

## ***PITTSBURGH CONFERENCE STANDING RULES***

1. **Robert's Rules** – The latest edition of Robert's Rules of Order will be the basis for parliamentary procedure.
2. **Bar of Conference** – The bar of the Conference will be clearly stated and all participating delegates and members must sit within the bar of the Conference.
3. **Credentials** – The Conference Secretary will review all credentials and report at the first sitting of Annual Conference.
4. **Roll Call** – The roll will be taken by sign in.
5. **Honorary Seats** – Honorary seats are granted to licensed pastors, conference ministerial candidates who are not appointed as pastors in charge of a society, and additionally to lay persons and guests having business in the conference.
6. **Prayer Breaks** – There shall be prayer breaks every ½ hour during the sittings of the Annual Conference; these to be under the direction of the Appointed Prayer Promoter.
7. **Debate** – Debate following any motion on the floor will be limited to three minutes per speaker and no person except the originator of the motion will be allowed to speak twice before all other interested parties have been permitted to speak.
8. **Written Reports** – The chair of each Board, or a person designated by the chair, will prepare a written report of the recommendations to be circulated to the members and delegates prior to the Annual Conference. These will be included in the book of reports.
9. **Minutes** – The minutes of each sitting will be distributed to the Conference body for any corrections and subsequently approved by the Board of Administration.
10. **Agenda** – The printed agenda is for the purpose of expediting business. Upon its adoption additional items may be approved by the Presiding Officer.
11. **Elections** - During an election, anyone requesting names of persons presently serving on Boards and Committees shall be referred to the most recent copy of the Yearbook.
12. **Special Elections:**
  - a. **Ministerial Appointment Committee** – One elder in addition to the Superintendent and two laypersons will be elected by ballot.
  - b. **Members of the Ministerial Appointments Committee, Ministerial Education and Guidance Board and Board of Administration** will be elected to three year terms, on a rotating basis. Members will be limited to two consecutive full terms but may be re-elected after sitting off for at least one year.
13. **Tellers** – There shall be at least two panels of tellers consisting of four members each. The Nominating Committee shall name the tellers; one panel shall consist of individuals not members of the conference who shall retire to count ballots while conference business proceeds.
14. **Board and Committee Procedures:**
  - a. The conference office and/or the Nominating Committee will notify all new persons of their nomination/election and the Board/Committee secretary will be responsible to see that all members are duly notified of any and all meetings.
  - b. The Nominating Committee will review the attendance record of the members of all Boards and committees and, if a person has not attended meetings for at least one year, may nominate a replacement, with the mutual consent of the Board/Committee so involved.
  - c. The secretary of each Board and Committee will keep accurate minutes and see that each member receives a copy. Arrangements can be made with the conference office to assist. A copy should always be sent to the conference office for filing.
15. **Report to the Yearbook** – The Conference Secretary, Conference Superintendent, Statistician and Conference Office Secretary will serve as the Committee to Report to the Yearbook.