

PRESBYTERY OF THE PEAKS

Synod of the Mid-Atlantic - General Assembly, Presbyterian Church (USA)

Standing Rules for Meetings of the Presbytery

Meetings:

The Presbytery shall meet in stated meetings at least four times a year. The dates for stated meetings of the Presbytery normally shall be established by action of the Presbytery one year in advance upon the recommendation of the Council. Invitations are then solicited by the Council from individual sessions, groups and clusters of sessions, or other ministry sites with appropriate facilities to host each of the stated meetings. The Council shall consult with the host regarding space and volunteer needs as well as other arrangements prior to the meeting.

Members of Presbytery:

Members of Presbytery include ministers of the Word and Sacrament, Officers of Presbytery, division and standing committee chairs who are elders, and elder elected-at-large members of the Presbytery Council. When these persons are to be absent they shall present excuses to the Stated Clerk before the meeting of Presbytery.

Elder Commissioners:

All churches are members of Presbytery and are represented by elder commissioners elected by their Session to serve as a voting member of Presbytery. When such elders are to be absent, they shall present excuses to their Sessions.

Youth Advisory Delegates:

Ten Youth Advisory Delegates elected annually by the presbytery shall have voice without vote in stated meetings of the presbytery. Upon consultation with the Moderator, a Youth Advisory Delegate advising vote may be taken prior to a vote by the presbytery.

Quorum:

A quorum of the Presbytery of the Peaks shall be at least 25 ministers and 25 elder commissioners from its congregations.

Moderator:

The Moderator will call the meeting to order, open with prayer, declare a quorum, and moderate the meeting till adjournment and the closing prayer. The Moderator of the Presbytery of the Peaks shall be an elder in good standing from one of the congregations within Presbytery or a minister who is a member in good standing of the Presbytery. A new Moderator will be elected annually at the third stated meeting of the calendar year to serve in the subsequent year, with all authority and responsibilities to begin at the close of the last stated meeting of the year. The Moderator will normally preside at any called meetings of Presbytery between regular stated meetings. The Moderator may vote on all issues before Presbytery. He or she may speak to any issues before the governing body or may present a report by relinquishing the chair to the Vice-Moderator.

ADOPTED 9/11/2008 (Revised 10/27/2011)

1 The Moderator shall be addressed as Mr. Moderator or Madam Moderator. The Moderator possesses the
2 authority necessary for preserving order and for conducting efficiently the business of the governing body.
3 He or she shall convene and adjourn the governing body in accordance with its own action. (*See Position
4 Description for Moderator Attached*)

5
6 Vice-Moderator:

7 The Vice-Moderator will serve and preside when the Moderator relinquishes the chair for the purpose of
8 participating in debate or presenting a report, or when requested by the Moderator to preside on the
9 Moderator's behalf, or when Moderator is incapacitated during a one year term of office.

10
11 Moderator and Vice-Moderator Installation

12 At the last stated meeting of the calendar year prior to adjournment, the Moderator, Vice-Moderator and
13 Stated Clerk shall conduct a brief service of installation for the incoming Moderator and Vice-Moderator.

14
15 Stated Clerk:

16 The Stated Clerk (or his or her designee) will serve Presbytery by keeping a record of all actions taken, as
17 the parliamentarian, and advisor to the Moderator. The Stated Clerk will recommend to the Presbytery on
18 an annual basis a Recording Clerk to assist in the recording of the actions of each Presbytery meeting. The
19 Stated Clerk will submit the minutes for review by the Moderator and Chair of Council and then for
20 approval at the next Stated meeting. (*See Position Description of the Stated Clerk Attached*)

21
22 Temporary Clerks:

23 Temporary Clerks, appointed by the Moderator, will assist the Moderator by distributing papers at
24 appropriate times and will assist in counting votes.

25
26 Select Committee on the Resolution of Appreciation:

27 The members of the Committee on the Resolution of Appreciation will be appointed by the Moderator at
28 the beginning of each Presbytery meeting. These persons will draft a statement of appreciation that will be
29 shared at the end of the Presbytery meeting.

30
31 Commissions:

32 Presbytery may appoint a Commission per G-9.0500, to act on its behalf. The actions of such commissions
33 are reported and incorporated into the minutes as acts of the Presbytery itself.

34
35 Select Committee on Attendance and Absence:

36 The Stated Clerk will fulfill the function of a Select Committee on Attendance and Absence, recording who
37 is present (ministers, elder commissioners, educators, visitors); recording which congregations are not
38 represented; and making recommendations for excused absences to the Presbytery on behalf of those
39 persons who have asked to be excused from attending. Unexcused absences will be referred to the
40 Committee on Ministry.

41
42 Other Select Committees:

43 Presbytery may direct the Moderator to refer matters of business to a committee of members appointed by
44 the Moderator to report back to the appointing meeting of Presbytery. The Moderator may excuse these

1 members from the meeting of Presbytery as necessary for the discharge of their duty. At least one half of
2 this committee will be lay persons.
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5 Attendance by Minister Members of Presbytery:

6 Much as congregations elect elders to bear rule in the Church, faithfully to attend and participate in the
7 meetings and work of session, and when elected by session to serve as commissioners to Presbytery, so
8 Ministers of the Word and Sacrament are faithfully to attend and participate in the meetings and work of
9 Presbytery. When providentially hindered from such attendance by death, illness, family crisis, tent-
10 making, or other extraordinary situations, ministers will be expected to request Presbytery for an excused
11 absence. Such request shall be communicated to the Stated Clerk prior to the Presbytery meeting or in
12 case of an unanticipated need to depart a meeting prior to adjournment by presenting a request at the Stated
13 Clerk's desk.

14 Although Honorably Retired ministers as a rule need not request an excused absence, those continuing to
15 serve in leadership roles in either Presbytery or congregations are encouraged to be faithful in Presbytery
16 attendance, if possible.

17 The Stated Clerk is to include an attendance and absence report for inclusion in the minutes of each
18 presbytery meeting and provide an annual summary of attendance for the prior year at the first stated
19 meeting of the following year. The Committee on Ministry will review annually the ministerial attendance
20 at Presbytery.

21 As Presbytery's annual calendar is set by these Standing Rules, ministers should be able to avoid
22 scheduling problems by attentive planning.
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26 Attendance by Elder Commissioners to Presbytery

27 It will be the responsibility of the Stated Clerk to keep a record of the attendance of each commissioned
28 elder from the congregations of Presbytery. When a Session fails to send a commissioner to Presbytery for
29 two meetings of Presbytery in a given calendar year, this information is to be shared with the Committee on
30 Ministry and the Committee on Ministry is requested to inquire with the Session of that congregation as the
31 reasons for the lack of participation. At the first meeting of Presbytery in each new year a record of the
32 elder participation from congregations will be entered into the presbytery minutes.
33

34 Alternate Elder Commissioners:

35 Alternate elder commissioners are persons so designated by their sessions in order to maintain continuity
36 between Presbytery meetings. Alternate Commissioners will have freedom to participate in debate but will
37 not be voting members of Presbytery.
38

39 Corresponding Members:

40 Presbytery staff, ministers, and elders from outside the boundary of the Presbytery of the Peaks may be
41 given the privilege of the floor, and can participate in discussions, but not vote. (G-11.0203).
42

43 Additional Persons Having the Privilege of the Floor:

ADOPTED 9/11/2008 (Revised 10/27/2011)

1 Church Educators; Candidates; representatives of Divisions, Committees, Work Groups and Task Forces
2 present for the purpose of making reports; representatives and those members of the host congregation in
3 attendance with particular responsibilities to Presbytery; and representatives of institutions approved by
4 Council or the Divisions to make presentations to Presbytery; shall have the privilege of the floor.

5
6 Visitors:

7 Visitors are persons who have registered as visitors. These persons have the privilege of observing the
8 proceedings of the Presbytery meeting and participating in small group deliberations. They do not have the
9 privilege of the floor unless specifically granted. They do not have the privilege of voting. All members of
10 churches in the Presbytery of the Peaks are invited to participate as visitors. Special visitors may be
11 recognized by name by the Stated Clerk.

12
13 Participant from Racial Ethnic Congregations:

14 In order to have more participants in the debate and discussion from racial ethnic congregations, they are
15 encouraged to send as many persons as they wish to Presbytery meetings as visitors. Each session of these
16 congregations may elect two elder commissioners to the Presbytery if they do not have an installed pastor.
17 If they have a pastor they may elect elder commissioners according to the Book of Order. Additional
18 persons from these congregations who are present have the privilege of the floor and the opportunity to be
19 full participants in small group deliberations but not privilege of voting. *(Please note that this is a variance*
20 *from the Book of Order in accordance to Article 7 of the Reunion Agreement in 1983).*

21
22 Business of the Meeting:

23
24 The Council of Presbytery shall be responsible for collecting and distributing in advance to all minister
25 members and Session Stated Clerks the arrangements for the meeting of Presbytery, a proposed docket,
26 reports and informative materials for the business.

27
28 Orientation to the Meeting:

29 The Stated Clerk and the General Presbyter shall lead a brief orientation for all ministers and elder
30 commissioners, especially those new to the Presbytery, on the practices, rules and business of the upcoming
31 meeting. This will normally happen immediately before the Call to Order and shall include the distribution
32 of these Standing Rules.

33
34 Meeting Docket:

35 The Stated Clerk shall present the Consent Agenda and move its adoption, together with the adoption of the
36 Docket for the meeting, which shall include any “orders of the day”, time-frames as appropriate, and an
37 order of business for the meeting.

38
39 New Business:

40 New Business can be offered by any ministers or elder commissioner to the meeting agenda as an
41 amendment to the docket. New Business is normally an item or matter which is not covered or referenced
42 by other business of the day, and is timely and appropriate for the consideration of that meeting of the
43 Presbytery. Sufficient copies of any New Business are to be made and distributed to the ministers and elder
44 commissioners by the party wishing to present New Business upon adoption of the docket as amended.

ADOPTED 9/11/2008 (Revised 10/27/2011)

1 Normally, New Business will be discussed and acted upon at the last end of the docket for the day, which
2 will allow ministers and elder commissioners time to reflect and prepare for any debate and action of the
3 Presbytery. An overture from a Session of the Presbytery is normally not considered New Business, and
4 normally is referred to the Bills and Overtures Committee or the Council or other appropriate committee or
5 division for their study and recommendation to the Presbytery.

6
7 General Rules of Parliamentary Procedure:

8 The meeting of the Presbytery is to be conducted decently and in order, with civil regard for the best
9 exchange of views and discernment among the ministers and elder commissioners. Robert's Rules of
10 Order, Newly Revised shall be the referenced guide, with the Moderator as the presiding officer.

11
12 General Rules of Decorum

- 13 • Always address your comments to the Moderator, not to the body or particular participants
- 14 • Avoid personal references to the comments or opinions of other participants in the meeting
- 15 • Know what you want to say and do before you seek to be recognized to speak
- 16 • Elder commissioners are especially encouraged to express their views in parity with ministers.
- 17 • Avoid corporate outbursts of positive or negative regard for an expressed opinion
- 18 • Seek the advice of the Moderator or Stated Clerk, if confused, by rising and seeking "A Point of
19 Clarification"

20
21 Specific Rules for Procedure

22
23 To Speak, Raise a Question or Make a Motion

- 24 1. Stand to be recognized by the Moderator;
- 25 2. Be recognized by the Moderator;
- 26 3. Give name, indicate minister or elder and congregation;
- 27 4. State your business before the governing body;
- 28 5. Refrain from speaking more than once if others wish to be heard.

29
30 Motions:

- 31 1. I move that...or I recommend that...etc.;
- 32 2. The maker of a motion has the privilege of the floor immediately following the seconding of the
33 action.
- 34 3. During debate, please indicate at the beginning whether you are speaking "for" or "against" the
35 motion or
- 36 4. If you are asking for information or clarification.

37
38 Seconding the Motion:

39 You need not wait to be recognized by the Moderator.

40
41 Items Not Needing a Second:

- 42 1. Recommendations from a committee or division.
- 43 2. Nominations.
- 44 3. A question of privilege.

1 4. A call for division in voting.
2

3 Amendments:

- 4 1. There may be only one amendment to a main motion pending at one time. This first
5 degree amendment may have only one amendment (second degree) pending at one time;
6 2. Amend by: insert,(words, paragraph), strike out (consecutive words, paragraph) or strike out and
7 insert (words) substitute (paragraph).
8 3. Once a motion has been amended, the motion as amended must then be voted on by the
9 Presbytery.

10
11 To Stop Debate and Order An Immediate Vote:

- 12 1. Stand to be recognized by the Moderator.
13 2. Move to call for the previous question (which requires a second).
14 3. A vote must be taken to determine whether the governing body is ready to stop debate.
15 4. A 2/3 vote is required to stop debate.

16
17 Tie Vote:

- 18 1. Motion is lost.
19 2. A member may request a second vote.
20

21 Desiring A Count:

22 Following a voice vote, any commissioner may call for a division of the house. A commissioner
23 does not need to wait to be recognized by the Moderator. A rising vote will be taken. If the
24 outcome is still inconclusive, the Moderator or the governing body may require a counted vote.
25

26 Point of Order:

- 27 1. A commissioner may question the Moderator as to whether the rules of the body are being
28 implemented:
29 2. A commissioner may appeal a decision by the Moderator.
30 3. To call for a point of order, stand and request a point of order.
31 4. Upon recognition by the Moderator, state your point.
32
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34 Question of Privilege:

- 35 1. Object - to get the attention of the Moderator at once; to ask a question; to attend to
36 some matter of business that cannot wait;
37 2. stand and indicate that you have a question of privilege;
38 3. upon recognition, state your question or concern.
39

40 Changes in Standing Rules:

41 Once these standing rules have been approved by the Presbytery of the Peaks, they will provide order for
42 Presbytery until different standing rules are presented by the Council to the Presbytery for approval by the
43 Presbytery.
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TITLE: *MODERATOR OF THE PRESBYTERY OF THE PEAKS*

PURPOSE: To “possess the authority necessary for preserving order and for conducting efficiently the business of the governing body””convene and adjourn the governing body in accordance with its own action”...”convene the governing body by written notice at a time and place different from that previously designated by the body.” (G-9.0202a)

ACCOUNTABILITY:
To the Presbytery as one of its elected officers on a one year term of office

- RESPONSIBILITIES:**
- A. Moderate the meetings of the Presbytery
 - B. Attend as a member, all meetings of the Presbytery Council
 - C. Review agendas of the meetings of Presbytery with the Stated Clerk, Chair of Presbytery Council, and General Presbyter as necessary and appropriate
 - D. Represent the Presbytery in official functions as necessary and appropriate
 - E. Utilize the Vice-Moderator of Presbytery as necessary and appropriate in delegating these responsibilities of the Moderator
 - F. Utilize the Stated Clerk for parliamentary advice and counsel
 - G. Appoint Task Forces, Special Committees or other personnel as needed and directed by the Presbytery
 - H. Attend and moderate ordinations and installations as requested and as time allows
 - I. Interpret actions and business to and of the meetings of the Presbytery
 - J. Set tone for each meeting of Presbytery and for the moderating year
 - K. Lead Presbytery by example, energy, insight, wisdom and humor
 - L. Advise Presbytery Worship Committee as needed, requested and appropriate
 - M. Nominate Treasurer Nominating Committee as needed
 - N. Nominate Stated Clerk Nominating Committee as needed

RELATIONSHIPS:
Related to the Presbytery as one of the elected officers. Related to other professional and support staff as advisor and as a colleague. Related as advisor to Sessions, divisions and committees in the Presbytery, as well as to Synod and General Assembly as appropriate.

TIME REQUIRED: To moderate quarterly meetings of the Presbytery .To attend quarterly meetings of Presbytery Council To attend other committees or gatherings as requested and time allows

EVALUATION:
Review of performance will be conducted by the Presbytery at the end of each meeting of the Presbytery by the evaluation forms available.

COMPENSATION:
This elected position will be a “volunteer,” but with adequate expenses provided for the performance of the assigned responsibilities

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TITLE: *STATED CLERK OF THE PRESBYTERY OF THE PEAKS* (Revised 7/24/2010)

PURPOSE:

To serve as an ecclesiastical officer of the governing body as set forth in the Book of Order, Articles of Agreement and Manual of Operations of the Presbytery

ACCOUNTABILITY:

Accountable to the Presbytery as an elected officer for a four year term

RESPONSIBILITIES:

A. Fulfill the responsibilities set forth in the Book of Order (G-9.0203, G-11-0407, D-11.0601e (2), D-11.0700)

B. Serve as an advisory member of the Presbytery Council, with particular responsibilities as a resource person and advisor interpreting communications from the Synod and General Assembly that impact the mission and ministry of the Presbytery of the Peaks.

C. Send communications which Presbytery desires to convey to Stated Clerks of Presbyteries, to the Stated Clerk of the Synod of Mid-Atlantic and other Synods, and to the Office of the General Assembly of the Presbyterian Church (U.S.A.), on behalf of the Presbytery of the Peaks

D. Refer any proposed changes to the constitution submitted by the General Assembly to the Bills and Overtures Committee.

E. Oversee the recording and editing of minutes of all meetings of the Presbytery of the Peaks, with distribution to all ministers, commissioners and other appropriate persons to be carried out by Presbytery’s office.

F. Offer opinions in the interpretation of the Book of Order and Robert’s Rules of Order when called upon to do so by individuals and bodies of the Presbytery

G. Present the agenda for each stated and called meeting of the Presbytery of the Peaks as prepared by the Presbytery Council

H. Recommend recording clerks to serve as needed during the meetings of Presbytery

I. Be regular in attendance at all meetings of Presbytery Council, Presbytery and Council Retreats.

RELATIONSHIPS:

Related to the professional staff of the Presbytery as colleagues. Related to the Moderator of Presbytery and Chair of Presbytery Council as advisor and consultant. Related to the appropriate designated support staff in the Presbytery Office as supervisor in the affairs of the Stated Clerk

TIME REQUIRED:

Up to ten (10) hours per week is expected. This will be included in the covenant between the person and the congregation, if a pastor.

EVALUATION:

There will be an annual performance review and evaluation of the person and the office by the Personnel Workgroup of the DOA in the same manner and frequency for professional staff positions in the Presbytery

ADOPTED 9/11/2008 (Revised 10/27/2011)

1 of the Peaks. Adequacy of compensation will be annually reviewed by the DOA. At the first meeting of
2 Presbytery in the final year of the term of office for the Stated Clerk, the Moderator of Presbytery will
3 nominate to the Presbytery a five (5) person Stated Clerk Nominating Committee for election. This
4 committee will conduct an extensive review of the office and Position Description of Stated Clerk and at
5 the last meeting of that year of the Presbytery, propose a Position Description and a nominee for the office
6 of Stated Clerk for Presbytery action.
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10 **TITLE:** *TREASURER OF THE PRESBYTERY OF THE PEAKS*

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12 **PURPOSE:** To provide integrity and accountability for the financial system of the Presbytery of the
13 Peaks
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15 **ACCOUNTABILITY:**

16 To the Presbytery through the Manual of Operations as a bonded, elected officer for a five-year term of
17 office.
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19 **RESPONSIBILITIES:**

- 20 A. Be one of the authorized signatures on checks and on all accounts held in the name of the Presbytery of
21 the Peaks.
22 B. Participate with the Bookkeeper/Office Manager in developing financial procedures for use in the
23 Presbytery and in evaluating financial alternatives.
24 C. Serve as a resource person in financial matters to the General Presbyter and through the General
25 Presbyter to other professional staff and to committees of Presbytery.
26 D. Complete other assignments related to the financial operation and management of the Presbytery as
27 directed by the General Presbyter.
28 E. Provide the Presbytery and the General Presbyter with financial information as needed for the
29 management of the work of the Presbytery Office and interpretation to the Presbytery.
30 F. Assist the General Presbyter in all matters related to the evaluation and performance of the
31 Bookkeeper/Office Manager.
32 G. Provide oversight for the timely completion of the annual financial audit.
33

34 **RELATIONSHIPS:**

35 Related to the Presbytery as one of the elected officers. Related to other professional and support staff as
36 advisor and as a colleague. Related as advisor to churches, divisions and committees in financial matters of
37 the Presbytery, particularly the Division of Administration and the Trustees.
38

39 **TIME REQUIRED:**

40 A total of five to ten hours per month spread over 3-4 work sessions at appropriate times during the
41 month.
42

43 **EVALUATION:**

44 At the first meeting of Presbytery in the final year of the term of office for the Treasurer, the Moderator of

ADOPTED 9/11/2008 (Revised 10/27/2011)

1 Presbytery will nominate to the Presbytery a five (5) person Treasurer Nominating Committee for election.
2 This committee will conduct a review of the term-of-office and Position Description of Treasurer and
3 propose an appropriate job description to the summer (2rd) meeting of Presbytery. Upon approval of the
4 job description, the committee will solicit and evaluate candidates, and at the last Presbytery meeting of
5 that year will provide a nominee for the office of Treasurer for Presbytery action.
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7 **COMPENSATION:**

8 This elected position will be a “volunteer,” but with adequate reimbursement of expenses provided for the
9 performance of the assigned responsibilities.
10