

III. Bylaws of the Presbytery of Carlisle
Adopted June 25, 2002, Amended September 25, 2007

Article I - Name

The name of this presbytery is Presbytery of Carlisle. This presbytery is constitutionally related to the Synod of the Trinity and the Presbyterian Church (U.S.A.).

Article II - Mission Statement

The Presbytery of Carlisle exists to support our congregations for faithful service to God in the name of Jesus Christ.

Article III - Guiding Principles

The Presbytery of Carlisle is a service community which:

- ◆ Supports congregations in addressing their needs and opportunities and by increasing resources, information and training for mission and ministry.
- ◆ Seeks to create dialogue in which congregations and presbytery actively talk to and listen to each other and respond to one another.
- ◆ Promotes a relationship among congregations and the presbytery that is collegial and collaborative in ministry.

Article IV - Officers

A. Officers.

1. **Moderator and Vice-Moderator.**

- a. **Term of Office.** The moderator and vice-moderator shall be elected at the November stated meeting of the presbytery to serve one year only and shall assume office immediately following the service of installation at the January stated meeting of the presbytery.
- b. **Responsibilities.** The moderator shall exercise all functions of moderators as specified in the *Book of Order*, the most recent edition of *Robert's Rules of Order* and these bylaws. The moderator shall preside at the meetings of the presbytery and shall appoint all special and temporary committees that may seem expedient upon the authorization of the presbytery. The vice-moderator shall assume all responsibilities of the moderator in the event of the temporary absence of the moderator. In the event the moderator should be unable to fulfill his or her responsibilities for two or more consecutive stated meetings of the presbytery, the Nominating Committee shall nominate a former moderator to be elected by the presbytery to complete the unexpired term of the moderator.

2. **Stated Clerk.**

- a. **Term of Office.** The stated clerk shall be elected to serve for five years or until a successor is elected and the term of office shall begin January 1 without restriction on the number of terms.
- b. **Responsibilities.** The stated clerk shall fulfill the duties outlined in the *Book of Order* and in these bylaws. The presbytery shall provide a detailed position description for the stated clerk which shall be maintained with the Personnel Policies of the Presbytery of Carlisle.

3. **Parliamentarian.**
 - a. Term of Office. The parliamentarian shall be elected to serve for one year and the term of office shall begin January 1 without restriction on the number of terms. The stated clerk shall nominate a candidate for parliamentarian at the November stated meeting of the presbytery.
 - b. Responsibilities. The parliamentarian shall counsel the presbytery during its meetings, that they be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases when the *Constitution of the Presbyterian Church (U.S.A.)* provides otherwise; then the provisions of the *Constitution of the Presbyterian Church (U.S.A.)* shall prevail.
4. **Permanent Clerk.**
 - a. Term of Office. The permanent clerk shall be elected to serve for one year and the term of office shall begin January 1 without restriction on the number of terms. The stated clerk shall nominate a candidate for permanent clerk at the November stated meeting of the presbytery.
 - b. Responsibilities. The permanent clerk shall keep a record of all business transacted at each stated meeting of the presbytery, deliver such record to the stated clerk at the close of each stated meeting or shortly thereafter and serve as acting stated clerk in the absence of the stated clerk.
5. **Temporary Clerk.**
 - a. Term of Office. The temporary clerk shall be appointed for each stated meeting of the presbytery by the permanent clerk. The appointment shall be reported through the stated clerk.
 - b. Responsibilities. The temporary clerk shall assist the permanent clerk in keeping a record of all business transacted by the presbytery, assist the stated clerk and perform any other duties of assistance that the presbytery shall direct.
6. **Treasurer.**
 - a. Term of Office. The treasurer shall be elected to serve for five years or until a successor is elected and the term of office shall begin January 1 without restriction on the number of terms.
 - b. Responsibilities. The treasurer shall be responsible for receiving the moneys of the presbytery and disbursing the same as directed by the presbytery. The treasurer shall present in writing at each April stated meeting of the presbytery, a report of receipts and disbursements during the preceding year. The Administration Committee shall provide for the audit of the same which shall be reported annually to the presbytery. The treasurer shall work with and be assisted by the Administration Committee (trustees) and the bookkeeper, and be an ex officio member of the Administration Committee with voice but without vote.
7. **Executive Presbyter.**
 - a. Calling.
 - (1) When a vacancy occurs in the office of executive presbyter, the presbytery shall elect a special nominating committee of an equal number of ministers and elders (both men and women), which shall choose a chair from its own members. This special nominating committee shall be nominated by the Coordinating Council. The committee shall begin its work by consulting the synod committee responsible for personnel. The special nominating committee shall comply with the *Book of Order*. When the committee is prepared to present a nomination, together with the terms of call, it shall consult with the synod committee responsible for personnel before making its report to the presbytery.
 - (2) The presbytery shall vote by secret ballot and nominations from the floor are not permitted. If two-thirds of those present at a regularly called meeting of the presbytery vote in favor of the person nominated, a call shall be issued by the presbytery. If the person elected accepts the call, provision shall be made by the Coordinating Council for his or her installation.
 - (3) The executive presbyter shall be elected for an indefinite term of office.

- c. Responsibilities. The executive presbyter shall be the administrator of the presbytery, accountable to the presbytery for the implementation of decisions and matters of presbytery strategy, program and resources; provide staff services for the presbytery's agencies and committees; and serve as moderator of the Coordinating Council. The presbytery shall provide a position description for the executive presbyter which shall be maintained with the Personnel Policies of the Presbytery of Carlisle.
- B. **Ballot Election.** The officers shall be elected by ballot unless there is only one candidate for an office, in which case there may be a voice vote. The executive presbyter shall be elected as described in IV. A. 7. of these bylaws. The temporary clerk shall be appointed.
- C. **Limitations.** All persons nominated for an office shall be eligible for membership in the presbytery and no one shall hold more than one office at a time except for the office of parliamentarian.

Article V - Meetings

A. **Stated Meetings.**

1. Five stated meetings of the presbytery shall be held each year on the fourth Tuesdays of January, April, June, and September and on the Tuesday in the week before the Thanksgiving holiday in November, at times and places determined by the presbytery. The presbytery may change a meeting date to avoid conflict with a meeting of a more inclusive governing body, i.e., Synod of the Trinity/General Assembly of the Presbyterian Church (U.S.A.).
2. At least ten days in advance of each stated meeting of the presbytery, the stated clerk shall make available the proposed docket and such other items as determined by the Coordinating Council. The order of business on the docket shall be recommended by the Coordinating Council and approved by the presbytery for each stated meeting.

B. **Special Meetings.**

1. Special meetings of the presbytery may be called in conformity with the *Book of Order*. No business other than that listed in the notice of the special meeting shall be transacted.
2. At least ten days in advance of each special meeting of the presbytery, the stated clerk shall distribute the notice of the meeting and any accompanying materials.

C. **Quorum.**

The quorum for any meeting of the presbytery shall be any three minister members and the elder members present, providing that at least three churches are represented by elders.

D. **Eligible Voters.**

Minister members of the presbytery who are active members or members-at-large are eligible voters. In addition to elder commissioners elected by their sessions, each elder elected to be (a) an officer of the presbytery, (b) chair of a committee, (c) member of the Coordinating Council, (d) a commissioned lay pastor, (e) associate for congregational service, (f) new church development director, (g) interim executive presbyter, or (h) moderator of Presbyterian Women in the Presbytery of Carlisle shall be enrolled as a member of the presbytery for their term of service, whether or not commissioned by their session. In order to attend to an imbalance of ministers and elders who are entitled to vote at presbytery meetings (in accordance with G-11.0101.b), all elders, who are in the Lay Pastor training program or who have completed the Lay Pastor training program are designated to have voice and vote at presbytery meetings. This privilege shall include participation in the deliberation and work of the presbytery by attendance, voice and vote at all meetings of the presbytery. Any person elected to a position named in the second sentence of this section, who is not an elder, shall be an ex-officio member of the presbytery with voice but without vote. Certified Christian educators, who are employed full time by a church in the Presbytery of Carlisle, and who are also ordained elders, are granted vote as well as voice at meetings of the presbytery.

E. **Open Meeting Policy.**

The presbytery shall conduct its meetings in accordance with its Open Meeting Policy. The policy shall be maintained in the Leadership Handbook.

Article VI - Committees and other Entities

- A. **Permanent Entities.** The permanent entities of the presbytery shall be Coordinating Council, Committee on Representation, Committee on Ministry, Committee on Preparation for Ministry, Nominating Committee, Permanent Judicial Commission, Administration Committee, Camp Krislund Committee, Education Committee, Mission Advocacy Committee, New Church Development Committee, and Strengthening Our Congregations Committee. The Coordinating Council shall have members designated by their position and additional at-large members.
- B. **Election.**
1. The presbytery shall elect committees and other entities in conformity with the *Book of Order*. The chair and other members of permanent committees and the additional at-large members of the Coordinating Council shall be elected by the presbytery at the November stated meeting and their term shall begin the following January 1. Vacancies may be filled at the meeting of the presbytery following the occurrence of the vacancy. No chair or other member of a permanent committee or an additional at-large member of the Coordinating Council shall be elected for a term of more than three years nor shall they serve consecutive terms, full or partial, aggregating more than six years. A chair or other member of a permanent committee or an additional at-large member of the Coordinating Council, having served a total of six years, shall be ineligible for re-election to that permanent entity for a period of at least one year.
 2. The members of the Permanent Judicial Commission shall be elected by the presbytery at the November stated meeting and their term shall begin the following January 1. The members of the Permanent Judicial Commission shall be elected in accordance with the *Book of Order*.
 3. Nominations shall be made by the Nominating Committee, except that nominations to the Nominating Committee shall be made by the Coordinating Council. Nominations may be made from the floor providing the consent of the proposed nominee has been obtained prior to the nomination.
- C. **Additional Members.** Any permanent committee may add additional consulting or co-opted members to its committee who may meet and participate in the discussions, program and the work of the committee without vote. Sub-committees shall report through the permanent committee of which they are a part. No co-opted member of a committee shall be chair of a sub-committee.
- D. **Administrative Commissions and Other Entities.** The presbytery shall create administrative commissions or appoint other entities when necessary, which shall be subject to the provisions of the *Constitution of the Presbyterian Church (U.S.A.)* and the acts by which they are created. The membership of an administrative commission shall be not fewer than seven members, with not more than one of its elder members from any one of the presbytery's constituent churches. An administrative commission to ordain ministers of the Word and Sacrament and to install them in permanent pastoral relations may number five persons with not more than one of the elders from any one church.
- E. **Elected Representatives.** Whenever the presbytery elects representatives to any board, association, corporation or other group with which it is affiliated, such representatives, notwithstanding any provisions of the by-laws of such group, shall not serve for a term of more than three years nor shall they serve consecutive terms, full or partial, aggregating more than six years without the lapse of at least one year prior to further service.
- F. **Quorum.** Unless otherwise specified in these bylaws or the standing rules for an entity, the quorum for any meeting of a committee or other entity shall be one-third of its membership or two clergy and two lay persons from different churches, whichever is the lesser number.
- G. **Action to be Taken.** Committees and other entities are expected to take action within their purview and report the action to the presbytery, however, they shall insure that their proposed actions are

coordinated properly with all interested parties and shall exchange representatives among themselves when appropriate to promote coordination on matters of mutual concern.

- H. **Attendance.** Regular and punctual attendance at meetings and active participation in the work of a committee or other entity is expected of all its members. If an individual is absent from three consecutive meetings without excuse, the chair may request that the individual resign and be replaced.
- I. **Standing Rules.** The presbytery shall establish and maintain standing rules for the Coordinating Council, Permanent Judicial Commission, and permanent presbytery committees, excluding the Nominating Committee. These rules shall include but not be limited to, the mission statement, membership and tasks of the entity.

Article VII - Nominating Committee

- A. **Mission Statement.** The Nominating Committee will nominate to the presbytery the names of capable people who are willing to serve in leadership positions in the presbytery and who are within the membership of the Presbytery of Carlisle.
- B. **Membership.** The committee shall consist of six people; two ministers, two female elders and two male elders; who are knowledgeable of active church members and ministers in the presbytery and the fields of their special interests and abilities; are willing to ask people to serve; and understand presbytery's "style" as outlined in the guiding principles.
- C. **Tasks.** The Nominating Committee shall:
 - 1. Conform to the relevant provisions of the *Book of Order*, G-9.0800, G-6.0106, G-9.0104, G-11.0103d and G-11.0302.
 - 2. Submit nominations for vacancies occurring as the result of terms expiring and for those vacancies which occur other than by the expiration of a term.
 - 3. Be responsible for making nominations for the following: moderator and vice-moderator, the chair and other members of the committees of the presbytery except the Nominating Committee per the *Book of Order* G-9.0801b, members of the Permanent Judicial Commission, additional at-large members of the Coordinating Council, stated clerk, treasurer, representative on the Board of Presbyterian Homes, Inc., youth advisory delegate and commissioners to General Assembly, youth advisory delegate and commissioners to synod.
 - 4. Work as directed by the Coordinating Council to recruit people to serve on action teams and ministry initiative teams.

Article VIII - Commissioners

- A. At the January stated meeting of the presbytery the Nominating Committee shall submit nominations for commissioners to General Assembly. The Presbytery of Carlisle shall be represented by equal numbers of ministers and elders in accordance with the representation ratio established by the General Assembly (*Book of Order*, G-13.0102).
 - 1. In submitting nominations it shall take into consideration the length of time a minister has served in the Presbytery of Carlisle, the length of time since he or she was a commissioner from any presbytery, and the date of his or her ordination. Ministers placed in nomination shall be deemed to be active presbyters, based on presbytery attendance and presbytery committee participation. At least one minister serving in a pastoral position shall be included in each of the lists of nominee commissioners each year.
 - 2. In submitting nominations it shall take into consideration the length of time since a church has sent an elder commissioner. The churches from whom commissioners are apt to be chosen shall be so informed not later than November with the request that they suggest suitable elders for such nomination.
 - 3. If a church or minister passes two consecutive times on the opportunity to send/be a commissioner to General Assembly, they shall forfeit their place in the rotational list of the presbytery and move to the bottom of such list.
 - 4. It shall place in nomination names of ministers and elders as candidates for commissioner to General Assembly in accordance with the representation ratio established by the General Assembly (*Book of Order*, G-13.0102) and further, it shall place in nomination names of ministers and elders who will serve as alternate commissioners to General Assembly in accordance with the representation established by the General Assembly (*Book of Order*, G-13.0102). An alternate commissioner shall serve as commissioner to General Assembly, based on the rotational criteria listed in items A and B, should it be impossible for the elected commissioner to serve.

- B. At the September stated meeting of the presbytery the Nominating Committee shall submit nominations for members of the synod, known as commissioners. It shall strive for an appropriate representation among the commissioners in the same way it would when securing members for presbytery committees, noting criteria such as male and female, age, racial ethnicity, and current or previous service to the synod. Synod commissioners shall be elected in sufficient numbers to meet the requirements of the Synod of the Trinity.

Article IX - Rules of Order

The *Constitution of the Presbyterian Church (U.S.A.)*, these bylaws, standing rules adopted by the presbytery, and the most recent edition of *Robert's Rules of Order* shall govern the proceedings of the Presbytery of Carlisle. These bylaws cannot be suspended.

Article X - Amendments

These bylaws may be amended by a two-thirds vote of those members present and voting at any stated meeting of the presbytery when the complete substance of such action has been proposed in writing at the previous meeting of the presbytery and due notice of the proposed action has been given to each member of the presbytery and with the provision that such action does not conflict with the *Constitution of the Presbyterian Church (U.S.A.)*.

(Amended 9/25/2007)