

SYNOD OF THE NORTHEAST PRESBYTERIAN CHURCH (U.S.A.) SYNOD STANDING RULES (Revised)

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SR 1.000 PREAMBLE - The Synod of the Northeast is governed by the Constitution of the Presbyterian Church (U.S.A.), the Synod By-Laws, the Synod Standing Rules, the Manual of Administrative Operations and the most recent edition of Robert's Rules of Order, with precedence granted in the order listed here.

SR 2.000 SYNOD ASSEMBLY

SR 2.100 Elections: Elections of members of the Synod Assembly shall ordinarily be completed no later than sixty (60) days prior to the Stated Meeting of the Synod Assembly. The Synod Assembly shall consist of two teaching elders, two ruling elders, and one young adult advisory delegate (age 17-22) elected as commissioners by each presbytery within the bounds of the Synod. Teaching and ruling elders have voice and vote. Young adult advisory delegates have voice but not vote. Presbyteries are encouraged to elect at least one Commissioner age thirty-five or under on the date the Synod Assembly convenes.

SR 2.101 Synod Presbyterian Women: Presbyterian Women in the Synod shall elect a representative to serve as a member at large to the Synod Assembly.

SR 2.102 Caucuses: Each racial-ethnic caucus recognized by the Synod Mission and Ministries Commission shall elect a representative to serve as a member at large to the Synod Assembly.

SR 2.103 Elections: Elections of Synod Presbyterian Women and Racial-ethnic representatives and their alternates shall ordinarily be completed no later than sixty (60) days prior to the Stated Meeting of the Synod Assembly.

SR 2.104 Terms: The term of commissioners, young adult advisory delegates, Presbyterian Women and Racial Ethnic Caucus members at large shall be two years,

commencing at their first Assembly meeting and continuing for all Stated and Called meetings until their successor's first meeting. Each presbytery, Racial Ethnic Caucus, and the Synod Presbyterian Women may also choose to elect an alternate who shall serve if a commissioner is unable to serve for a particular meeting or the remainder of his or her term. Members of the Synod Assembly are eligible for re-election at the discretion of the presbytery, Racial Ethnic Caucus or Presbyterian Women, for not more than three consecutive terms.

SR. 2.105 Contact information: Each presbytery Stated Clerk, Racial Ethnic Caucus Moderator and Presbyterian Women Moderator shall promptly transmit to the Synod Stated Clerk such contact and demographic information concerning commissioners, alternate commissioners and members at large as the Synod Stated Clerk shall require.

SR 2.200 Corresponding Members: The following persons shall be seated as corresponding members with voice but not vote: presbytery moderators; up to two leadership staff members designated by each of the presbyteries; members of the Synod Mission and Ministries Commission; and former Moderators of the Synod Assembly who continue to be members of congregations or presbyteries within the bounds of the Synod. The Synod Mission and Ministries Commission may invite other individuals to present themselves as corresponding members to be seated by vote of the Synod Assembly.

SR 2.201 Other Corresponding Members: The Synod Assembly may choose to seat other individuals as corresponding members.

SR 2.300 Stated Clerk Notification of Commissioner Election Process: The Synod Stated Clerk shall inform the presbyteries of their responsibility for nominating Commissioners to the Synod Assembly.

SR 2.400 Audits: The Synod Treasurer shall submit all financial records annually for a full professional audit and shall convey the reports of such audits to the Synod Assembly.

SR 2.500 Notice of Synod Assembly Meetings: Notice of all Stated Meetings of the Synod Assembly, including a tentative agenda, shall be given in writing to all commissioners, alternates, and corresponding members not fewer than thirty (30) days prior to each meeting.

SR 2.501 Agenda for the Meeting: The Synod Mission and Ministries Commission with the assistance of the Leadership Team shall recommend an agenda of business

for Stated Meetings of the Assembly for adoption by the Assembly. The agenda for Special Meetings shall be stated in the call for the meeting.

SR 2.600 Synod Assembly Meeting Expenses: All commissioners shall have their travel and room and board expenses paid by the Synod on a basis determined by the Synod Mission and Ministries Commission. Travel, lodging and meal expenses of leadership staff members designated by the presbyteries shall be borne by the presbyteries.

SR 2.700 Moderator Election: Any presbytery may nominate a candidate for Moderator-Elect of the Synod Assembly, not later than sixty (60) days prior to the Stated Meeting of the Synod Assembly. If there are no nominations from the presbyteries, the Synod Stated Clerk shall report that fact to the Leadership Team, which will nominate one or more candidates. Biographical materials shall be provided by the presbytery or Leadership Team and shall be transmitted to the commissioners, alternates, and corresponding members along with the notice of the meeting. Nominations may be made from the floor, as long as biographical information is provided for distribution to the members of the Synod Assembly.

SR 2.701 Questions Asked of Candidates: After nominations are closed, each candidate shall be afforded an opportunity to address the Synod Assembly, followed by questions.

SR 2.702 Election by Ballot: Election shall be by ballot, with a majority of those present being required for election. When there is only one candidate, the election may be accomplished by acclamation.

SR 2.703 Reimbursement of Moderatorial Expenses: Expenses incurred by the Moderator-elect, Moderator and Immediate Past Moderator in the performance of their duties on behalf of the Synod shall be paid from Synod funds as designated by the Synod Mission and Ministries Commission.

SR 3.000 SYNOD MISSION AND MINISTRIES COMMISSION

SR 3.100 Membership: In order to fulfill the Synod's value of diversity, the Leadership Team shall nominate to the Synod Assembly names of those to serve on the Synod Mission and Ministries Commission, in the following fashion: each presbytery shall be encouraged to nominate three persons of diverse backgrounds, from which the Leadership Team shall select one name to submit to the Synod Assembly. In addition, one-third of the presbyteries, on a rotating basis, shall directly elect a young adult

advisory delegate. Each racial-ethnic caucus and the Synod Presbyterian Women shall also directly elect a member at large.

SR 3.101 **Vacancies:** The Leadership Team shall monitor the roster of the Mission and Ministries Commission, and shall fill vacancies for the remainder of unexpired terms.

SR 3.200 **Responsibilities of the Mission and Ministries Commission:** The responsibilities of the Synod Mission and Ministries Commission are as follows:

SR 3.201 Determine the time, date and location for the next Synod Assembly meeting, including issuing a call for the meeting when appropriate.

SR 3.202 Exercise financial oversight of the Synod, including proposing a budget for the Synod Assembly approval.

SR 3.203 Receive and approve requests for funding from the Working Groups.

SR 3.204 Approve, manage, fund and dissolve Synod Networks.

SR 3.205 Act on behalf of the Synod between Stated Meetings of the Synod Assembly.

SR 3.206 Establish administrative commissions or other special committees or working groups as may be prudent and necessary.

SR 3.207 Report its actions to the Synod Assembly and submit its minutes for inclusion in the minutes of the Synod.

SR 3.208 Leadership Team: act on behalf of the Synod between Stated Meetings of the Synod Mission and Ministries Commission.

SR 3.209 Establish administrative commissions or other special committees or working groups as may be prudent or necessary.

SR 3.300 **Working Groups:** The work of the Synod Mission and Ministries Commission shall be supported by three Working Groups: the Mission Working Group, the Networks Working Group and the Administrative Working Group.

SR 3.301 **Working Group Conveners:** The Synod Mission and Ministries Commission Moderator shall appoint a person or persons from each working group to serve as its convener.

SR 3.400 Mission Working Group: The Mission Working Group is responsible for articulating the Synod's common mission in its various expressions, including diversity, emerging leaders, leadership, innovation, collegiate ministries and special projects.

SR 3.401 Mission Working Group Approval of Projects: The Mission Working Group shall receive requests for new projects and recommend creation/deferral/disapproval and a budget for each project recommended to the Synod Mission and Ministries Commission.

SR 3.500 Networks Working Group - The Networks Working Group shall develop and coordinate Networks, which are defined as groups of individuals, churches and/or presbyteries recognized by the Synod Mission and Ministries Commission and committed to gathering and working together with a common purpose that embodies the overall mission of the Synod.

SR 3.501 New Networks: The Networks Working Group shall receive requests for new Networks and shall recommend creation/deferral/disapproval and a budget for each network recommended to the Synod Mission and Ministries Commission.

SR 3.502 Managing Networks: The Networks Working Group shall coordinate existing Networks, including receiving annual reports, and shall make/submit recommendations to the Synod Mission and Ministries Commission changes in budget, biennial renewal, and in rare circumstances re-chartering of the Network.

SR 3.503 Relating to Networkers: The Networks Working Group shall assist Synod Networkers in supporting the Networks process and educating the Synod about Networks.

SR 3.600 Administrative Working Group: The Administrative Working Group is responsible for carrying out administrative functions of the Synod Mission and Ministries Commission with respect to areas such as finance, legal affairs, insurance, management of capital assets, advising commission members in carrying out their responsibilities as trustees, personnel, resourcing presbyteries in their governance responsibilities, sponsoring training events for presbyteries, facilitating cooperative relationships among presbyteries and fulfilling Constitutional requirements for representation and inclusivity.

SR 3.601 Administrative Working Group Specific Responsibilities: The Administrative Working Group shall have these specific responsibilities:

SR 3.602 Recommend investment policies for approval by the Synod Mission and Ministries Commission with review by the Synod Assembly;

SR 3.603 Supervise the receipt, distribution, and record keeping of the general finances of the Synod;

SR 3.604 Monitor the operating budget on a regular basis, including calling periodic meetings between the designated working group members and finance-related staff;

SR 3.605 Recommend policies through the Synod Mission and Ministries Commission affecting financial resources and management, including custodial funds;

SR 3.606 Coordinate the budgeting process of the Synod, which involves advance planning of area and activity budgets;

SR 3.607 Prepare and present biennially the line item operating budget for the subsequent two years to the Synod Assembly for approval, incorporating the budget requests of all relevant Synod units;

SR 3.608 Assure that the Synod has adequate property and liability insurance to protect its facilities, programs, staff, and elected and appointed leaders, and report thereon to the Synod Assembly and Synod Mission and Ministries Commission;

SR 3.609 Receive, review and act on all requests for loans and recommend policies affecting loans.

SR 3.610 Provide for personnel policy development, encourage professional development, oversee annual personnel reviews; and provide staff counseling services; propose Synod staff positions and position descriptions to the Synod Mission and Ministries Commission; carry out other functions as assigned to them by the Synod's Manual of Operations.

SR 3.611 Receive reports of the Committee on Representation and transmit them, along with recommendations for implementation, to the Mission and Ministries Commission, which in turn will share the full report of the Committee on Representation with the Synod Assembly.

SR 3.700 Committee on Representation Responsibilities: The Committee on Representation shall have the following responsibilities:

SR 3.701 Carry out the functions of a Committee on Representation as specified in the Constitution and in accordance with the Affirmative Action Plan of this Synod.

SR 3.702 Receive on behalf of the Synod annual reports of presbytery committees on representation and include a summary of these reports along with their report to the Administrative Working Group.

SR 3.703 Consult with presbyteries that have not achieved the Synod's goals for inclusiveness and advocate with the goal of fostering compliance.

SR 3.704 Administer the Robert Washington Fund including but not limited to review and approval of scholar and fellow applications and approval of programs to which scholars can apply.

SR 3.705 A minimum of six members from different presbyteries shall be nominated by the Leadership Team into two classes of three. Their terms shall be staggered. No one shall serve on the Committee on Representation for more than six consecutive years.

SR 3.800 The Synod Mission and Ministries Commission may select people with specific gifts and skills with voice but no vote to assist a working group, commission or committee for a specific task.

SR 3.900 Financial Provisions: The operating budget of the Synod shall be supported by the congregations and presbyteries by means of an annual per capita apportionment and mission support in accordance with the current mission funding system of the Synod. Other sources of revenue may be utilized.

SR 3.901 Fiscal Year: The fiscal year of the Synod shall be the same as the calendar year.

SR 4.000 PERSONNEL

SR 4.100 Synod Staff: The Synod shall employ staff in accordance with its Manual of Administrative Operations, which includes its Staffing Plan and Personnel Policies and Practices.

SR 4.200 Synod Leader: The Synod Leader shall strengthen relationships of trust and mutual understanding among presbyteries, congregations and leadership across the Synod; provide leadership for developing and implementing plans for the future of the Synod; and facilitate an ever-deepening sense of community as the Synod faithfully lives into its strategic values, mission and vision. The Synod Leader serves as Head of Staff.

SR 4.201 Temporary Synod Leader: In the event of a temporary or permanent

vacancy of the position designated as Synod Leader, the Stated Clerk shall act as Synod Leader until the Synod Mission and Ministries Commission has had an opportunity to name an interim Synod Leader or the Synod Assembly is able to elect a replacement.

SR 4.300 Stated Clerk: In addition to those duties specified in the Bylaws, the Stated Clerk shall perform the following duties:

SR 4.301 Synod Minutes: The Stated Clerk shall have the authority to make minimal edits to the minutes of the Synod. The Stated Clerk shall provide for publication and distribution of the minutes of the Synod Assembly, communicating the minutes to: commissioners, members at large, and corresponding members of the preceding and succeeding sessions of the Synod Assembly; members of the Synod Mission and Ministries Commission; members of other Synod commissions, committees and working groups; Presbytery leadership staff; the Office of the General Assembly; the Presbyterian Historical Society; theological institutions related to the Presbyterian Church (U.S.A.); and others who may request copies.

SR 4.302 Presbytery Minutes Review: The Stated Clerk shall receive minutes of the presbyteries sent for review in accordance with the Book of Order, and shall convene a working group of stated clerks to review and approve presbytery minutes, reporting the results of each presbytery's review to the stated clerk of that presbytery, as well as a summary report to the Synod Mission and Ministries Commission and the Synod Assembly.

SR 4.400 Search Committees and Election: When a vacancy occurs in the position of Synod Leader or Stated Clerk, the Synod Mission and Ministries Commission shall form a Search Committee with no more than one member from a particular presbytery. The Search Committee so chosen shall be convened by the Moderator of the Synod Assembly and shall elect its own moderator and organize itself as it may determine. The Committee shall conduct an open search process before bringing a nomination to the Synod Assembly through the Synod Mission and Ministries Commission for election.

SR 4.500 Other Staff: The Synod Mission and Ministries Commission shall develop such additional staff positions as may be necessary, within the parameters of the Synod's budget.