

## **BYLAWS OF THE PRESBYTERY OF SUSQUEHANNA VALLEY**

### **Transitional By-Laws Proposed to Council March 22, 2006**

#### **Adopted April 1, 2006**

Amended Sept 16, 2006 (3.1; 3.2.5)

Amended November 11, 2006 (5.15; 5.16)

Amended February 10, 2007 (3.1.1, 3.1.3, 3.1.4)

Amended Sept 25, 2007 (ending date extended in paragraph 3 below)

Amended June 10, 2008 (5.1.5)

The Presbytery of Susquehanna Valley of the Presbyterian Church (U.S.A.), constituted on January 19, 1965, is the result of the merger of the former Presbyteries of Binghamton and Susquehanna. It includes the New York State Counties of Delaware, Broome, Chenango and Cortland, and parts of Otsego, Tioga and Tompkins.

These rules are in all matters subject to the *Book of Order* and the *Book of Confessions*, which together are the Constitution of the Presbyterian Church (U.S.A.) *The Book of Order* consists of the Form of Government (G), Rules of Discipline (D), and Directory for Worship (W). In these Rules, the foregoing letters followed by numbers are citations in the Book of Order. In matters concerning the corporation these rules shall be subject to the Laws of the State of New York.

Unless replaced by a permanent set of by-laws, these transitional by-laws shall serve until the September 2009 Presbytery Assembly. A first reading of new permanent by-laws will come before presbytery prior to this meeting.

## **1 MEMBERSHIP OF THE PRESBYTERY**

### **1.1 Elders**

Each church shall be represented by one or more elders commissioned by its Session as provided in the *Book of Order* (G-11.0101).

Each elder elected moderator, an officer, a chairperson of a standing committee, the moderator of Presbyterian Women or her designee, or a member of the Presbytery Council shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her Session (G-11.0101c). Commissioned Lay Pastors shall also be enrolled for the term of their commission to particular congregation(s).

### **1.2 Continuing Members (Ministers)**

Continuing members include all enrolled ministers of the Word whether “active,” “member-at-large” or “inactive” (G-11.0406). Inactive members are not entitled to vote or hold office in the Presbytery.

### **1.3 Corresponding Members**

Presbyters (ministers of the Word or elders) in other governing bodies may be invited to sit as corresponding members, with voice but without vote (G-11.0203).

## **2. MEETINGS OF THE PRESBYTERY**

### **2.1 Stated Meetings**

Ordinarily, there will be four stated meetings of the Presbytery held each year, on a

quarterly schedule. The dates, times and locations of these meetings will be determined by the Presbytery Council and the information provided to ministers and Clerks of Session no later than November for the next calendar year.

## 2.2 Special Meetings

When any concern shall require a meeting earlier than the time to which the Presbytery stands adjourned, the Moderator shall, at the request, or with the concurrence of two ministers and two elders, each being from a different church, call a special meeting. Should the Moderator be unable to act for any reason, the Stated Clerk shall, under the same requirements, issue the call. If both the Moderator and the Stated Clerk are unable to act, any three ministers and three elders, the elders being of different churches, shall have the power to call a meeting. Notice of such special meetings shall be sent not less than 10 days in advance to each minister of the Presbytery and to each Clerk of Session. In the notice the purpose of the meeting shall be stated, and no business other than that named in the notice is to be transacted.

## 2.3 Election of Officers and Annual Corporate Meeting

The election of officers and members to structures of Presbytery will take place at the final stated meeting of the year. The first stated meeting of the year shall serve as the annual meeting of the corporation. Members elected to office or to the various structures of Presbytery shall assume their responsibilities at their first meetings in January.

## 2.4 Quorum

Any three minister members and the elder members present, who represent at least three churches, shall be a quorum competent to proceed to business. (G-11.0202)

## 2.5 Business

Business for the meetings of Presbytery shall ordinarily be determined by the agenda proposed by the Council. New business may be introduced at any stated meeting, provided that the matter is noted before the agenda is approved or accepted later by the body for consideration by a 2/3 vote. If the matter is not urgent, the vote on the item will ordinarily be delayed to the next meeting or referred by Presbytery to the Council for its action. The Moderator will determine whether the matter is of sufficient urgency to warrant an immediate vote.

## 2.6 Requirements of Minister Members

- 2.6.1 All minister members of Presbytery shall be expected to attend Presbytery meetings regularly and to participate in its work by serving on committees, subcommittees, task forces and ongoing work teams, and on other governing bodies.
- 2.6.2 All minister members of Presbytery not having a full-time pastoral charge (except those honorably retired) shall be expected to serve as Moderator of Sessions of churches with vacant pulpits, stated supply, or temporary supply when called upon by the Committee on Ministry.
- 2.6.3 All minister members of Presbytery not performing work which is under the

jurisdiction of the Presbytery or a higher governing body of the church shall report annually to the Committee on Ministry concerning their work and their continued willingness to comply with the requirements of these bylaws.

- 2.6.4 Ministers desiring to enter full-time secular employment shall confer with the Committee on Ministry so that it may determine whether their intended employment is in keeping with their ordination vows.
- 2.6.5 The Committee on Ministry shall be the responsible body for ensuring compliance with these requirements. (G-11.0406)

## 2.7 Importance of Attendance

It shall be the duty of all ministers of Presbytery not Honorably Retired to attend all meetings thereof, and of all churches to be represented by duly appointed elders. All persons shall be expected to be in attendance for the entire meeting, unless excused by the Clerk.

When a church shall fail to be represented by an elder for three successive meetings, or if any church shall fail to be represented three times in any calendar year, it shall be the duty of the Stated Clerk to communicate with the Clerk of Session and pastor of said church, calling attention to this rule.

If any minister not Honorably Retired shall be absent from Stated Meetings three times in any calendar year without requesting to be excused, it shall be the duty of the Stated Clerk to call this to the attention of the minister and the Session, and report the fact to Presbytery.

## 3. OFFICERS OF THE PRESBYTERY

### 3.1 The Moderator, Vice-Moderator, Past Moderator and Stated Clerk (G-9.0202)

The Moderator shall be elected and installed at the final stated meeting of the year for a term of one year, the term of office to begin the following January.

It shall be the duty of the Moderator:

- 3.1.1. To serve as presiding officer of the Presbytery, with vote and to be an ex-officio member of all committees, without vote.
- 3.1.2 To exercise the office in accordance with the Constitution
- 3.1.3 To serve as a member of the Council with vote, and to serve as chair of the Council in the absence of the past moderator.

The Vice-Moderator shall be elected at the November meeting with a term of office to be concurrent with the Moderator's. Vice-Moderators shall be elected so that the Moderatorship is alternated between ministers and elders. The Vice-Moderator will normally be elected Moderator the following year.

It shall be the duty of the Vice-Moderator:

- 3.1.4 To serve in the absence of the Moderator or if the Moderator requests,

and to be a member of Presbytery Council with vote.

- 3.1.5 To implement the Assembly agenda approved by the Council and arrange special programs, workshops, or activities to be held in conjunction with the Assembly meetings.

The immediate past moderator shall serve as the Past Moderator, and it shall be that person's duty:

- 3.1.6 To serve a one-year term as the Moderator of Presbytery Council, beginning the January following his/her term as Presbytery Moderator.
- 3.1.7 To serve in the absence or at the request of the Vice-Moderator or Moderator.

### 3.2. The Stated Clerk (G-9.02023)

The Stated Clerk shall be elected for a five-year term, shall be eligible for re-election, and shall receive salary and allowances as determined by Presbytery. The Stated Clerk is an ex-officio member of Presbytery Council without vote. It shall be the duty of the Stated Clerk:

- 3.2.1 To be the official correspondent within Presbytery and among other governing bodies,
- 3.2.2 To be the secretary and custodian of the minutes and records of Presbytery,
- 3.2.3 To attend meetings of General Assembly and Synod, and
- 3.2.4 To be a competent advisor on constitutional and parliamentary matters.
- 3.2.5 To be a member of the Committee on Ministry, ex-officio.

### 3.3 The Recording Clerk

The Recording Clerk shall be elected for a term of three years and be eligible for re-election. It shall be the duty of the Recording Clerk:

- 3.3.1 To serve as assistant to the Stated Clerk in preparing the minutes and a digest containing the actions of the Presbytery to be mailed to each minister and to each Clerk of Session. Though it will not be necessary for the Recording Clerk to read aloud the minutes at the close of each meeting of Presbytery, the minutes will be made available for distribution with the reports for the next meeting of Presbytery.
- 3.3.2 The Recording Clerk shall also render to the Stated Clerk such assistance as may be required, and in the absence of the Stated Clerk, shall perform his or her duties.

### 3.4 The Treasurer

The Treasurer of Presbytery shall be elected for a term of three years and shall be eligible for re-election. The treasurer shall be an ex-officio member of the Presbytery Council without vote. It shall be the duty of the Treasurer:

- 3.4.1 To receive and disburse all Presbytery funds, including invested funds,
- 3.4.2 To provide a financial report at each meeting of the Presbytery and Council,
- 3.4.3 To oversee the work of the Bookkeeper.
- 3.4.4 A bond of not less than \$5000 shall be provided by Presbytery, the definite amount to be recommended by the Finance Committee.

### 3.5 Salaries

Salaries of the officers shall be fixed by the Presbytery on recommendation of Presbytery Council. Unless Presbytery otherwise directs, salaries shall be paid monthly.

## 4. THE EXECUTIVE PASTOR TO PRESBYTERY

- 4.1 General – The Presbytery Executive shall be the chief administrator of the Presbytery, head of staff, and, with other Presbytery Executives, serve on the Synod Collegium for engagement in common mission in the Synod of the Northeast.
- 4.2 Purpose – The purpose of this position is to facilitate, challenge and encourage ministry and mission. The Presbytery Executive is to implement the vision of the Presbytery in serving its congregations, enabling matters of strategy, program and resources (G-9.0701). Administration by the Presbytery Executive is to involve working with and through persons to accomplish goals and includes developing leadership, planning, communicating, organizing, budgeting, supervising, and evaluating. (G-9.0401).
- 4.3 Accountability – The Presbytery Executive is called and employed by the Presbytery and is accountable to the Presbytery through its Council for Presbytery responsibilities.
- 4.4 Term – The person is to be elected and installed for an indefinite term.
- 4.5 An Interim or temporary Executive may be employed by the Presbytery Council in the absence of an installed Executive. This person shall be accountable to the Presbytery Council and a member of the Executive Committee of Council.

## 5. ORGANIZATION OF PRESBYTERY

### 5.1 General Provisions

The major work of Presbytery shall be carried out by committees and commissions mandated by the Constitution of the Presbyterian Church(U.S.A), any entities required by New York State Law, and a Presbytery Council. In all its work, the Presbytery and its

members will endeavor to promote inclusiveness in the life of the church, justice for all persons, and peace throughout all of God's creation. In these by-laws, these regularly organized groups are termed 'units' and are further defined as to composition, purpose and relationships in The **Committee Structure Document** of the Presbytery of Susquehanna Valley.

For the proper discharge of their responsibilities, these units of the Presbytery may constitute such sub-committees, ongoing work teams, or task forces as may be needed. Teams or task forces may also arise from church clusters within the presbytery and be recognized and authorized for their work by the Presbytery Council. Teams or task forces are also known collectively as 'work groups' in these bylaws. Any unit of Presbytery may co-opt additional persons for reasons of personal expertise for a specific task which has a declared time period. Units of Presbytery are differentiated as follows:

- 5.1.1 A committee or commission of Presbytery is elected by the Presbytery, and all persons have full voting rights in the work of the committee. It has the right to present its reports and recommendations to the Presbytery unchanged for full deliberation, subject only to docket limitation or constitutional restriction. A committee is responsible to the Presbytery for the work of all subordinate units it develops.
- 5.1.2 A sub-committee is established within and appointed by a committee of the Presbytery and is responsible to that unit. It is established for the division of the committee's ministry into manageable areas of congruent concerns. At least two of its membership shall be drawn from the elected members of the committee.
- 5.1.3 An ongoing team may be recognized and authorized upon approval of the Presbytery Council, when the Presbytery Council determines that one program area or issue of the ministry requires separated attention or oversight. Teams will be ongoing as long as their objectives are timely and specifically address the Presbytery Mission Statement and the current priorities. Membership may be drawn from any source and members will normally make commitments of one to two years. Each team's membership, work plan and budget will be reviewed and prioritized annually by the Council. Council may delegate this task to any other unit which created the team.
- 5.1.4 A task force may be established by Presbytery, Presbytery Council, or any of the above-mentioned units for a specific purpose and a limited duration, which shall be stated at the time of establishment. It is discharged when its responsibilities have been completed. Membership may be drawn from any source.
- 5.1.5 A 'cluster' is defined as three or more congregations joining together with session approval to do that which they cannot do alone. The projects need to be purposeful and reflect the mission of the church to share the hope of Jesus Christ, to bear witness, to assist with social/economic needs of the community and to fulfill the mission statement of the Presbytery.
- 5.1.6 Any unit within this configuration shall be responsible solely to the body which established it and is accountable through that body to the Presbytery. Nothing in this section shall be construed to limit the right of the Presbytery

to appoint commissions, special committees of investigation, or other entities necessary to give effect to the requirements set forth in the Book of Order.

- 5.2 Membership on committees shall be divided into three classes, with terms of service of three years each, one class to be elected at the final stated meeting of each year. Committees shall consist of laypersons and ministers with at least one half the members being laypersons (G-9.0501).
- 5.3 A member of a committee may be elected to succeed himself or herself at the end of a term of office. A member shall not serve more than six consecutive years until a lapse of one year has occurred.
- 5.4 Election of new chairpersons and new members to all committees and the Permanent Judicial Commission shall be done annually at the final stated meeting of the year upon nomination by the Nominating Committee. Committees, individual members of Presbytery, and Sessions are encouraged to make suggestions to the Nominating Committee for members and chairpersons to staff committees. Chairpersons shall assume their responsibilities at the first meeting in January.
- 5.5 No person shall serve as chairperson of more than one committee, and ordinarily no person shall serve on more than two regular committees at the same time. This rule does not include membership on teams or task forces.
- 5.6 The Presbytery Executive shall be an ex-officio member without vote of all committees, task forces and teams, and shall have voice and vote on the Executive Committee of Council.
- 5.7 Each committee may administer funds in the administrative and program budget as allocated to it.
- 5.8 Except as Presbytery shall otherwise direct, such special funds as exist within the Presbytery shall be administered directly by the appropriate committee, team or task force designated by the Presbytery or Council. A report of the administration of such funds shall be made regularly and at least annually, to the Presbytery.
- 5.9 Grants, appropriations, or loans from funds which are administered directly by the Presbytery shall be made after action by the Presbytery Council on recommendation from the appropriate committee, team or task force.
- 5.10 Except as mandated by the provisions of the Book of Order or state law, a quorum for committee and Council meetings shall be one third of the members. A "conference" telephone call, video conference or online simultaneous communication forum so constituted shall be considered a meeting.
- 5.11 Voting by e-mail is permissible only if there has been provision for advance deliberation on the decision or item in question. This advance deliberation must have met the criteria for simultaneous communication and debate as provided in sections 1 and 50 of Roberts Rules of Order. All qualified persons on the governing body or committee must be assured the opportunity to vote and receive confirmation by return communication that their vote was received and recorded. There must also be provision for any qualified person to object to the vote, and when such objection is received it effectively voids any vote taken or delays its confirmation. Ordinarily, this form of voting is used where the general intent of the

vote has already been approved, but details, specific costs or consultation with another group or person was needed before final decision or confirmation.

Matters of routine business may be presented by e-mail when a majority of members reply that there is no objection, and such matters are ratified by report of the roll call vote and adoption at the next meeting.

- 5.12 Each elected body of Presbytery, except the Permanent Judicial Commission, shall report to Presbytery at least annually.

## **6. THE PRESBYTERY COUNCIL**

### **6.1 Purpose**

The Presbytery Council shall take an overall view of and responsibility for Presbytery mission and guidance. It shall conform to the Book of Order, Section G-11.0103. The Council shall report at each regular meeting of the Presbytery all items of business transacted by it. Its decision shall be immediately operative wherever power has been conferred, but may be reviewed and reversed by the Presbytery.

### **6.2 Membership**

Presbytery Council shall consist of elders and ministers of the Word.

- 6.2.1 Stated members with vote:  
Moderator;  
Vice-Moderator;  
Immediate Past Moderator;  
Moderator of Presbyterian Women;  
Nine members-at-large

- 6.2.2 Advisory members without vote:  
Presbytery Executive Pastor  
Stated Clerk  
Treasurer  
Personnel sub-committee chairperson  
One of the co-chairs of the Committee on Ministry  
Other staff when requested and approved by the Council Moderator in consultation with Presbytery Executive Pastor

### **6.3 Duties of Council Members**

The officers shall be a chairperson who shall be the Immediate Past Moderator, the Presbytery Moderator (who shall preside in the absence or at the request of the chairperson), the Presbytery Vice-Moderator and a secretary who shall be the Stated Clerk of Presbytery.

The members-at-large may serve on at least one of the Council's sub-groups, and may serve as a member (but not chair) another work unit, and will assist the officers and the Presbytery Executive as needed in assuring effective communication with member

churches and among Presbytery work units.

#### 6.4 Responsibilities of the Council and Limitations of Power

Council shall have delegated to it all the powers and responsibilities of Presbytery except:

The election of Officers, committee chairs and members of committees mandated by the Constitution of the Presbyterian Church; the organization and dissolution of congregations; the final examination and approval of Candidates for Ordination; voting on amendments to the constitution of the Presbyterian Church (U.S.A.); changes to these by-laws; and those responsibilities specifically delegated to the Committee on Ministry or, by Presbytery action, to any other entity in preference to Council. No judicial business shall be referred to Presbytery Council except those items related to appointments of response teams; a committee of counsel or investigating committees preliminary to trial.

#### Specific Responsibilities:

- 6.4.1 To develop a vision and strategy for the total mission of the Presbyterian Church(U.S.A) congregations in its area consistent with G-3.000.
- 6.4.2 To set annual priorities and establish a mission and administrative budget including the per capita apportionment, subject to confirmation by the Assembly.
- 6.4.3 To initiate, support and co-ordinate all units and work groups, providing or approving job descriptions for each group, reviewing the groups' annual work plans and facilitating communication between the Council and the work groups and among work groups. Council has the power to amend **The Committee Structure Document**, subject to review by the Presbytery at the next stated meeting of Presbytery or special meeting called for that purpose.
- 6.4.4 To provide encouragement, guidance and resources to its member churches in the areas of leadership development, church officer training, worship, nurture, witness, service, stewardship, equitable compensation, personnel policies and fair employment practices, mobilizing their strength for the most effective witness to the broader community.
- 6.4.5 To develop the agenda and schedule for meetings of the Presbytery Assembly.
- 6.4.6 To submit nominations for members of the Presbytery Committee on Nominations and to fill by election or appointment, subcommittees of Council
- 6.4.7 To maintain regular and continuing relationships to the higher governing bodies of the church.
- 6.4.8 To continually evaluate the work of the Presbytery in relation to the Presbytery's Mission Statement
- 6.4.9 To carry out necessary actions of presbytery between stated meetings.

#### 6.5 Limitations of Power in relationship to Stated Presbytery Assemblies

Council shall not act in the place of Presbytery when time is not of the essence, ordinarily reserving to the Presbytery Assembly the right of action when matters are presented within 28 days preceding the Assembly.

#### 6.6 Executive Committee of Council

The Executive Committee of Council shall consist of the Moderator, Vice-Moderator, immediate Past Moderator, Stated Clerk and Presbytery Executive Pastor. It shall function as the executive committee of Council and Council may delegate to it such powers as necessary to promote the functioning and administration of the Presbytery between Council meetings. Its primary purpose shall be to plan the agenda for Council and promote communication.

The Executive Committee of Council will ordinarily act on the appointment of an investigating committee (D-10.0201) or the appointment of a committee of counsel (D-6.0302a), or the appointment of a response team; reporting any of these actions to the next Council meeting.

#### 6.7 Subcommittees of Presbytery Council

These committees shall have their membership constituted as described in **The Committee Structure Document**.

##### 6.7.1 Personnel

The Presbytery Council shall organize a sub-committee on personnel to supervise the work of the Presbytery Executive Pastor, to consult with the Presbytery Executive Pastor at the initiation of either party, to establish policy for all employed personnel of the Presbytery, and to conduct annual performance reviews. The chair will be an ex-officio member of Council without vote.

The sub-committee shall:

- 6.7.1.1 Support and counsel staff in light of the mission of the whole church and the relationship of persons, groups, and structure which affect staff performance.
- 6.7.1.2 Ensure that the Presbytery has personnel policies and practices including Affirmative Action and Equal Employment Opportunity, using General Assembly guidelines, so that the personnel policies are consistent with those in other governing bodies and are guided by the experience of the whole church.
- 6.7.1.3 After receiving recommendations from the Presbytery Executive, the committee will present nominations for Administrative Staff to the Presbytery through Presbytery Council. This shall include terms of the call and consultation with the Synod committee responsible for personnel.

- 6.7.1.4 Review with the Presbytery Executive the compensation of the members of the staff and prepare budget recommendations for the budget and finance committee.

6.7.2 Worship sub-committee

The sub-committee shall be constituted as described in **The Committee Structure Document**. This sub-committee shall report to Presbytery Council. Its main purpose shall be the planning and arrangements for worship at Presbytery Assemblies or other Presbytery gatherings.

6.7.3 Council Nominating Committee

The sub-committee shall consist of a chairperson from Presbytery Council and shall be constituted as described in **The Committee Structure Document**. This sub-committee shall report to Presbytery Council and the Presbytery. It shall nominate persons for membership on the Presbytery Nominating Committee, to be elected by the Presbytery, and to the sub-committees and units of Council.

6.7.4 Finance sub-committee

The Presbytery Council shall organize a sub-committee to develop and supervise the annual budget and ongoing finances for the Presbytery. The sub-committee shall consist of a chairperson from Presbytery Council; and shall be constituted as described in **The Committee Structure Document**. This sub-committee shall report to Presbytery Council.

6.7.5 Presbytery Trustees and Corporation Officers

The elected at-large members of Council together with the Council Chair, Presbytery Moderator and Vice-Moderator, in three rotating classes, shall serve as the corporate trustees of the non-profit religious corporation, constituted under the Religious Corporation Law of the State of New York and known as the Presbytery of Susquehanna Valley. The chair of Council shall act as President of the Trustees and the corporation so named, the Presbytery Treasurer shall serve as Treasurer of the corporation and the Stated Clerk shall serve as the Secretary of the corporation. Council shall have the responsibility to receive, hold, encumber as necessary, manage and transfer property, investments and assets on behalf of Presbytery and to oversee management of its corporate affairs as Presbytery may direct. Council may assign the insurance, property and other trustee duties to one or more of the voting members of Council. This delegation may include the authorization of one or more of the trustees to sign binding agreements within the scope of their responsibilities.

6.8 Review

The minutes of Presbytery Council shall be reviewed regularly by the body.

## 7. THE COMMITTEE ON MINISTRY

- 7.1 Membership — The committee shall consist of persons elected by Presbytery equally divided between ministers and elders as defined in **The Committee Structure Document**. Direct access to this committee shall be had at all times

by all ministers in the Presbytery, and by all elders in the Presbytery in active service, in all matters relative to the spiritual or temporal welfare of the churches in which they hold office. Its quorum shall be a majority of the members. Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms (G—11.0501)

## 7.2 Duties

The committee shall be charged with the task of maintaining properly the welfare of all ministers and churches under the jurisdiction of the Presbytery. It shall perform such duties as are assigned to it in the Book of Order. This committee shall be attentive to the needs and relationships of all continuing members of Presbytery and shall visit regularly and consult with each minister and congregation of the Presbytery (G—11.0502)

The committee shall oversee students serving in pastorates as part of their seminary education. It shall work closely with the Committee on Preparation for Ministry in coordinating the needs of congregation and student.

## 8. THE COMMITTEE ON PREPARATION FOR MINISTRY

8.1 Membership – The committee shall consist of elders and ministers elected by the Presbytery as defined in **The Committee Structure Document**.

### 8.2 Duties

#### 8.2.1 Inquirers, Candidates and Ministers

This committee shall exercise close supervision over all inquirers and candidates coming under the care of the Presbytery. It shall encourage and provide for the spiritual formation of inquirers and candidates in order that all concerned may more clearly discern their vocation and be strengthened for excellence in ministry. It shall keep a record of the name of each candidate, church and place of study, and shall report yearly, near the beginning of the academic year, on each candidate's standing in scholarship, service and personal development. It also shall have the responsibility of examining and conferring with all candidates from other denominations coming into the Presbytery. Each minister from another denomination coming into the Presbytery shall be examined on his or her Christian faith and views in theology, the Sacraments, and church government (G-11.0402) at the request of the Committee on Ministry. The committee shall make certain that all requirements specified by the Book of Order are properly met, and shall report to the Presbytery its recommendations regarding each such request for membership.

#### 8.2.2 Actions on behalf of Presbytery

The committee may act on behalf of Presbytery to enroll inquirers, dismiss candidates to other presbyteries and to certify candidates under its care as ready for examination for ordination following a final assessment as required in the

Constitution of the Presbyterian Church (U.S.A) (G-14.0310), with the provision that such actions shall be reported to the next stated meeting of the presbytery.

#### 8.2.3 Vocations

It shall concern itself with presenting to youth and adults the challenge and opportunities of church vocations.

#### 8.2.4 Scholarships and Grants

It shall be the responsibility of this committee to determine scholarships or grants to candidates studying in church vocations.

### **9 THE COMMITTEE ON LAY PREACHING**

9.1 Membership – the committee shall consist of elders and ministers elected by the presbytery. At least one of the members shall be or have been a Commissioned Lay Pulpit Supply Preacher.

9.2 Duties – The committee is charged with the implementation of the Presbytery's Program and guidelines for Lay Preaching. It shall consult with and work together with the Committee on Ministry in preparing lay pulpit supplies when they seek to become Commissioned Lay Pastors.

### **10 THE COMMITTEE ON NOMINATIONS, BILLS AND OVERTURES**

#### 10.1 Membership

The committee shall consist of persons nominated by the nominations sub-committee of Presbytery Council. The Stated Clerk and the Presbytery Executive shall be ex-officio without vote. The total number of members elected by the Presbytery shall include equal numbers of ministers, lay women, and lay men (i.e., one-third each) (G-9.0801).

#### 10.2 Duties

It shall nominate the members-at-large on Presbytery Council, and members of all mandated committees of Presbytery, unless other provisions are specified in the above articles. It shall also make nominations for the offices of Moderator, Vice-Moderator, Stated Clerk, Recording Clerk, Treasurer, and any other office not otherwise provided for by these rules, or which may be required by action of the Presbytery. It shall nominate Commissioners and Youth Advisory Delegates to the General Assembly and to Synod. In choosing Commissioners and delegates it shall nominate those who in its judgment are best suited to represent Presbytery. It shall consult, but not be bound by, a rotation list of ministers and churches. It shall nominate persons for Synod positions when requested by the Synod. The committee shall strive to insure adequate representation from each of the areas of the Presbytery on all its committees. This committee shall make nominations for vacancies as they occur. The report of the Committee on Nominations shall not prohibit nominations from the floor.

All amendments to the Constitution coming to or from the Presbytery for action,

together with all overtures to the Synod or General Assembly shall be referred to this committee for its recommendation for action to the Presbytery. In the case of amendments coming to the Presbytery from General Assembly this committee shall ordinarily make no recommendation itself, but will refer these amendments to units or work groups of presbytery for their recommendation for action. It shall report its referrals to the Presbytery and receive and report the recommendations of each unit or work group.

## **11 THE COMMITTEE ON REPRESENTATION**

### **11.1 Membership**

The committee shall consist of six people meeting the criteria outlined in the *Book of Order* (G-9.0105).

### **11.2 Duties**

Its main function shall be to advise Presbytery with respect to their membership and to that of their committees and other units, in implementing the principles of participation and inclusiveness to ensure fair and effective representation in decision-making. It shall serve both as an advocate for the representation of racial ethnic members, women, different age groups, and persons with disabilities; and as a continuing resource to the Presbytery in these areas. It shall review the performance of Presbytery in these matters, and shall report annually to Presbytery and to Synod along with any recommendations for any needed corrective action. The Committee on Representation shall consult with the Committee on Nominations (G-9.0105).

## **12 PERMANENT JUDICIAL COMMISSION**

### **12.1 Organization**

The Commission shall act as a committee of the whole on cases referred to it by the Presbytery. It shall elect a Moderator and a Clerk from among its members, who shall serve until successors are elected.

### **12.2 Membership**

The Presbytery shall elect, upon nomination from the Committee on Nominations, ministers and elders numbering no fewer than seven and no more than eleven in three classes to the Commission, each class having a six year term of office. The number of ministers and elders on the commission shall as nearly equal as possible. When the commission consists of an odd number of members, the additional member may be either a minister or an elder. No person who has served on a permanent judicial commission for a full term of six years shall be eligible for re-election until four years have elapsed after the expired six year term. No person shall serve on more than one permanent judicial commission at the same time. (D-5.0105)

The provisions of the Constitution of the Presbyterian Church(U.S.A) shall govern its quorum and the procedure to be followed in the absence of a quorum(Rules of Discipline, Chapter 5).

### **12.3 Duties**

It shall be the responsibility of the Commission to consider all cases, whether remedial or disciplinary, transmitted to it from the Presbytery in accordance with the “Rules of Discipline” in the Constitution of the Presbyterian Church (U.S.A).

### **13 INDEMNIFICATION**

If any action, suit or proceedings shall be brought against the presbytery, council, trustees, standing committees, task groups, units, work teams, members, commissioners, officers or staff as a result of any action taken by those persons on behalf of Presbytery, the Presbytery shall defend and hold harmless such persons against such action, suit or proceedings. However, if such action, suit or proceedings is found to have resulted from gross negligence or criminal activity, the Presbytery shall not be responsible to hold such persons harmless from any action, suit or proceedings resulting from such action. The foregoing indemnification shall inure to the benefit of the heir, executors and administrators of any such person.

### **14 OPERATION AND AMENDMENTS OF THESE BYLAWS**

#### **14.1 Robert’s Rules of Order**

Robert’s Rules of Order (most recent edition) shall control the Presbytery in all matters not covered by these Bylaws or in the Constitution of the Presbyterian Church(U.S.A). Where it is more restrictive or specific the Constitution of the Presbyterian Church (U.S.A.) shall take precedence.

#### **14.2 Suspension of the Bylaws**

Any provision of these Bylaws, with the exception of those which govern the amendment of the Bylaws, may be suspended for a specific time and purpose by a two-thirds vote of the members of Presbytery voting.

#### **14.3 Amendments of the Bylaws**

Proposed amendments to these Bylaws must be presented to the Stated Clerk, and appended to the agenda of the next meeting of Presbytery sent electronically or by mail. The amendments may be adopted by a two-thirds majority of the members voting. Amendments submitted for a first reading at one Presbytery meeting may be adopted by a simple majority at the next meeting.