

## **Maritime Conference Annual Meeting Policy and Procedures for Display Space, Sales and Distribution of Print Materials**

The presence of materials in display areas, included in the registration packet and offered for sale at the Annual General Meeting gives the impression that the content of the material is, at least tacitly, endorsed by the Maritime Conference. The following is offered as a support to the Annual Meeting Planning Committee (AMPC), the Conference committees and the Conference Office in making its decisions as to which materials will be included.

### **Assumptions**

#### **RE: Displays**

1. The purpose of the display area is to provide information and motivation around the work and witness of the Maritime Conference of The United Church of Canada.
2. All requests for displays are to have the endorsement of the related Maritime Conference committee prior to the submission of the request to the AMPC.
3. Materials which do not relate directly to the AGM (ie: Berwick registration, Presbytery Groups, Financial Services information) will be available to the delegates in the display area.

#### **RE: Registration Packet**

1. The purpose of the registration packet is to distribute materials which have to do specifically with the Annual Meeting.
2. The packet shall include items of an emergent nature which have been approved for inclusion by the related committee of the Conference. (For the purposes of this packet, emergent shall be defined as material relating to issues which were unknown and unknowable two weeks prior to the Annual Meeting.)
3. The Conference Office will prepare sufficient materials to be included in every packet.

#### **RE: Sales**

1. No sales are allowed at the Maritime Conference meeting except by Conference committees and The United Church Resource Distribution (UCRD) *Book Room*.

### **Criteria**

Because of space restrictions, space will be allowed by the Conference AMPC as follows:

1. Preferred space for the Conference committees, units, and task groups.
2. As available to:
  - a. Institutions and agencies which are formally related to The United Church of Canada;
  - b. Coalitions in which The United Church holds membership;
  - c. Ecumenical partner churches and agencies as expressed through the Atlantic Ecumenical Council;
  - d. Others, upon endorsement of one of the Conference committees, as space permits and as approved by the AMPC. In cases where there is ambiguity or question, the Executive Secretary, in consultation with the AMPC, will make the decision.
3. Allocation of specific display space will be the responsibility of the Local Arrangements Committee based upon the above criteria.
4. The AMPC will be requested to provide opportunity during the AGM for delegates to visit the display area.