2019 to 2021, one will be diaconal and two will be lay, thus fulfilling SO 103(2A).

Nominations for **Conference Business Committee members**: you are asked to follow **strictly** the instructions on the nomination form. Please ensure that you seek the consent of persons nominated and complete the forms fully and clearly for display. The election timetable will be the same as for Conference-elected representatives, as above. It should be noted that election to the Business Committee does not carry a right to membership of succeeding Conferences.

This year, two Business Committee members, both ministers, are required to be elected and may serve for the three years 2019-2021.

In summary, the deadlines for nominations and elections are as follows:

Election	Nominations close	Voting closes
President of the Conference	Monday 5.30pm	Tuesday 6.00pm
Vice-President of the Conference	Monday 5.30pm	Tuesday 6.00pm
Conference-elected representatives	Tuesday 2.00pm	Wednesday 5.00pm
Conference Business Committee: Representative Session	Tuesday 2.00pm	Wednesday 5.00pm

9. Provisional legislation

Under Standing Order 122, any two members, by Notice of Motion, may propose that an item agreed by the Conference be referred to the Synods as a **provisional resolution** before being proposed for final adoption by the Conference next year.

10. Letter-writing

Any member of the Conference requesting that a letter be sent on behalf of the Conference should note the following criteria and procedure:

- a. The Conference writes automatically to those who have served in ordained ministry for 70 or more years, and those celebrating the twenty-fifth, fiftieth or sixtieth anniversaries of their ordinations; their names to be prepared in advance.
- b. The Conference will write, for a specific reason, to those who have a direct link with the Conference, or represent the World Church, or have an ecumenical relationship with the Methodist Church, or have a claim to achievements that are outstanding in the life of the Church or on its behalf.
- c. The letter-writer, with consultation as necessary, will be the appropriate person to give guidance to Conference members as to whether a proposed letter is within the criteria.
- d. Requests for letters to be sent must be submitted on a standard form, giving all the required details, to the Help Desk, who will receive them on behalf of the letter-writer. Forms are available from the Help Desk.
- e. The recipients of letters will be listed in the Daily Record for the information of the Conference.

11. *En bloc* items

The Business Committee proposes that the items of business listed below be voted *en bloc*. Under the terms of SO 134A, if Notices of Motion are received about items in the *en bloc* list those items will automatically be removed from the list. In addition, by giving notice to the Assistant Secretary of the Conference, any six members of the Conference may, without proposing an amendment, require that an item be removed from the list and debated. Such notice must be given before the close of business on Monday 2 July (SO 134A(1)(c)).

The preliminary list of proposed *en bloc* business is as follows:

The Trustees for the Bailiwick of Guernsey Methodist Church Purposes
The Trustees for Jersey Methodist Church Purposes
Trustees for Methodist Church Purposes
Methodist Diaconal Order General Report
Managing Trustees of Central Hall Westminster
New Room Bristol
Relief and Extension Fund for Methodism in Scotland
Central Finance Board
Referred Memorials and Notices of Motion
Stationing Committee
Action for Children
Fernley Hartley Trust
Methodist Council general report sections
Ecumenical Report
Joint Covenant Advocacy and Monitoring Group
Methodist Schools appointments

***RESOLUTION

2/1. The Conference adopted the Report of the Business Committee.

Second Report of the Conference Business Committee (Daily Record 3/14/1)

1. As set out in paragraph 8 of that report (page 26), the Conference is required to elect two members of the Business Committee, both ministers, to serve on the Committee for three years (the Conferences of 2019, 2020 and 2021). Nomination forms are available from the Helpdesk and should be placed in the ballot boxes by 14:00 on Tuesday 3 July, with voting taking place on Wednesday 4 July.
2. Nomination forms for Conference-elected representatives are available from the Helpdesk. This year, of the three Conference-elected representatives to serve from 2019-2021, one will be diaconal and two will be lay, thus fulfilling SO 103(2A). Nominations must be submitted by 14:00 on Tuesday 3 July, with voting taking place on Wednesday 4 July.
3. The schedule of business has been available on the Conference website and regularly updated. It now shows the current situation. Any Conference member wishing to have a hard copy can obtain one from the Helpdesk.
4. The Conference is advised that, in the event of a counted vote on Saturday, the count will be conducted by the scrutineers who are presbyters and the Chair of the Conference Business Committee. Normal scrutineering arrangements will begin on Monday morning.
5. Nominees for President and Vice-President of the Conference for 2019 and as Conference-elected representatives 2019-2021 are kindly asked to have their photographs taken, for use in the visual projection during breaks. Would they please see June Howard-Norman in the Conference Arrangements Team office as soon as possible and no later than the respective closing times for nominations given in the Agenda page 26. In the event that nominees are not present at the Conference, it would be most helpful if those making the nominations could arrange for nominees' photos to be sent electronically to asc@methodistchurch.org.uk.
6. There are two ballot boxes on each side of the hall. These can all be used at any time on Saturday until 19:00 and from Monday morning onwards for all nomination papers and for all completed ballot papers, strictly observing the deadlines given on page 26 of the Agenda. Please do not place your envelope with your completed Trustee Declaration Form and Register of Interest form in these boxes; they should be deposited in the box by the Helpdesk.
7. All Memorials will either be taken with existing business to which they relate or placed in en bloc as shown in the table below.

No	Title	Connection to other business
M1	Local ordained ministry	21. Methodist Council, section N: Ministries Committee
M2	Local options for ministerial training	21. Methodist Council, section N: Ministries Committee
M3	Pioneer ministry	21. Methodist Council, section N: Ministries Committee
M4	Worship: Leading and Preaching	21. Methodist Council, section N: Ministries Committee
M5	Worship leader training	21. Methodist Council, section N: Ministries Committee
M6	Use of clear language	<i>en bloc</i>
M7	Reports to the Conference	3. Methodist Council, section C: Accessibility to the Conference
M8	Circuit strategies	<i>en bloc</i>
M9	Substitutes at Circuit Meetings	<i>en bloc</i>
M10	Membership of Church Councils by presbyters	<i>en bloc</i>
M11	Ecumenical constitutions for united	<i>en bloc</i>

	areas	
M12	The registration of shared premises for same-sex marriage	27. Marriage and Relationships Task Group: interim report
M13	Statistics for mission	3. Methodist Council
M14	Payment for manse water supplies	13. Connexional Allowances Committee
M15	The stationing process	<i>en bloc</i>
M16	The stationing process	<i>en bloc</i>
M17	Supervision	<i>en bloc</i>
M18	Authorisations for deacons to preside at communion	43. Authorisations Committee
M19	Complaints and discipline procedures	<i>en bloc</i>
M20	Circuit model trust fund annual distributions to district Advance Funds	<i>en bloc</i>
M21	Standardised formula for assessments	25. Connexional Central Services Budget District Allocations
M22	Accounting software	<i>en bloc</i>
M23	Community land trusts	<i>en bloc</i>
M24	Support for refugees	<i>en bloc</i>
M25	Yemen	<i>en bloc</i>
M26	Anti-Semitism	<i>en bloc</i>
M27	Plastic	<i>en bloc</i>
M28	Alcohol	<i>en bloc</i>

8. The list of en bloc items of business has since been updated and is as printed below.
- (3) Methodist Council, part 1, sections A, B, F, H
 - (7) Trustees for the Bailiwick of Guernsey Methodist Church Purposes
 - (8) Trustees for Jersey Methodist Church Purposes
 - (10) Methodist Diaconal Order General Report
 - (14) Committee on Methodist Law and Polity (1)
 - (16) Action for Children
 - (17) Fernley Hartley Trust
 - (19) Managing Trustees of John Wesley's Chapel, the New Room Bristol and 4 and 5 Charles Street
 - (21) Methodist Council, part 3, sections L, P, Q, S, T
 - (26) Stationing Committee
 - (28) Ecumenical Report
 - (29) Methodist Schools
 - (37) WCC Mission Conference
 - (38) Trustees for Methodist Church Purposes
 - (39) Managing Trustees for the Methodist Central Hall, Westminster
 - (40) Relief and Extension Fund for Methodism in Scotland
 - (41) Joint Covenant Advocacy and Monitoring Group
 - (42) Central Finance Board
 - (44) Referred Memorials and Notices of Motion
 - (46) Committee on Methodist Law and Polity (2)
 - (56) Memorials to the Conference, which are not assigned to other items of business

***RESOLUTION

B/1. The Conference received the Report.