

147th SESSION OF GATEWAY LEADERSHIP SUMMIT

2025 STANDING RULES & PROCEDURES

1. **ROBERT’S RULES OF ORDER** latest edition is the standard of parliamentary procedure.
2. **AGENDA:** The printed agenda be adopted as a guide for the purpose of expediting business.
3. **ROLL CALL:** The calling of the roll of ministers who are members of Gateway Conference along with Lay Delegates will be a part of the opening service of the Gateway Conference Leadership Summit (Annual Conference).
4. **BAR OF LEADERSHIP SUMMIT:** The bar of the Leadership Summit will be determined and marked within the specific venue for Leadership Summit.
5. **DELEGATES SEATING:** Lay Delegates’ credentials are to be in the hands of the Conference Secretary two weeks before Leadership Summit.
6. **HONORARY SEATS:** Honorary seats are granted to the following persons when they are not already voting members of conference: Conference Ministerial Candidates, Licensed Pastors, Honorary Elders, officers or elected personnel who will be bringing reports, representatives from organized Free Methodist Fellowships, and representatives from educational, social, and denominational ministries.
7. **VOTING PRIVILEGES:** All delegates, Conference Elders, Ordained Deacons, and Conference Ministerial Candidates, who are also appointed as pastors in charge of a society, have voting privileges (§5010. A., C.).
8. **ASSISTANT SECRETARY:** The secretary is empowered to appoint an assistant.
9. **TELLERS:** There shall be two panels of tellers: (1) four collecting tellers to serve the body; & (2) four counting tellers to tally the balloting. Unless otherwise instructed by the Presiding Officer, tellers will count all ballots while conference business proceeds.
10. **COMMUNICATIONS:** All communications received by the secretary for the Leadership Summit will be referred to the proper person, board, or committee unless it has specific relevance to this summit.
11. **MOTIONS:** All motions which impact major policy shall be presented in writing to the Chairperson or Secretary **before the roll call**. All motions (except those of incidental nature), resolutions, and recommendations shall be submitted in writing, preferably mechanically, to the secretary when the motion is made.
12. **DEBATE:** Debate following any motion on the floor will be limited to three minutes per speaker and shall proceed by shifting back and forth between pro and con positions.

13. BOARD/COMMITTEE REPORTS & RECOMMENDATIONS:

- a. The chairperson of each board and standing committee or other person designated is to prepare a written report due to the conference office two weeks before Leadership Summit to be included in the Report Book to be distributed to all pastors and delegates via e-mail or available on the website prior to Leadership Summit. This report shall include all recommendations to be presented to Leadership Summit. This shall constitute the report of the board or committee. Time allotted in the agenda is for the purpose of action on recommendations and for promotion of any new ministries being proposed.
- b. Oral reports of individuals or committees shall be brief.

14. EQUAL REPRESENTATION: All boards and committees shall have a substantially equal representation between ministerial and lay members (§5080.A.).

15. COMMITTEE MEMBERSHIP: There shall be no duplication of membership on the Nominating Committee and MEGA Board, except the Conference Superintendent.

16. MINISTERIAL APPOINTMENTS COMMITTEE: The MEGA Board shall serve as the Ministerial Appointments Committee.

17. NOMINATING COMMITTEE: The Nominating Committee is to consist of three ministers and three lay persons elected on three-year rotating basis, with attention given to “broad representation” (gender, age, ethnicity, & geography). They shall be elected by ballot by a simple majority.

18. BOARD & COMMITTEE PROCEDURES:

- a. **Member Notification:** The conference office will notify all new persons of their election and each chairman/secretary will be responsible to notify members of any and all meetings. In the event of an intended absence from any board or committee, members shall inform the chairman or secretary of the board or committee prior to the date of meeting.
- b. **Attendance Record:** The Nominating Committee will review the attendance record of the members of all boards and committees. If a person has not attended meetings for at least one year (if at least three meetings were held), it may nominate a replacement. It is expected that every effort be made by members to attend scheduled meetings.
- c. **Minutes:** The secretary will keep accurate minutes including date, meeting place, and members present, and will see that each board/committee member receives a copy. Arrangements may be made with the conference office to assist. A copy should always be sent to the conference office for filing within ten days of the meeting.

19. TERMS OF OFFICE: All newly-elected board and standing committee members, promoters, and directors are to take office at the close of Leadership Summit.

20. SUPERINTENDENCY: A Superintendent shall be elected from among denominational elders upon due nominating process (§5110.A.-B.) by a majority vote for a four-year term (except for special arrangements approved by the assigned Bishop for a shorter term).

21. **EX-OFFICIO MEMBERSHIP:** The Conference Superintendent shall be an ex-officio member with voting privileges of all Conference Boards and Committees.
22. **CONFERENCE BUDGET:** The Board of Administration may submit a preliminary estimated budget to Leadership Summit for review and approval, with the final budget to be adopted by the Board of Administration at the fall meeting. The fiscal year shall correspond to the calendar year.
23. **INTERIM BUSINESS:** The Board of Administration is authorized to transact any business overlooked by Leadership Summit, fill all vacancies on boards and committees, and act as an executive committee of the conference as authorized in the Book of Discipline, ¶5200 and ¶6400.
24. **MINUTES** of Leadership Summit will be reviewed by the BOA Executive Committee (Chair, Vice-Chair, Secretary, Treasurer, Superintendent), approved by the BOA, and then distributed to pastors and delegates.
25. **APPOINTMENTS:** The appointments shall become a part of the MINUTES of the Leadership Summit. Following the reading of the appointments and prayer, Leadership Summit shall be adjourned.
26. **ADJOURNMENT:** When the Leadership Summit adjourns, it adjourns to meet at the call of the Area Bishop.

GLOSSARY OF TERMS

BOA	Board of Administration
EPP	Equal Participation Plan (Home Ministries)
FMWM	Free Methodist World Missions
MMI	Men's Ministries International
MAC	Ministerial Appointments Committee
MEGA	Ministerial Education & Guidance
PPP	Pastor's Pension Plan
WMC	World Ministries Center