

Instructions for Submitting Recommendations (Legislation) To The Greater NJ Annual Conference, 2012 The United Methodist Church

The Pre-Conference Workbook shall contain, insofar as possible, all **recommendations** of agencies, boards, commissions, committees, councils or teams to be received and acted upon by the Annual Conference, and printed in the Journal (Rules of Order #: 3-19b.i).

Format For Recommendation Submissions

1. Recommendations must be typed, 12 font, single-spaced. Use a 1½" left, and 1" right margin. Microsoft Word or any other software that allows files to be saved as rich-text format (RTF) may be used.
2. The top of each page of the recommendation should read as follows:
Page Number: (i.e. – “Page 1 of 4”); Suggested Title: (i.e. – “Support for the UMC Global AIDS Fund”);
Financial Implications: (i.e. – “Financial Implications: ‘None’ or ‘Yes’”)
3. The bottom of the final page of the recommendation should include:
Name and signature of the submitter of the recommendation; Name of the Presenter; Date; Phone; Fax Number; E-mail Address.

The person submitting it must sign each recommendation. A telephone number must also be included. Each recommendation submitted by electronic mail must identify the individual submitting it, and must contain a valid electronic mail return address by which the submitter can be reached. Electronic signatures will be accepted in accordance with common business practice.

Recommendation Text

4. Formulate a recommendation using one of the prescribed styles: “WHEREAS ...” or “RESOLVED, that ...” or “BE IT RESOLVED, that ...,” You may consult previous Journals to review sample motions.
5. A recommendation may take the form of requesting a new program, creating a committee, commissioning a study, or adopting a position statement, etc. Do not include your argument in this section. Arguments may be included following the recommendation using the heading, “**RATIONALE.**” **Each recommendation should include a rationale.**
6. See **Rules of Order #: 8-71** if your recommendation has budgetary implications.
7. To amend the **Rules of Order** of the Greater NJ Annual Conference: Use **bold** for proposed additions and ~~strike through~~ for proposed deletions.

Sending Recommendations to the Conference Office

8. When using USPS, recommendations must be **postmarked no later than March 2, 2012.**
9. When recommendations are transmitted by a means other than the postal service, they must be in the Conference Office by **4:30 p.m., March 2, 2012.**
10. Recommendations should be sent to:
Geri Losh, Manager of Administrative Services
Greater New Jersey Annual Conference
1001 Wickapecko Drive
Ocean, NJ 07712-4733
11. When using E-mail, recommendations should be sent to glosh@njumc.org by **4:30 p.m., March 2, 2012.**