

## **District Assembly Policy in effect April 2007**

1. The District Board selects a site, appoints a committee, names a board liaison to the committee, appoints a local representative from the host congregation to the committee, and approves a theme for the district assembly.
2. The District Assembly Committee selects a keynote speaker appropriate to the theme.
3. The Leadership Development Committee organizes workshops and recruits workshop leaders appropriate to the theme.
4. The District Assembly is expected to be at least revenue-neutral; costs are figured into conference fees.
5. One registration fee waiver is allocated to each scheduled workshop at the District Assembly. If more than one presenter is scheduled for a workshop, the registration fee is discounted by 50% for each of two presenters or 33% for each of three. Travel, lodging and food outside that covered by the District Assembly fee is not covered for workshop presenters.
6. Registration is waived and lodging and travel are covered for the keynote speaker and the recipient of a special award (not for retiring committee chairs and others who receive service recognition.)
7. Registration is waived for members of the district board and nominees for the board. Travel, lodging, and board meals not covered by the registration fee are covered from the board expense line of the budget.
8. The registration fee is waived for the president of each congregation in the district, or, if the president is unable to attend the District Assembly, for the vice president or incoming president. The expense is covered from the presidents support line in the budget. Travel, food not covered by the registration fee, and lodging are not covered for congregational presidents.
9. Scholarships may be authorized by the district president for the registration fee (or part of that fee) only. Scholarships are not granted for travel, food not covered by the registration fee, or lodging. In the absence of a scholarship line in the budget, scholarships are charged against District Assembly income.
10. District staff pay the registration fee and are reimbursed from the staff expense line. Staff members are expected to attend and offer workshops if asked.

11. Committees meeting the weekend of the District Assembly may cover registration and expenses for members if that funding is available in their budget lines.