

# BYLAWS AND MANUAL OF OPERATIONS



## PREAMBLE

Our world and all of us belong to God. As God's loved ones, we reflect God's glory in our lives and organizations. God designed the church to be the visible resurrected body of Christ. Delineating the structures in which we choose to function, we believe, honors God.

The Presbytery of East Iowa is a programmatic, associative, dynamic and responsible organization of mission within the Presbyterian Church (USA). The Presbytery supports and encourages the churches and related institutions of East Iowa to grow and develop as God leads them in their unique settings and with specific callings to further the expansion of God's work in our world.

The Presbytery is organized:

- To enhance the vitality of each church and related institution through visioning, education, leadership, programming, fellowship opportunities and responsible governance.
- To maximize participation of pastors, churches, members and related institutions.
- To provide fellowship, support and connection to:
  - Other Presbyterians within East Iowa.
  - Presbyterians throughout the world.
  - Other Christian communities.
  - Other religious communities.
  - The structures of the world in which we live.
- To serve God with energy, intelligence, imagination and love.
- To enhance the collective voice of the churches of East Iowa.
- To call churches in East Iowa to mission and stewardship.
- To participate in the work of Synod, General Assembly, and wider church.
- To respond to changing priorities and needs in a flexible format.

May the Presbytery of East Iowa honor God in all our work.  
May God be glorified by our means and methods.  
May God be praised by our members and staff.  
May God be pleased by our efforts.

## BYLAWS OF THE PRESBYTERY OF EAST IOWA

### 1. GENERAL PROVISIONS

The Presbytery of East Iowa is incorporated under the laws of the State of Iowa as *The Presbytery of East Iowa of the Presbyterian Church (U.S.A.)*. The proceedings of the Presbytery shall be in accordance with and by virtue of the authority vested in Presbytery by the Constitution of the Presbyterian Church (U.S.A.). Nothing in these Bylaws nor in the Manual of Operations of the Presbytery of East Iowa shall be construed contrary to the Constitution.

### 2. MEMBERSHIP

The Presbytery of East Iowa (hereafter the "Presbytery") shall consist of the ministers and churches of the Presbyterian Church (U.S.A.) located in the following counties of Iowa: Benton, Buchanan (with the exception of the First and Pleasant Grove Churches and their ministers at Jesup), Cedar, Clinton, Delaware, Des Moines, Henry, Iowa, Jefferson, Johnson, Jones, Lee, Linn, Louisa, Muscatine, Scott, Van Buren, and Washington, plus the Presbyterian ministers and churches of Cascade in Dubuque County, Miles in Jackson County, and Keota in Keokuk County.

2.1 Membership accords members both voice and vote at all meetings of the Presbytery.

Membership shall consist of

- 2.1.1. Teaching elders on the official roll of active members of the Presbytery
- 2.1.2. Ruling elders commissioned by sessions of constituent churches of the Presbytery
- 2.1.3. Ruling elders commissioned by the Presbytery to serve as Commissioned Ruling Elders during the term of the specific commission
- 2.1.4. Ruling elders during terms of service as officers of the Presbytery
- 2.1.5. Ruling elders elected to serve as moderators of Presbytery committees and/or members of the Presbytery Coordinating Commission during the term of office
- 2.1.6. Ruling elders elected to serve as commissioners to the General Assembly during the term of service as defined by the Presbyterian Church (U.S.A.)
- 2.1.7. Former moderators of the Presbytery who are Ruling Elders

### 3. MEETINGS

3.1.1. The Presbytery shall hold meetings in accordance with G-3.0304 in the current edition of the *Book of Order* and not less than two (2) stated meetings each year (G-11.0201). Meetings of the Presbytery, its units, committees, commissions, and task forces shall be conducted in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*, except in those cases where the *Book of Order of the Presbyterian Church (U.S.A.)* (hereafter, the "*Book of Order*") and the *Manual of Operations of the Presbytery of East Iowa* (hereafter, the "*Manual*") provide otherwise. The use of consensus decision-making is encouraged. In conjunction with *Robert's Rules of Order, Newly Revised*, the Presbytery may also use forms of discernment and consensus decision-making. Voting by proxy is not allowed as it is inconsistent with the communal discernment of an assembled body open to the presence of the Spirit of God.

3.1.2. A quorum for the conduct of business shall consist of any ten (10) teaching elder members of the Presbytery and the ruling elder commissioners present, provided that at least ten churches are represented by ruling elders

3.1.3. Meeting dates, locations and times will be determined by the Presbytery Coordinating Commission. In consultation with the Presbytery Coordinating Commission, the Presbytery Moderator may cancel a stated meeting of the Presbytery for non-emergency reasons, provided that notice of such cancellation

is given ten days in advance of the schedule meeting. Cancellation for weather-related or emergency concerns shall be done according to the process set forth in the Manual.

- 3.1.4. Special meetings of the Presbytery may be called with two weeks' published notice and upon the call of the Moderator and Stated Clerk by written request from two ruling elders and two teaching elders representing different churches.

#### **4. OFFICERS**

The officers of Presbytery shall be Moderator, Vice Moderator, Stated Clerk and Treasurer. Officers shall become members of the Presbytery at the time of election.

##### 4.1. The **Moderator** shall

- a. Be the presiding officer of the Presbytery, possessing "the authority necessary for preserving order and for conducting efficiently the business of the body" (G-3.0104).
- b. Appoint temporary or special committees as needed, unless their appointment is otherwise specified by action of the Presbytery
- c. Represent the Presbytery at official functions
- d. Serve as moderator of the Presbytery Coordinating Commission
- e. In conjunction with the Stated Clerk, appoint an investigating committee (IC) to conduct judicial process upon notice from the Stated Clerk of receipt of an allegation according to the Rules of Discipline in the *Book of Order*
- f. Appoint a committee of counsel, in consultation with the Presbytery Coordinating Commission, to represent the Presbytery and to respond on its behalf in any matter of complaint, according to the Rules of Discipline in the *Book of Order*
- g. Appoint a clerk *pro tempore* in the absence of the Stated Clerk, if possible, in consultation with the Stated Clerk
- h. The term of office of the Moderator shall be for one year. The Moderator shall be ineligible for immediate succession after having served for a full term of one year.

##### 4.2. The **Vice-Moderator** shall

- a. Discharge the duties of the Moderator when requested by the Moderator
- b. Discharge the duties of the Moderator in the absence of the Moderator
- c. Be a member of the Presbytery Coordinating Commission
- d. Serve as moderator of the Presbytery Trustees
- e. Perform additional duties that the Moderator may assign
- f. The term of office of the Vice-Moderator shall be for one year. The Vice-Moderator will be presumed to be a nominee for service in the office of Moderator in the year following service as Vice-Moderator unless otherwise indicated by the Nominating Committee. The Vice-Moderator shall be ineligible for immediate succession after having served for a full term of one year.

##### 4.3. The **Stated Clerk** shall

- a. Be a teaching elder or ruling elder in the PCUSA and within the Presbytery (G-3.0104)
- b. Perform those responsibilities mandated in the *Book of Order* as well as those functions and responsibilities stipulated in the Presbytery's Manual of Operations
- c. Be a member of the Presbytery Coordinating Commission, serving as its secretary, and as Corporate Secretary of the Presbytery corporation
- d. The term of office of the Stated Clerk shall be for three (3) years with the possibility of successive terms

4.4. The **Treasurer** shall

- a. Be a teaching elder member of Presbytery or a member of a constituent church of Presbytery
- b. Perform those functions and responsibilities stipulated in the Presbytery's Manual of Operations
- c. Be a member of the Presbytery Coordinating Commission and serve as Corporate Treasurer of the Presbytery corporation
- d. The term of office of the Treasurer shall be for three (3) years with the possibility of successive terms.

4.5. Nominations for each office of the Presbytery shall be made by the Nominating Committee by means of the election process and procedures specified in the Manual of Operations. The process for evaluation of the Stated Clerk and Treasurer shall also be specified in the Manual.

## **5. PRESBYTERY COORDINATING COMMISSION**

The Presbytery Coordinating Commission as defined in the Manual of Operations shall be the primary strategic coordinating body of the Presbytery of East Iowa.

## **6. PERMANENT COMMITTEES AND COMMISSIONS**

The Presbytery shall have permanent committees and commissions in accordance with G-3.0109 of the current *Book of Order*. These committees and commissions are the Presbytery Coordinating Commission, the Committee on Ministry, the Committee on the Preparation for Ministry, the Nominating Committee, the Presbytery Trustees, the Personnel Committee, the Sexual Misconduct Response Committee, the Committee on Representation, and the Presbytery Trustees. Each permanent committee or commission shall have a clearly-defined set of written responsibilities contained in the Manual of Operations as are required by the *Book of Order*.

Permanent committees or commissions shall consist of at least five (5) members with no fewer than two (2) teaching elders and two (2) ruling elders. At the beginning of each calendar year, each permanent committee or commission, with the exception of the Presbytery Trustees, shall elect its own moderator from among its membership at the first meeting of the committee or commission. The quorum for each permanent committee and commission shall be a majority of its membership. No individual shall be elected to serve as a member of more than one permanent committee or commission for any portion of time.

## **7. NON-PERMANENT COMMISSIONS AND TASK FORCES AND NON-PERMANENT COMMITTEES**

Non-permanent commissions and task forces and/or committees may be established by the Presbytery *ex cathedra* and/or upon the recommendation of may be recommended by the Presbytery Coordinating Commission to implement the specific missional tasks of the Presbytery.

## **8. PERMANENT JUDICIAL COMMISSION**

The Presbytery shall elect a Permanent Judicial Commission and the Permanent Judicial Commission shall function in accordance with the *Book of Order* (D-5.0100 and following D-5.0000). The Permanent Judicial Commission shall be composed of seven (7) members: three teaching elders, three ruling elders, and a seventh member who is either a teaching or ruling elder. The members of the Permanent Judicial Commission shall each come from different constituent churches, and the Presbytery Moderator shall designate a member to serve as convener. The members shall be elected by the Presbytery and shall serve a six-year term, subject to the provision of D-5.0100. The Stated Clerk shall advise this commission.

## **9. PRESBYTERY TRUSTEES**

- 9.1. The Presbytery Trustees shall consist of the members of a Presbytery commission as designated in the Manual of Operations, all of whom shall be members of the Presbytery or of a constituent church of the Presbytery. The Presbytery Trustees are a Presbytery commission incorporated under the laws of the State of Iowa through the incorporation articles of the Presbytery.
- 9.2. The Presbytery Trustees shall be composed of (7) members: two teaching elders and two ruling elders, to be nominated by the Nominating Committee and elected by the Presbytery, the Stated Clerk as Corporate Secretary, the Presbytery Treasurer as Corporate Treasurer, and the Presbytery Vice-Moderator, who shall serve as moderator of the Trustees. The members of the Presbytery Trustees shall each come from different constituent churches. and the Presbytery Vice-Moderator shall serve as their moderator. The Stated Clerk as Corporate Secretary and the Presbytery Treasurer as Corporate Treasurer shall be members of the Presbytery Trustees by virtue of office. Membership shall be elected for a term of no more than three years, nor shall a member serve for consecutive terms, either full or partial, aggregating more than six years. A member having served a total of six years shall be ineligible for re-election for at least one year.
- 9.3. The Presbytery Trustees shall meet at least annually, as part of a regular meeting of the Presbytery, or in a special meeting when called by its moderator, or at the request of two (2) members of the commission, or when ordered by the Presbytery.
- 9.4. The Presbytery Trustees shall provide oversight to all legacies and bequests of all monies and property, real and personal, that may be given, granted, devised, or bequeathed to Presbytery and shall use, manage, and convey the same under the direction and instructions of the Presbytery.
- 9.5. The Presbytery Trustees shall have the responsibility to receive, hold, encumber, manage, transfer, dispose of, or convey property, real or personal, subject to the review and at the direction and approval of the Presbytery (G-4.0101).
- 9.6. The Presbytery Trustees shall act and serve in accordance with these Bylaws, the Constitution of the Presbyterian Church (U.S.A.), and the laws of the State of Iowa.
- 9.7. The Presbytery Trustees shall provide for the financial oversight, management, accounting, and annual audit for all Presbytery funds, shall prepare an annual budget for adoption by the Presbytery at the first stated meeting of each calendar year, and shall submit to the Presbytery for its review a full financial statement, including the all assets held by the corporation and all the liabilities incurred by the corporation on behalf of the Presbytery, a report of all matters committed to it and its proceedings, at least annually and at other times upon request of the Presbytery.
- 9.8 The Presbytery Trustees shall be responsible for stewardship, special offerings, funds development, and regular receipt of funds and gifts to the Presbytery, and shall encourage congregations to promote and receive Special Offerings approved by the General Assembly and guide congregations in their interpretation of these offerings.

## **10. PRESBYTERY STAFF**

- 10.1. The Presbytery may employ professional staff as it deems necessary to fulfill its mission

and organizational needs, according to the provisions of G-3.0110 in the *Book of Order* and the Presbytery of East Iowa Manual of Operations.

- 10.2. Professional staff persons shall be elected for a specified term, subject to an annual performance review and periodic comprehensive review in accordance with the Synod and Presbytery Personnel Policies and the Presbytery of East Iowa Manual of Operations, and may be designated to a committee or commission as specified in the Manual of Operations or by vote of the Presbytery Coordinating Commission.
- 10.3. The Presbytery may employ support staff as it deems necessary to fulfill its mission and organizational needs, according to the Presbytery of East Iowa Manual of Operations. Support staff shall be accountable to the Presbytery through the Personnel Committee and the Presbytery Coordinating Commission, and shall be subject to annual performance review and periodic comprehensive review in accordance with Presbytery Personnel Policies.

## **11. MANUAL OF OPERATIONS**

- 11.1. The Presbytery shall maintain a Manual of Operations for the specification of its policies and procedures (G-3.0106).
- 11.2. The Manual of Operations shall specify the form of the work of the Presbytery, enable its effective operation, and guide the operational nature of Presbytery mission and programs (G-3.0106).
- 11.3. Amendment of the Manual of Operations may be made with previous notice at any two consecutive stated or called meetings by two-thirds vote of the Presbytery, provided that the amendment is presented by members or commissioners, commissions, or committees in writing to the Presbytery for discussion at a the first meeting and then considered at the next meeting for approval and provided that the amendment be reviewed by the Presbytery Coordinating Commission concerning its constitutionality, its effect on the remaining Bylaws, and that report of such be presented at the first meeting that considers the amendment.

Temporary suspension of particular the Manual of Operation not specified in the Constitution of the Presbyterian Church (U.S.A.) may be made at any stated meeting according to the stipulations found in the current edition of *Robert's Rules of Order, Newly Revised* by a two-thirds vote, which provides for exception to a particular rule at that meeting only.

## **12. AMENDMENT AND SUSPENSION OF THE BYLAWS**

Amendment of these Bylaws may be made with previous notice at any two consecutive stated or called meetings by two-thirds vote of the Presbytery, provided that the amendment is presented by members or commissioners, commissions, or committees in writing to the Presbytery for discussion at a the first meeting and then considered at the next meeting for approval and provided that the amendment be reviewed by the Presbytery Coordinating Commission concerning its constitutionality, its effect on the remaining Bylaws, and that report of such be presented at the first meeting that considers the amendment.

Temporary suspension of particular Bylaws not specified in the Constitution of the Presbyterian Church (U.S.A.) may be made at any stated meeting according to the stipulations found in the current edition of *Robert's Rules of Order, Newly Revised* by a two-

thirds vote, which provides for exception to a particular rule at that meeting only.

All amendments to the Bylaws and Manual of Operations of the Presbytery shall become effective immediately unless otherwise stated in the motion for their adoption.

### **13. REVIEW OF THE BYLAWS**

The Presbytery Coordinating Commission shall review these Bylaws every five years. It is the responsibility of the Commission to prepare a report for the review and action of the Presbytery.

## MANUAL OF OPERATIONS OF THE PRESBYTERY OF EAST IOWA

In this document, Presbytery of East Iowa is known as the "Presbytery," Synod of Lakes and Prairies is known as the "Synod," and Presbyterian Church (U.S.A.) is known as "PC(USA)."

### **SECTION 1 – MEETINGS OF THE PRESBYTERY**

#### **1.1 Commissioners**

Each Session shall commission one or more of its ruling elders to participate in meetings of Presbytery in accordance with *The Book of Order* and the policies of this Presbytery. In order to maintain a balance of teaching and ruling elders at Presbytery Meetings, the Stated Clerk annually recommends a means by which balance may be achieved, typically passing from congregation to congregation the privilege of sending additional ruling elders to Presbytery, but bearing in mind the issues related to balance of diversity.

#### **1.2 Docket**

The proposed docket for each stated meeting is approved by the Presbytery Coordinating Commission. The docket ordinarily will include elements of worship, fellowship, reports, and business. A freewill offering will be taken at each Presbytery meeting to benefit a specific mission program. Proposed dockets for each stated meeting will be distributed/ published, as appropriate, by electronic and other means at least ten (10) days prior to the date of the meeting to members of Presbytery and to ruling elder commissioners through the clerk of session.

#### **c. New Business**

Items to be presented as new business at a stated meeting of Presbytery are to be in writing and on the desk of the Stated Clerk within an hour-and-a-half after the opening of the Presbytery meetings. These items will be announced by the Stated Clerk shortly thereafter during a time on the docket entitled "Presentation of New Business" after which no new business can be introduced. Discussion and action on the items presented will take place late in the meeting under "New Business."

#### **d. Meals**

Meals served at stated meetings of Presbytery shall be served on a firm reservation basis. The call for the stated meeting shall include a reservation form that must be returned to the host church no later than five (5) days prior to the meeting. It shall also include contact information for making reservations by the same deadline.

#### **e. Commissioner Expenses**

The expenses of elder commissioners shall be defrayed by the governing body that elected them.

#### **f. Displays and Sales at Presbytery Meetings**

Organizations and entities governed by the PC(USA) wishing to have display space at a meeting of Presbytery shall contact the Presbytery Coordinating Commission through the Stated Clerk. The Presbytery Coordinating Commission will grant permission as determined by the amount of available space. Other organizations not directly governed by the PC(USA) may request space from the Presbytery Coordinating Commission through the Stated Clerk, but may be limited to written, informational items only. Such materials will be displayed in a manner that indicates the material is not a policy or position of the Presbyterian Church (U.S.A.). All materials to be displayed or distributed must be presented to the Presbytery Coordinating Commission at least 15 days prior to the Presbytery meeting.

#### **g. Inclement Weather**

When inclement weather is forecast for any meeting of Presbytery, in consultation with the Host Congregation, the Presbytery Officers will make a decision whether to hold the meeting. Notice of cancellation will utilize various forms of communication: e-mail, notice on Presbytery's website and social media sites, telephone/ voicemail, etc. During potential inclement weather, teaching elders and ruling elder commissioners bear a responsibility to remain alert to notices of cancellation. In consultation with the host congregation, the Officers will reschedule a cancelled meeting and provide a notice of rescheduling using the same means utilized in the cancellation notice.

## **SECTION 2 – OFFICERS**

[Officer responsibilities, qualifications, accountability, and review processes to be included here].

## **SECTION 3 – PRESBYTERY PERMANENT COMMITTEES**

The Presbytery shall have permanent committees and commissions in accordance with G-3.0109 of the *Book of Order*. These committees and commissions are the Presbytery Coordinating Commission, the Committee on Ministry, the Committee on the Preparation for Ministry, the Presbytery Trustees, the Nominating Committee, the Committee on Representation, the Personnel Committee and the Sexual Misconduct Response Committee.

### **3.1 Presbytery Coordinating Commission**

The Presbytery Coordinating Commission shall have as responsibility for coordination and strategic implementation of the Presbytery's mission and program. It shall lead the Presbytery to examine its mission goals and strategies to help the body discern and implement appropriate changes within the context of covenant community.

#### **Membership**

The Presbytery Coordinating Commission shall consist of the Presbytery officers (Moderator, Vice-Moderator, Stated Clerk, Treasurer) and the moderator and one additional member of all each permanent committees and commissions or their designees so that each committee and commission is represented by one teaching and one ruling elder. The Presbytery Moderator shall serve as moderator of the Presbytery Coordinating Commission during the moderatorial term year and shall serve one additional year on the Presbytery Coordinating Commission as immediate past moderator. The Stated Clerk shall serve as secretary of the Presbytery Coordinating Commission. If appropriate, the Presbytery may assign professional staff (with voice but without vote) to the Presbytery Coordinating Commission.

#### **Meetings**

The Presbytery Coordinating Commission may meet as often as necessary, but shall meet at least three times a year by scheduling its own meeting dates, by call of the Moderator, by request of any two members, or at the direction of the Presbytery. A quorum shall consist of a majority of the members of the Presbytery Council, provided that two Teaching Elders and two Ruling Elders are in attendance, and four churches are represented.

#### **Authorization**

Those authorized to sign official and legal documents shall be the Moderator, Vice-Moderator (acting as Moderator), Stated Clerk, and Treasurer of the Presbytery.

### **3.2 Committee on Ministry**

The Committee on Ministry (hereinafter called COM) shall fulfill the following responsibilities as well as those responsibilities assigned by the current *Book of Order*.

Presbytery grants the Committee on Ministry the authority to

- approve and present calls to ministers
- approve and examine ministers transferring from other Presbyteries (G-11.0402, 2009-2011 Book of Order)
- dissolve pastoral relationships where the congregation and pastor concur
- dismiss ministers to other presbyteries
- appoint a minister of this Presbytery as moderator of session(s) of constituent churches;
- approve temporary relationships (G-14.0513, 2005-2007 Book of Order)
- approve, commission and supervise commissioned ruling elders (G-14-0801, 2005-2007 Book of Order) and other certified persons (G-14,0802, 2005-2007 Book of Order), their placement and responsibilities (G-14.0800)
- grant ministers permission to labor outside or within the bounds of this Presbytery
- transfer ministers into or out of the Presbytery
- approve administrative commissions for the purpose of installing ordained ministers and for the purpose of ordaining candidates following examination
- approve requests to set dates for retirement, and make recommendations to the governing body concerning the designation of honorably retired status with the provision that all such actions be reported to the next stated meeting of the Presbytery or as soon thereafter as practicable, (G-11.0412, 2009-2011 Book of Order)
- engage in communication with ecumenical partners for the purposes of facilitating the ministry within constituent churches.

Sessions seeking student pastors to fill vacant pulpits must secure the approval of the Committee on Preparation for Ministry in the presbytery in which they are under care and of the Committee on Ministry before negotiating an agreement with a student or a theological seminary he/she may be attending. Agreements between seminary students and churches in the Presbytery shall be for one year or less and may be renewed upon review by the seminary and the Presbytery through the Committee on Ministry, and through the Committee on Preparation for Ministry if the student is under the care of this Presbytery, and by the session of the local church.

The Committee on Ministry shall be the liaison between the Presbytery and the Board of Pensions.

The Committee on Ministry shall report all action taken by it and/or its subcommittees to the Presbytery at the next presbytery stated meeting following the action, or as soon thereafter as is practicable.

**Membership:** The Committee on Ministry shall be composed of no less than ten (10) members and no more than twelve (12) members, including the moderator or co-moderators. Members will consist of teaching elders and ruling elders in approximately equal numbers and men and women in approximately equal numbers.

**Term:** Members shall be elected for a term of no more than three years, nor shall a member serve for consecutive terms, either full or partial, aggregating more than six years. A member having served a total of six years shall be ineligible for re-election for at least one year (G-11.0501b, 2009-2011 *Book of Order*).

**Meetings:** The Committee on Ministry shall meet on a regular basis as determined by the Committee. Special meetings may be called by the moderator(s).

**Staff:** The COM Consultant, Stated Clerk, Commissioned Ruling Elder (CRE) Dean and the General Presbyter shall be the primary staff to facilitate the work of this committee.

**Linkage:** The Committee on Ministry reports to the Presbytery, is accountable to support the vision and priorities of the Presbytery and is in communication with other committees of the Presbytery as is appropriate to fulfill its mission.

### **Subcommittees of the Committee on Ministry:**

#### Transition Subcommittee

As provided in G-3.0307, 2011-2013 *Book of Order*, COM may delegate responsibility for transition of churches between pastors to a separate subcommittee, known as the Transition Subcommittee, consisting of approximately 10 to 12 members. The membership of the Transition Subcommittee need not be divided equally between teaching and ruling elders and between men and women, since this subcommittee is meant to be a service providing body and not a decision making body. Members of the Transition Subcommittee will be appointed by COM, will be responsible to COM, and through COM to the presbytery, but will not necessarily be members of COM. Members will be appointed so there are approximately an equal number from each of the four regions in the presbytery so as to reduce travel time to and from churches being served. Members of the Transition Subcommittee will serve at the pleasure of COM and will not be subject to term limits. The chair of the Transition Subcommittee will be appointed by COM. The chair will be a liaison between the Transition Subcommittee and COM and may or may not be a member of COM. The duties of the Transition Subcommittee will be to work directly with churches in transition as guided by the transition process approved by COM.

#### Subcommittee to Close Churches

As provided in G-3.0307, 2011-2013 *Book of Order*, COM may delegate responsibility for guiding churches that are in a position of needing to carefully consider closing, and through the actual process of closing, to a separate subcommittee consisting of approximately 8 to 10 members divided approximately equally between teaching and ruling elders and between men and women. Members will be appointed by COM, will be responsible to COM and through COM to the presbytery, but will not necessarily be members of COM. Members of this sub-committee will serve at the pleasure of COM and will not be subject to term limits. The chair of this sub-committee will be appointed by COM. The chair will be a liaison between the sub-committee and COM and may or may not be a member of COM. The duties of the sub-committee will be to work directly with a church as guided by the process approved by COM. The subcommittee will work directly with the Administrative Commission that has responsibility for officially and legally closing churches including disposition of any assets and real property that may revert to the presbytery.

#### Commissioned Ruling Elder Subcommittee

As provided in G-3.0307, COM may delegate responsibility for the Commissioned Ruling Elder (CRE) program to a separate subcommittee, known as the Commissioned Ruling Elder (CRE) Subcommittee, consisting of approximately 3 to 4 members divided approximately equally between teaching and ruling elders and between men and women. Members will be appointed by COM, will be responsible to COM and through COM to the presbytery, but will not necessarily be members of COM. Members of the CRE Subcommittee will serve at the pleasure of COM and will not be subject to term limits. The CRE Dean and the chair of the subcommittee will be appointed by COM and may or may not be members of COM. The Dean and the chair may be the same person and be the liaison(s) between the subcommittee and

COM. The duties of the CRE subcommittee will be to oversee the CRE program as approved by COM.

#### Other Subcommittees

COM may appoint other subcommittee and/or task forces from time to time as it sees as necessary to carry out its responsibilities.

### **3.3 Committee on the Preparation for Ministry**

- Shall implement the *Book of Order* (G-2.06).
- Shall implement policies of the Presbytery.
- Shall aid in the recruitment of quality persons for the ministry of the Word and Sacrament.
- Shall provide resources for persons considering ministry of the Word and Sacrament as a career.
- Shall provide resources and training for sessions in their recruitment, endorsement of, and care of inquirers and candidates.
- Shall supervise the preparation for ministry of each person under the care of Presbytery.
- Shall examine candidates for ordination and recommend appropriate action to the Presbytery.
- Shall suggest to the Nominating Committee persons to be elected as readers of examinations for candidates for ordination. (G-11.0103m).
- Shall certify candidates under the Presbytery's care as ready to receive a call pending examination, with all such action to be reported to the next stated meeting of the Presbytery.

**Membership:** The Committee on Preparation for Ministry shall be composed of a committee moderator, who may be a teaching elder or ruling elder, plus twelve members equally divided between ministers and laypersons. Its quorum shall be a majority of the Committee.

**Term:** Membership shall be elected for a term of no more than three years, nor shall a member serve for consecutive terms, either full or partial, aggregating more than six years. A member having served a total of six years shall be ineligible for re-election for at least one year.

**Meetings:** The Committee on Preparation for Ministry shall meet at least annually. Special meetings may be called by the moderator.

**Staff:** the Stated Clerk shall be primary staff to this Committee.

**Linkage:** The Committee on Preparation for Ministry reports to the Presbytery, and is accountable to support the vision and priorities of the Presbytery.

### **3.4 Nominating Committee**

- Shall nominate persons to fill vacancies on the committees, commissions, and other bodies, with the exception of the Sexual Misconduct Response Committee and the Nominating Committee itself, for election by the Presbytery, and shall consult with the moderators of these bodies regarding their specific needs and the persons being considered.
- Shall nominate the Moderator, the Vice Moderator, the Stated Clerk, and the Treasurer of the Presbytery for election.
- Shall nominate commissioners to the meetings of the Synod and the General Assembly in accordance with the Standing Rules of these councils.

**Membership:** The Nominating Committee shall be composed of five members in accordance with the principles of broad representation and shall include equal numbers of ruling and teaching elders, men and women. The Presbytery Coordinating Commission will nominate persons to fill vacancies on this Committee for election by the Presbytery. The quorum of the Nominating Committee shall be a majority of the Committee.

**Term:** Membership shall be elected for a term of no more than three years, nor shall a member serve for consecutive terms, either full or partial, aggregating more than six years. A member having served a total of six years shall be ineligible for re-election for at least one year.

**Meetings:** The Nominating Committee shall meet at least annually and then will meet on call by the moderator of the Committee.

**Staff:** The Stated Clerk shall be primary staff to this Committee.

**Linkage:** The Nominating Committee reports to the Presbytery, and is accountable to support the vision and priorities of the Presbytery as it ensures broad representation of the diversity present in the Presbytery.

### **3.5 Committee on Representation**

The Committee on Representation shall

- perform the duties assigned by the *Book of Order*
- advise the Presbytery and the Synod with regard to the participation and inclusiveness of all constituencies in the life and structure of the Presbytery
- review the need for nominations in particular categories deficient in representation
- advise the Presbytery on the employment of personnel in accordance with the principles of participation and representation and in conformity with a church wide plan for equal employment opportunity

**Membership:** The Committee on Representation shall be composed on a committee moderator plus seven members as proposed to the Presbytery by the Nominating Committee. These eight persons will be elected in conformity with the *Book of Order*. Its quorum shall be a majority of the Committee.

**Term:** Membership shall be elected for a term of no more than three years, nor shall a member serve for consecutive terms, either full or partial, aggregating more than six years. A member having served a total of six years shall be ineligible for re-election for a least one year.

**Meetings:** The Committee on Representation shall meet at least annually. Special meetings may be called by the moderator.

**Linkage:** The Committee on Representation reports to the Presbytery, is accountable to support the vision and priorities of the Presbytery, and is in communication with the Nominating Committee and the Presbytery Coordinating Commission.

### **3.6 Personnel Committee**

The purpose of the Personnel Committee is to provide counsel, guidance, care, and advocacy support for the continuing officers and staff of the Presbytery as defined in the Presbytery

Personnel Policies and Procedures, and to provide annual review of the Stated Clerk, Treasurer, and continuing professional and support staff of the Presbytery. To this end, the Personnel Committee shall

- Conduct annual and comprehensive reviews at the end of the third year of the work of the Stated Clerk, Treasurer, and professional staff, using the procedure specified in section 3.7.1.
- Make recommendations to the Presbytery, through the Presbytery Coordinating Commission, concerning changes in the position descriptions and the compensation of officers, professional staff, and support staff.

**Membership:**

The Personnel Committee is composed of five members: one of whom shall be designated by the membership to serve as committee moderator, nominated by the Nominating Committee upon the recommendation of the Moderator, Vice Moderator, in consultation with any professional staff as appropriate; with the goal of at least one teaching elder and one ruling elder serving on the committee in rotating classes each for three (3) years. Members may fill a partial term of two years or fewer caused by a vacancy, and then may be elected in their own right to serve two consecutive terms. The Personnel Committee is related to the Synod of Lake and Prairies, which assists in the review and oversight of professional staff.

**Meetings:**

The Personnel Committee shall meet as frequently as needed to fulfill its responsibilities.

**3.7 Sexual Misconduct Response Committee**

- Shall follow the guidelines of the Presbytery’s Sexual Misconduct Policy.
- Reports directly to the Presbytery.

**Membership:** The membership will be appointed by the Presbytery Moderator as circumstances dictate.

**3.8 Presbytery Policy on Use of E-mail Motions by Committees**

Committees, units, commissions and task forces of the Presbytery (herein after called “committees”) may take action via motions voted on by e-mail under the following guidelines:

- A. The Moderator, Co-Moderator (or Vice Moderator in the absence of the Moderator) of a Presbytery committee is authorized by the Presbytery, at his or her sole discretion, to ask members of the committee to take action on motions sent by e-mail.
- B. Normally, a motion will not be sent by e-mail if there is sufficient time to act on a motion at a regularly scheduled meeting.
- C. Any motion sent via e-mail should be in the formal format of a motion as if it were being presented to the committee at a meeting.
- D. Motions sent by e-mail should concern business that is routine in nature where the chance of controversy is small.
- E. If any member of the committee feels there should be a face to face discussion, the moderator judges that action should not be taken on the motion via e-mail for any other reason, it will be withdrawn as an e-mail motion.
- F. All motions acted on via e-mail will be recorded in the agenda of the following meeting.

meeting of the committee, the subsequent minutes of that meeting and the committee report to Presbytery in cases where the committee makes regular reports to the Presbytery.

- G. In cases of committee members not having access to e-mail, the Committee Moderator, Co-Moderator, or Vice Moderator will contact those members by phone and inform them of the contents of the motion so they can cast a vote, also, by phone.

#### **4. TASK FORCES AND NON-PERMANENT COMMITTEES**

**4.1** Members of task forces established to implement specific tasks or assignments approved by Presbytery shall be appointed by the Moderator. They shall submit their minutes to the Stated Clerk for publication in the minutes of the Presbytery. The Nominating Committee may provide advice and guidance for these nominations.

##### **4.1.1. COMMUNICATIONS TASK FORCE**

The primary responsibilities of the Communications Task Force are to

- Advise the Presbytery on the use of public and social media
- Develop and maintain a communication network or networks among congregations
- Supervise the publications of the Presbytery including the web page and social media pages
- Establishment, maintenance, and periodic review, in consultation with the Presbytery Coordinating Commission, of a communications policy

The task force shall be composed of four members with expertise in communications and/or electronic and social media. The task force shall consult with the Stated Clerk and with appropriate professional staff to ensure coordination of public communications.

##### **4.1.2. PEACEMAKING TASK FORCE**

The purpose of the Peacemaking Task Force is to promote peace through education, prayer, and our personal lives. It aids the Presbytery and its churches to join the peacemaking efforts of the denomination, and the churches' members in their own peacemaking. Membership is open to any church or Presbytery member for as long as they are able to serve.

##### **4.1.3. BRASIL TASK FORCE**

##### **4.1.4. VISION AND RENEWAL TASK FORCE**

The Vision and Renewal Task Force shall help the Presbytery to discern large patterns of change in faith communities and in American and global cultures that demand a constructive response from the Presbytery and its churches in order to empower and improve our witness and outreach for Jesus Christ.

The primary function of the Vision and Renewal Task Force is to provide support to congregations and other faith communities of the Presbytery in the development of relevant, effective mission and discipleship strategies to strengthen the witness of churches in local and global ministry contexts.

The task force shall be composed of five members with expertise and/or interest in emerging ministry and discipleship issues and strategies. The Discipleship Consultant shall staff this task force.

## **5. AMENDMENTS**

- 5.1** Amendment of these Bylaws may be made with previous notice at any two consecutive stated or called meetings by two-thirds vote of the Presbytery, provided that the amendment is presented by members or commissioners, commissions, or committees in writing to the Presbytery for discussion at a the first meeting and then considered at the next meeting for approval and provided that the amendment be reviewed by the Presbytery Coordinating Commission concerning its constitutionality, its effect on the remaining Bylaws, and that report of such be presented at the first meeting that considers the amendment.
- 5.2** Temporary suspension of particular Bylaws not specified in the Constitution of the Presbyterian Church (U.S.A.) may be made at any stated meeting according to the stipulations found in the current edition of *Robert's Rules of Order, Newly Revised* by a two-thirds vote, which provides for exception to a particular rule at that meeting only.
- 5.3** All amendments to the Bylaws and Manual of Operations of the Presbytery shall become effective immediately unless otherwise stated in the motion for their adoption.

## **6. APPENDICES**

For the purpose of clarification and information, various documents may be attached hereto as Appendices under the various headings listed as follows.