FORM #3
YEAR 2026

Susquehanna Conference
The United Methodist Church

CHARGE

DISTRICT

CHARGE CONFERENCE DATE

Certification of Election by the Charge Conference of the Lay Member(s) of the Annual Conference

1. Lay Members and alternates of the Annual Conference are elected **annually. ¶249.5**
2. Each Charge elects one Lay Member, except when the following rules provide for additional Lay Members. *If any ONE of the following applies to a given Charge.*
   A. Charges comprised of **four or more churches** shall elect a second Lay Member, provided that no more than one person shall be elected from any one church.
   B. Charges of **three or fewer churches, with a total membership of 400-999** shall elect a second Lay Member.
   C. Charges with **membership of 1000 or more** shall elect **three** Lay Members.
   D. Charges with **multiple Pastors** shall elect one Lay Member for each Pastor. (Exception: Local Pastors must be full-time.)
3. Each Charge elects **one or more** alternate(s) for **each** Lay Member. If needed, alternates will be selected in the order in which they are listed.
4. If a person is elected as an Alternate Lay Member, he/she is not eligible to serve as a member at large and his/her name should not be submitted as such.
5. If there is no Lay Member(s) to be elected and/or no Alternate(s), please check **None Elected** for each listing.

Please be sure to review these points regarding changes:

6. If any of the Lay Members and/or alternates are to be replaced for any reason, **the Pastor shall ask the Conference Superintendent in a timely manner for approval to hold a special charge conference for an election. The Administrative Council may not replace the elected member.** The name(s), address(es) and contact information of the person(s) elected shall be sent to the Conference Secretary and the District Office on a new form #3.
7. If the Alternate is to attend Conference in place of the Lay Member, notify the District Office immediately to authorize the change and complete the necessary form.

First Elected Lay Member: **None elected**

Name:
Street:
City: **State** **Zip+4:**
Age at time of Conference: ☐ **12-18** ☐ **19-30** ☐ **31 and over**
Email: **Phone:**
Church:

First Alternate: **None elected**

Name:
Street:
City: **State** **Zip+4**
Age at time of Conference: ☐ **12-18** ☐ **19-30** ☐ **31 and over**
Email: **Phone:**
Church:

Second Elected Lay Member: None elected

Name:
Street:
City: **State** **Zip+4**
Age at time of Conference: ☐ 12-18 ☐ 19-30 ☐ 31 and over
Email: **Phone:**
Church:

Second Alternate: None elected

Name:
Street:
City: **State** **Zip+4**
Age at time of Conference: ☐ 12-18 ☐ 19-30 ☐ 31 and over
Email: **Phone:**
Church:

Third Elected Lay Member: None elected

Name:
Street:
City: **State** **Zip+4**
Age at time of Conference: ☐ 12-18 ☐ 19-30 ☐ 31 and over
Email: **Phone:**
Church:

Third Alternate: None elected

Name:
Street:
City: **State** **Zip+4**
Age at time of Conference: ☐ 12-18 ☐ 19-30 ☐ 31 and over
Email: **Phone:**
Church:

DO NOT LIST ANY MEMBERS AT LARGE

DO NOT LIST ANY PERSONS ATTENDING CONFERENCE BY VIRTUE OF POSITION (CONFERENCE LAY LEADER, CONFERENCE UMW PRESIDENT, ETC.) UNLESS THAT PERSON IS ALSO SERVING AS THE CHURCH/CHARGE REPRESENTATIVE.