Date: Feb. 23, 2017

To: Bishop Grant J. Hagiya, District Superintendents, Executive Directors, Directors, Chairpersons of Conference Essential Ministries Team, and Others

From: Rev. Karen Clark Ristine, Conference Secretary

Re: Updated Procedures for Preliminary Reports for the 30th Annual Session of the California-Pacific Conference and Rules deadline March 15

CONFERENCE SESSION: Wednesday, June 14 – Saturday, June 17, 2017

In an effort to be good stewards of God’s creation, the Preliminary Report will NOT BE PRINTED, but for those who want a printed copy, they will be available for purchase online. Details will be posted at www.calpacumc.secretary when the online report is posted.

INSTRUCTIONS

1. REPORTS – DUE APRIL 1, 2017

   • Refer to Conference Rule V.C.1 (Page I-11) on how to properly submit a Report.
   • Edit all Reports per the enclosed STYLE SHEET.
   • If you are submitting a report as part of an Essential Ministry’s team composite report, please email to your EMT prior to the April 1, 2017 deadline.
   • E-mail Reports in a MICROSOFT WORD document to secretary@calpacumc.org
   • Place all RECOMMENDATIONS at the end of the Report. A Statement of Fiscal Impact should be included either within or attached to the body of the Recommendation. Refer to Conference Rule V.C.2 (Page I-12) on how to properly submit a Recommendation. Any Recommendation having fiscal impact SHALL be submitted to the CFA, with appropriate financial data by the author(s) for review, consultation (with the appropriate EMT, Agency, Board, etc.), recommendation, and comment for Conference consideration.
   • Include name, phone number, and other contact information of the person who prepared the report, the total number of committee members, and the number voting for and against the report. (I-12)
2. RESOLUTIONS – DUE APRIL 1, 2017

- Refer to Conference Rule V.C.3 (Page I-12) on how to properly submit a Resolution.
- E-mail Resolutions in a MICROSOFT WORD document to secretary@calpacumc.org
- Use same format as found in The 2016 Journal or use the example of headings as shown below:
  
  SUBJECT:
  SUBMITTED BY:
  ESTIMATED FISCAL IMPACT:
  SOURCE OF STAFF TIME:
  WHEREAS…
  THEREFORE, BE IT RESOLVED

- NOTE: Essential Ministry Teams who wish action of the Conference regarding policies and practices should submit Recommendations (i.e. Equitable Compensation, Pensions, etc.) as a part of their report rather than as separate resolutions. Refer to Conference Rule V.C.2 (Page I-12) on how to properly submit a Recommendation.
- Include name, phone number, and other contact information of the person who prepared the resolution.
- Resolutions will be assigned numbers in order of date received.
- Please take care to avoid duplicating existing resolutions. The list of existing resolutions can be found at the end of the Report Section H of the 2016 Journal. (2015 and 2016 will be updated by June 1).

3. RULES – Due March 15

- In accordance with Annual Conference Rule V.H. on Page I-16 of The 2016 Journal, groups requesting changes in the published Conference Rules for presentation at the 2017 Annual Session of the California-Pacific Conference shall send proposed changes to the Rules Committee no later than March 15, 2017.
- Changes to be e-mailed to rules@calpacumc.org

4. FLYERS, BROCHURES, HANDOUTS, ETC.

- NO flyers, brochures, handouts, etc. will be handed out or available at the registration area.
REPORTS STYLE SHEET

CONTENT AND TITLE

- The report should cover the calendar year 2016 and up to March 2017.
- Any ACTION items referred to your agency or your group by the previous Annual Conference should be reported.
- Save your document with this TITLE:

  “2017Prelim.GroupName.doc” (i.e. 2017Prelim.Trustees.doc)

Your GROUP NAME MUST be in the document title.

PAGE FORMAT

- Set MARGINS at .75 for all margins.
- Bullets may be used to set off points.
- To maximize space, tabs, and indents should NOT be used.

CHARACTER FORMAT

- Use TIMES NEW ROMAN – Size 12 only.
- Bold may be used for emphasis of word or sentence, but not whole paragraph.
- Underlining should not be used for emphasis.
- Graphics are discouraged and may be removed if they do not enhance understanding of the subject or to save space.
- No Footnotes. Place references within the body of the report.

PROPOSED RULES CHANGES FORMAT

- Use TIMES NEW ROMAN – Size 12 only.
- Bold and Underlining should be used to emphasize any new additions to existing Rules and Resolutions. Strikethrough should be used to emphasize any deletions to existing Rules and Resolutions.