STANDING RULES OF THE SAMPLE PRESBYTERY

OF THE PRESBYTERIAN CHURCH IN AMERICA

1. NAME AND COMPOSITION

1.1. Name

The name of this body shall be The Sample Presbytery (the "Presbytery").

1.2. Composition

Membership in Sample Presbytery shall consist of all the Teaching Elders and Churches within its geographic bounds (as defined by the General Assembly of the Presbyterian Church in America) that have been accepted by Presbytery (*BCO* 13-1).

2. GOVERNMENT

2.1. The Constitution Defined

The Constitution of the Presbytery shall be the constitution of the PCA as defined in the *Book of Church Order* (*BCO*) Preface, III.

2.2. General Rules

Such rules for the Church courts as may be adopted and amended by the General Assembly of the Presbyterian Church in America, together with these Standing Rules, shall govern the procedure of the Sample Presbytery.

2.3. Parliamentary Procedure

The rules contained in the current edition of *Roberts Rules of Order* shall be the parliamentary authority governing the Presbytery, provided they are not inconsistent with the Constitution of the Presbyterian Church in America or any standing rules the Presbytery may adopt.

2.4. Suspension of Standing Rules

Any section of the Standing Rules other than Section 2.1 and Section 2.2 concerning Church courts may be suspended by two-thirds (2/3) of the members present and voting.

2.5. Amendments

Amendments to these Standing Rules other than Section 2.1 and Section 2.2 concerning Church courts may be made by two-thirds (2/3) of the members present and voting at two consecutive stated meetings.

3. MEETINGS

3.1. Stated Meetings
Presbytery shall hold four (4) stated meetings a year on the second Tuesday of February and August, and the third Saturday of May and November.

3.2. Adjourned Meetings
Adjourned meetings of stated meetings may be held as deemed necessary. Matters permissible for consideration shall be those that would have been permissible at the meeting of which this is an adjourned meeting.

3.3. Called Meetings
Special Called meetings shall be in accord with *BCO* 13-12.

3.4. Quorum
The quorum for all meetings shall be in accord with *BCO* 13-4.

3.5. Attendance
Unless honorably retired, declared infirm, or permitted to labor outside the geographical bounds of Presbytery, all Teaching Elders are expected to attend all meetings of Sample Presbytery. All Sessions are expected to be represented at all meetings by duly appointed Ruling Elder(s) at all meetings of Presbytery.

When providentially hindered from attending, Teaching Elders and Sessions are expected to request Presbytery to excuse him, stating his reason for non-attendance. Requests for excusal shall be made through the Stated Clerk.

Valid reasons for excusal include:

1. Immediate need for pastoral care: illness, funeral, crisis counseling, and weddings.
2. Personal or family illness.
3. Business demands.
4. On Sabbatical.

3.6. Executive Session
When Presbytery enters executive session, all installed Ruling Elders of member Churches may remain seated for the session.

3.7. Electronic Meetings
a. A stated or called meeting of the Presbytery may be conducted by electronic means only under extraordinary circumstances, as determined by the Executive Committee ("EC").
b. Extraordinary circumstances are circumstances which would be very likely to prohibit the safe and/or legal travel to or from the meeting, and/or attendance at the meeting. These circumstances may include, but are not limited to, severe weather or severe health concerns from communicable diseases.
c. Any electronic meeting shall be conducted in a manner consistent with the most recent edition of *Robert's Rules*.

d. The following shall not be permitted by electronic conference: the examination or cross-examination of witnesses, the deliberation of guilt or innocence, or the deliberation of a censure in a case with process.
e. The moderator shall ensure that the identity of all speakers is clear, and that all normal business may be conducted (including points of order, etc.).
f. All deliberative bodies must be either electronic or in person. Mixed-format meetings are not permitted.
g. Any meeting of a commission or committee may be conducted electronically in a manner consistent with the most recent edition of *Robert's Rules*.

4. OFFICERS

4.1. Moderator

A Moderator shall be elected annually at the November stated meeting for a term beginning at the next stated meeting and shall serve until his successor takes office. In the event he cannot fulfill his duties, the last person to serve as Moderator shall assume the position until the next stated meeting.

The Moderator shall serve in accordance with *BCO* 10-3 and has all the authority necessary for the preservation of order and for the proper and expeditious conduct of all business before the court according to the *Book of Church Order* and *Robert's Rules of Order*.

4.2. Stated Clerk

A Stated Clerk shall be elected by the Presbytery at the November meeting for a term of three years, beginning at the next stated meeting. He may succeed himself in future elections if so approved by the Presbytery. The responsibilities of the Stated Clerk shall be in accord with *BCO* 10-4, 13-10 and 11, and:

1. to maintain the rolls of the Presbytery
2. to take full and complete minutes of the proceedings of the Presbytery and to transcribe them in the permanent record of Presbytery after they are approved
3. to maintain a permanent record of the Standing Rules
4. to prepare a proposed docket for each meeting in cooperation with the Moderator
5. to distribute the call and proposed docket to the membership at least two weeks prior to the meeting
6. to receive all communications and refer them to the appropriate committees of Presbytery
7. to promptly communicate special orders of Presbytery
8. to sign and issue the official orders of Presbytery
9. to receive and process the annual statistics of Presbytery to the Stated Clerk of the General Assembly
10. to prepare a proposed annual budget for the Presbytery in cooperation with the Treasurer
11. to serve as Parliamentarian of Presbytery

4.3. Recording Clerk

A Recording Clerk shall be elected annually at the November meeting for a term beginning at the next stated meeting. He may succeed himself in future elections if so approved by the Presbytery.

The responsibilities of the Recording Clerk shall be to assist the Stated Clerk in recording and transcribing minutes and other mutually agreeable tasks.

4.4. Treasurer

A Treasurer shall be elected by the Presbytery at the November meeting for a term of three years, beginning at the next stated meeting. He may succeed himself in future elections if so approved by the Presbytery. The responsibilities of the Treasurer shall be:

1. to receive, record, and acknowledge all funds contributed to the Presbytery
2. to disburse funds at the direction of the Presbytery
3. to present a report of all receipts, expenditures and current assets of the Presbytery at each stated meeting
4. to present his books to Presbytery for audit annually
5. to work with the Stated Clerk to prepare a proposed annual budget for the Presbytery prior to the distribution of the call to the stated meeting in November

4.5. Trustees

The Trustees of the Presbytery shall be as defined in the Bylaws.

5. COMMITTEES

5.1. Permanent Committees

The permanent committees of the Presbytery are:

1. Executive Committee (EC)
2. Candidates, Credentials, and Interns Committee (CCI)
3. Mission to North America Committee (MNA)
4. Mission to the World Committee (MTW)
5. Committee on Review of Sessional Records (CRSR)
6. Shepherding Committee (SC)

5.2. Executive Committee (EC)

The Executive Committee shall consist of the officers of the Presbytery and is chaired by the Moderator. It exists for the purpose of handling the administrative duties of the Presbytery, including directing the Stated Clerk in the performance of his duties, assisting and advising the Moderator in the performance of his duties, and erecting ad-hoc committees as necessary for the work of Presbytery (including investigative committees under *BCO* 31-2).

5.3. Candidates, Credentials, and Interns Committee (CCI)

The Candidates, Credentials, and Interns Committee shall consist of three (3) Teaching Elders and three (3) Ruling Elders. Quorum shall be two (2) TEs and two (2) REs. The CCI Committee exists for the purpose of bringing all matters to presbytery related to candidates, ministerial credentials, and internships. These elders will serve three-year terms in three classes.

5.4. Mission to North America Committee (MNA)

The Mission to North America Committee shall consist of seven (7) Elders (Teaching or Ruling), The MNA Committee exists for the purpose of extending the Kingdom of God within the bounds

of the Sample Presbytery through 1) recruitment of church planters; 2) new church site development; 3) church revitalization; and 4) the development of college ministry.

5.5. Mission to the World Committee (MTW)

The Mission to the World Committee shall consist of three (3) Teaching Elders and three (3) Ruling Elders serving three-year terms in three classes. The MTW Committee exists for the purpose of bringing all matters to presbytery related to world missions.

5.6. Committee on Review of Sessional Records (CRSR)

The Committee on Review of Sessional Records shall consist of the Stated Clerk, the Recording Clerk, and four (4) additional Elders (Teaching or Ruling) serving three-year terms in three classes. The CRSR exists for the purpose of exercising general review and control through reviewing the records of all Sessions within Presbytery's bounds (*BCO* 40).

5.7. Shepherding Committee (SC)

The Shepherding Committee shall consist of three (3) Teaching Elders and three (3) Ruling Elders serving three-year terms in three classes. The SC exists for the purpose of providing pastoral care to all elders of presbytery and assist them in resolving interpersonal conflicts.

5.8. Membership

Unless otherwise stated, committee members serve three-year terms in three classes.

5.8. Quorum

Unless otherwise stated, a quorum of a committee shall consist of the majority of the members.

5.8. Electronic Meetings

Committee and Commission meetings may be held electronically or allow for electronic attendance. The following restrictions and provisions apply:

1. The technology for the meeting should at least allow for simultaneous communication but preferably allow for:
    - every participant to see and hear other
    - simultaneous aural communication
    - means of obtaining the floor
    - means for raising a point of order
    - means to vote
2. Parliamentary procedures for an electronic setting should be defined and communicated ahead of the meeting (e.g. voting procedure and how a participant shall seek the floor).
3. No action should be deemed invalid on the grounds of lack of participation by an attendant due to the loss of, or poor quality of the electronic connection as long as a quorum is maintained.

6. AD-INTERIM COMMITEES AND COMMISSIONS

6.1. Establishment

The Presbytery may establish Ad-Interim Committees at any time. Commissions may be erected by the Presbytery pursuant to *BCO* 15-1, 2.

6.2. Membership

Each commission shall consist of at least three TEs and three REs. Unless by specific action of the Presbytery, the Executive Committee shall appoint the members of ad-interim committees, and Presbytery shall appoint the members of commissions.

6.3. Quorum

Unless otherwise specified, a quorum of a committee shall be a majority of the members, and a quorum for a commission shall be two (2) TEs and two (2) REs.