I. **APPOINTED LEADERS, Art. II. p 101**

The President shall appoint, with the approval of the Executive Committee, the following persons to a one year term:

1. Chairperson of the Committee on Standing Rules who shall serve as Parliamentarian.
2. Registrar
3. Conference Language Coordinator
4. Representatives requested by other boards and agencies
5. Representative to the Conference Board of Laity
6. The Web Master

II. **DUTIES OF APPOINTED LEADERS, Art. II. p 101**

The Chairperson of the Committee on Standing Rules shall work with the Committee to keep official actions of the organization in harmony with the Constitution and Bylaws.

1. Parliamentarian shall decide doubtful questions and assist in all matters of parliamentary nature in the conference organization and the Executive Committee. *Roberts Rules of Order Newly Revised* shall be the authority for such decisions
2. The Registrar shall serve for all United Methodist Women meetings.
3. Conference Language Coordinator shall endeavor to reach out and interact with non-English speaking women in the name of the United Methodist Women, thereby fulfilling the PURPOSE.
4. The representatives appointed by the president to other boards and agencies shall represent United Methodist Women. They will attend all their meetings and give a written report to the president the actions of that board or agency.
5. The Board of Laity representative shall represent United Methodist Women and will attend the Laity meetings. She shall give a written report to the president the actions of the Board of Laity.
6. The duty of the Web Master is to maintain the official Alabama West Florida Conference United Methodist Women’s website at [https://www.awf-umw.org](https://www.awf-umw.org).

III. **COMMITTEES. Art. III and IV. P 135-140**

1. The Committee on Nominations shall be composed of five persons including the Chairperson.

2. There shall be a Committee of District Presidents.
   a. The committee shall be composed of all district presidents whose duty shall be to plan and coordinate the work of the districts.
   b. The committee shall elect its chairperson annually. Her tenure shall be for one year only.

3. There shall be a Committee on Standing Rules and Policies. The committee shall be composed of the following;
a. Chairperson, appointed by the President
b. Treasurer
c. Secretary
d. Chairperson of the Committee on Nominations
e. Registrar
f. Others as determined by the Executive Committee.

The committee shall perform the following:

1. Keep the conference Standing Rules up to date to conform to the Constitution and Bylaws of the National United Methodist Women.
2. Receive proposed additional Standing Rules which shall be approved by the Conference Executive Committee at its summer session and by the conference organization at the business session during the Spiritual Enrichment Retreat.
3. The committee shall formulate policies to recommend to the Executive Committee for action.

4. There shall be a Committee on Registration

The committee shall be composed of the following:
a. Registrar, appointed by the president, shall be the Chairperson
b. Treasurer
c. Communications Coordinator
d. Others as determined by the Executive Committee

The duties of the committee shall be the following:
1. The Committee shall serve for all United Methodist Women meetings.
2. Prepare registration forms/set registration and late fees.
3. Confirm with the facility the number to be housed and fed
4. Report the total number of persons registered for all conference events.
5. Report by type of credentials held by those in attendance (local, district & conference delegates, etc.)
6. Develop evaluation forms for each conference events except Cooperative Mission

5. There shall be a Committee on Communications

The Committee shall be composed of the following:
a. Communications Coordinator, who shall be the Chair
b. Vice President
c. Secretary
d. Mission Coordinator for Spiritual Growth
e. One District President
f. Treasurer, if needed

The functions of the committee shall be the following:
1. Plan for more efficient structure of newsletter
2. Determine and recommend pricing structure
3. Encourage conference and district communications
4. Oversee all publications for all conference events.
6. There shall be a Committee on Program

   The committee shall be composed of the following;
   a. Chairperson, who shall be Vice President
   b. President
   c. Treasurer
   d. Secretary
   e. Mission Coordinator for Spiritual Growth
   f. Mission Coordinator for Education and Interpretation
   g. Mission Coordinator for Social Action
   h. Mission Coordinator for Membership Nurture and Outreach
   i. Secretary of Program Resources
   j. Communications Coordinator
   k. One district president
   l. Others as the Executive Committee determines

   The functions of the committee shall be:
   a. Plan and recommend to the organization programs that contribute to the fulfillment of the PURPOSE, including the program of the annual meeting.
   b. Designate a special sub-committee to carry out its plans for the annual meeting.
   c. Implement the plans and evaluate the effectiveness of each program.

7. There shall be a Committee on the Charter for Racial Justice Policies

   The committee shall be composed of the following, one-third of whom shall be women of color, insofar as possible.

   a. Chairperson, who shall be the Conference President
   b. Mission Coordinator for Social Action
   c. Chairperson of the Committee on Nominations
   e. One District President
   f. One member of the Executive Committee, appointed by the President
   g. Two members selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task.

   The functions of the committee shall be to develop and recommend to the Executive committee:

   a. plans for implementation of the Charter
   b. plans for training district and local leadership in the implementation of the Charter
   c. monitor conference-approved action to implement the Charter
   d. regularly evaluate progress made on the approved conference, district and local implementation plans.
   e. shall meet at least twice annually
   f. the first four mentions members of the committee shall have their tenure on the committee determined by election to their particular office. The remaining members shall serve no more than three (3) years. These members are presented by the Committee on Nominations for election at the Annual Meeting.
8. There shall be an Administrative Committee

The committee shall be composed of the following:

a. President, who shall be chair
b. Vice President
c. Secretary
d. Treasurer
e. Chairperson of Committee on Nominations

The function of the committee is to transact emergency business and other business referred to it by the Executive Committee and shall report all actions to the Executive Committee.

III. **ELECTIONS AND MEETINGS** Art. V. pages 105-107

1. The electorate of the conference organization shall be composed of the following:
   a. One representative from each local unit.
   b. Conference Executive Committee
c. Bishop
d. District Executive Committees
e. District Superintendents
f. Directors of the National United Methodist Women residing within the conference
g. Officers of the Southeast Jurisdiction Organization residing within the Conference

2. In order to ensure continuity on the Executive Committee, officers shall be elected for a two-year term as follows:
   a. Elected in even years:
      <> President
      <> Secretary, who is responsible for putting the directory together
      <> Mission Coordinator for Social Action
      <> Mission Coordinator for Education and Interpretation
      <> Communications Coordinator, who is the ALERT editor
   b. Elected in odd years:
      <> Vice President
      <> Treasurer
      <> Mission Coordinator for Membership Nurture and Outreach
      <> Mission Coordinator for Spiritual Growth
      <> Secretary for Program Resources
      <> Chairperson Committee on Nominations

3. Those elected shall assume their duties January 1, following their election.

4. All motions, reports, resolutions made from the floor of the Annual Meeting and Spiritual Enrichment Retreat business session shall be in the hands of the secretary at the time of presentation.
IV. **ASSEMBLY Art. V, Section 3, p 106**

The Executive Committee at a meeting at least six (6) months preceding the Assembly shall elect representatives to the Assembly as determined by the National United Methodist Women.

V. **JURISDICTION QUADRENNIAL MEETING Art. V, Section 4, p 106**

Three conference officers and one alternate shall serve as voting delegates to the Jurisdiction Quadrennial Meeting as follows:

a. Delegates shall be President, Vice President and Secretary. The Treasurer shall serve as the alternate.

b. Delegate names shall be published in the ALERT which contains the call to the Annual Meeting at least three months preceding the Southeastern Jurisdiction Quadrennial Meeting.

VI. **NOMINEES TO NATIONAL UNITED METHODIST WOMEN Art. V Section 3 and 4b, p 143**

The Committee on Nominations shall nominate two (2) nominees and one alternate for membership on the National United Methodist Women board of directors to be elected at the Annual Meeting of the conference organization prior to the Southeastern Jurisdiction Quadrennial Meeting.

a. The Committee on Nominations shall present the names to the Executive Committee at the summer meeting.

b. The Committee on Nominations shall present the names of three (3) nominees to the Executive Committee at the summer meeting to be considered by National United Methodist Women to serve on the Program Advisory Group of the United Methodist Women’s National Organization.

c. The names of the nominees shall be published in the issue of the Alert which contains the call to the Annual Meeting with the consent of the nominees.

d. Additional names may be nominated from the floor of the Annual Meeting and/or the Spiritual Enrichment Retreat business session with the consent of the nominee.

e. The names of those elected will be sent to the United Methodist Women’s National Office. f. National will select a representative from the list in the event a director is not elected from the conference at the Southeastern Jurisdiction Quadrennial Meeting. The person selected by National will represent the conference on the Program Advisory Group for one term: four (4) years.

VII. **FUNDS Art. VII, p 108**

a. No more than 40% of the conference/districts mission giving shall be used for the administration and membership development expenses of the conference, and 1% of the annual pledge shall be contributed to the jurisdiction fund for administration and membership development. A remittance to the districts for administration and membership development Three hundred dollars ($300) from each districts administration and membership development fund shall be designated for representation by districts beyond the conference to Assembly and/or Jurisdiction events.

b. Annually by December 15, districts shall return to the conference treasurer any monies left in their treasury, with the exception of an annual start-up fee up to $750. The other exception is noted below:

1. The only monies a district may hold at year’s end are as follows:
   <> $50 for workshops. This money may accrue for no longer than four (4) years; if unused the monies will be returned to the conference treasurer as Administration and Membership Development funds.
   <> $25 per year may be put into savings for up to five years for Scholarships to Church Women United.
   c. Any remittance from the district treasurers that do not meet the deadline shall be credited in the next year.
   d. in the first quarter of the year, district treasurers shall subtract the $750 start-up monies from their request for funds from the Administration and Membership Development budget.
These Standing Rules were approved by the body of the Alabama West Florida Conference United Methodist Women at the Spiritual Enrichment Retreat business session on October 12, 2019. This version supersedes any previous standing rules.

Standing Rules & Policies Committee

Betty Helms, Chairperson