

## 2007 Action Request Form Instructions

When an individual, local church, organization wishes to ask the Oregon-Idaho Annual Conference to take action, an Action Request Form must be used. The deadline for submitting forms to the 2007 Annual Conference Session is April 1. Please follow the instructions below as you complete the form.

Line 1: Mark whether this is an action you want Annual Conference to take, a Standing Resolution you want the Conference to act upon, or if this is an action you want the Oregon-Idaho Annual Conference to submit to the 2008 General Conference of the United Methodist Church (these are General Conference Petitions, and they usually involve changes in the United Methodist *Book of Discipline*).

A Standing Resolution is a social stand the Annual Conference takes (consistent with our *Book of Discipline* and the *Book of Resolutions*). It requires a 2/3 vote in favor by the members of the Annual Conference to become effective. It will stand for three years, and then will expire, or a new Action Request can be submitted, asking that it be continued or revised as a Standing Resolution.

Line 3: The Sponsor is the person or group who is asking the Annual Conference to take the requested action.

Line 4: The Presenter is the person who will be at Annual Conference to speak for the requested action. It may be the Sponsor, but doesn't have to be. The Presenter will likely be given a chance to speak for the measure at the Discernment Team meeting where the request is first considered, assuming that the Discernment Team votes to give voice but not vote to visitors. The Presenter will not present the Request on the Floor of the Annual Conference, but the Sponsor or the Presenter may be given the chance to speak on the issue.

Lines 9 and 10: These are not to be filled in by the Sponsor. They will be completed by the Discernment Team leaders and/or the Legislative Process Coordinators.

Main Motion (lines 12-26): This is the specific action that will be requested, in the form of a motion. The text in this section is the only part of the document that can be debated and voted on.

Supporting Information (lines 27-47): Supporting facts, figures and arguments are to be presented in this section. Text in this section cannot be debated; it serves as information to help people discern the action they feel God leading the Conference to take on the request.

The preferred method of submission for an action request is by email to Legislative Coordinator Co-Chair Mary Frances Gunn at [mfgunn@charter.net](mailto:mfgunn@charter.net). If you do not have email available, you may mail it to her at 1135 W. Marine Dr., Astoria, OR 97103. **Action Requests are due by April 1, 2007.**

Questions? Email Mary Frances Gunn or call her at 503-325-4808 or contact Steve Mitchell at 503-559-4053 or [smitchel@dialoregon.net](mailto:smitchel@dialoregon.net).