

TUTORIAL ON LEGISLATION

Instructions for preparing Legislation to be presented to the General Conference of the African Methodist Episcopal Church.

Each **Bill** must adhere to the following format, answering the questions of **What? Where? How? Why?**:

- A. Title: Assign a **Title/Subject** to the matter (**What?**) presented. The Title/Subject should be concise, yet clear, typically one line.
- B. Reference: Indicate **all** sections (**Where?**) in the current *Doctrine and Discipline of the African Methodist Episcopal Church 2004* that are impacted by the proposed legislation. Include Part, Section, Article and page number(s).
- C. Intent: Explain (**How?**) the proposed legislation will impact the Church. Objectives, Changes, Additions, etc.
- D. Rationale: (**Why?**) are these changes/modifications/additions necessary? Please elaborate.
- E. Text: The text of the Bill should be printed “double spaced” exactly as it is to appear in the Revised *Discipline*. Each line should be numbered (1, 2, 3, etc.)

The DISCIPLINE requires that proposed legislation be in the hands of the General Secretary ninety (90) days prior to the opening of the General Conference. Legislation that has a budgetary impact must be accompanied with a projected cost for implementation.

Legislation may be mailed to the Office of the General Secretary in hardcopy text. Or the Bill may be transmitted electronically as an email attachment sent to the General Secretary at: cio@ame-church.com.

Examples:

BILL NO: AB-00

TITLE: The Quarterly Conference Composition

REFERENCE: *The Doctrine and Discipline of the African Methodist Episcopal Church 2004, Part VIII, Section IV. A. Composition (Page 230).*

INTENT: To have the Presidents of the Local Lay Organization as members of the Quarterly Conference added to the Discipline.

RATIONALE: Presidents of the Lay Organizations are members of the Official Board, Quarterly Conference, District Conference and Annual Conference. This omission under the Quarterly Conference needs to be corrected.

(TEXT)

1 Current Text: licensed missionary workers, evangelists and the
2 superintendent of the Church School, the presidents of the A.C.E.
3 Fellowship and Missionary societies, administrators of the A.M.E.
4 Institutions, organizations and agencies, provided the latter are
5 members of the A.M.E. Church.

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7 Amended Text: licensed missionary workers, evangelists and the
8 Superintendent of the Church School, the presidents of the Lay
9 Organizations, A.C. E. Fellowship and Missionary societies,
10 Administrators of the A.M.E. institutions, organizations and agencies,
11 Provided the latter are members of the A.M.E. Church.