



Secretary of the General Conference

The United Methodist Church



QUADRENNIAL TRAINING 2025

Annual Conference Secretary Track

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Session 3: General and Jurisdictional Conference Responsibilities

The Quadrennial Election Cycle =

YEAR 1- After General Conference

- ☐ The year in which the annual conference should decide when it will choose its General Conference delegation and the process by which elections will be held. *“Delegates to the General Conference shall be elected at the session of the annual conference held not more than two annual conference sessions before the calendar year preceding the session of the General Conference.”* (§502.3) Information regarding the number of delegates to be elected will be distributed by the secretary of the General Conference no later than December first of that year.
- ☐ Information regarding the submission of petitions to General Conference will be distributed as early in the quadrennium as it is available.

The Quadrennial Election Cycle

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YEAR 2- After General Conference

- ❑ This year is the first opportunity for the election of delegates to General Conference. Within thirty days of the election, the certificate of election and delegate information forms should be returned to the Secretary of the General Conference.
- ❑ Petitions to General Conference may be acted upon and prepared for submission to the Petitions Secretary. Information regarding the submission of petitions to General Conference will be distributed as early in the quadrennium as it is available.

The Quadrennial Election Cycle

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YEAR 3- After General Conference

- ☐ If elections were not held in year two, they must be held in year three.
- ☐ Changes in delegations must be certified by the secretary of the annual conference to the Secretary of the General Conference.

The Quadrennial Election Cycle

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YEAR 3- After General Conference

- ❑ Petitions to the General Conference must be submitted to the Petitions Secretary no later than 230 days prior to the opening session of the General Conference for inclusion in the Advance Daily Christian Advocate, but secretaries are highly encouraged to do so within thirty (30) days of the adjournment of the annual conference session. Petitions from annual conferences meeting between 230 days and 45 days in advance of the opening session of the General Conference are to be sent immediately upon adjournment of the annual conference.

The Quadrennial Election Cycle

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YEAR 4- The Year of General Conference

- ☐ Changes in delegations must be certified by the secretary of the annual conference to the Secretary of the General Conference.
- ☐ Report to the Secretary of the General Conference the names of any persons who have died since their election as a delegate to the General and jurisdictional conferences. This includes reserve delegates to the jurisdictional conference.
- ☐ Upon receipt from the Secretary of the General Conference, sign and distribute the Credential Cards for delegates and reserve delegates.

The Quadrennial Election Cycle

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YEAR 4- The Year of General Conference

- ❑ Remind the bishop and the delegation that they are responsible for submitting a list of nominees to be adopted by the annual conference and submitted to the jurisdictional pool. (§705.1.a and b)
- ❑ Build time into the annual conference agenda to allow for the required nominations from the floor and for the election to the pool. Information will be distributed outlining the process for entering the required information from delegates and others elected to the pool. Additional information will be distributed following General Conference to incorporate any changes adopted by General Conference.

General and Jurisdictional Conference Responsibilities

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What questions do you have?



How to Reach the Office of the General Conference



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