



## **What if our Lay Voting Member of Annual Conference Cannot Attend?**

*From The 2016 Book of Discipline*

¶ 602.7. When at any time a lay member is excused by the annual conference from further attendance during the session, the alternate lay member, if present, shall be seated. The lay member or the alternate shall be the lay member of the annual conference, and it shall be the duty of the lay member to report to the local church on actions of the annual conference.

In the event a lay member cannot attend they must:

- Contact their pastor
- The pastor will email the district superintendent notifying them of the need to release of the lay member and which elected alternate will be replacing the elected lay member.
- The alternate will check in with their district's registration table.
- Upon receipt of the email listing the alternate and the release the district assistant will issue a voting card to the alternate lay member for voting privileges.