

**APPENDIX D**  
**POLICIES AND PROCEDURES OF**  
**THE COMMITTEE ON NOMINATIONS**

**A. Commissioners to the General Assembly**

1. Commissioners and alternate commissioners to the General Assembly shall be nominated and elected at the November stated meeting of the Presbytery. The Committee on Nominations shall present nominations to the Presbytery in accordance with the provisions listed below.
2. The Vice Moderator shall attend the General Assembly as an observer and Interpreter with expenses borne by the Presbytery, and shall serve as moderator of the delegates. If he or she is unable to attend, the delegation shall elect a moderator from among its number.
3. Minister Commissioners
  - a. In selecting nominees the Committee shall consider service to the Presbytery and its churches and agencies, attendance or representation at the stated meetings of the Presbytery, and the issues to be considered by the General Assembly.
  - b. Preference will be given to those who have never attended as commissioners. Commissioners shall be nominated by fair representation of all racial/ethnic groups, both sexes, diverse ages, and those with disabilities, facilitated by rotation. For this purpose the Stated Clerk shall provide the Committee on Nominations with an accurate roll of ministers on the rotation list. A minister's position on the rotation list shall be determined by the following guidelines, using the latest applicable date:
    - (1) ordination date;
    - (2) date of transfer to the Presbyterian Church (U.S.A.);
    - (3) date of last attendance as a commissioner to the General Assembly;
    - (4) if a tie exists, date of entrance into the Presbytery shall prevail.
  - c. Other requirements that shall affect eligibility of ministers for nomination are:
    - (1) membership in the Presbytery at least one year before nomination; and
    - (2) attending at least four of the stated meetings of the Presbytery in the previous calendar year (or in the case of a minister whose employment makes attendance at Presbytery meetings impossible, the committee may consider active involvement in a Presbytery committee during at least one of the three years prior

to nomination or service as a fraternal worker or military chaplain).

- (3) At the time of presenting nominations to the Presbytery the Committee on Nominations shall also provide a list of any names by-passed in rotation because of failure to meet the above requirements. The Presbytery may grant a minister excuse from the above requirements for one year, and failing to meet the requirements in the following year shall be placed at the bottom of the rotation list.
4. Elder Commissioners: The Committee on Nominations selects and nominates one elder commissioner and one alternate elder commissioner, paying special attention to representational diversity. The remaining elder commissioners and alternate commissioners shall be nominated by rotation from the churches. For this purpose the Stated Clerk shall provide the Committee on Nominations an accurate roll of church positions on the rotation list.
  - a. A church's position on the rotation list shall be determined by the following:
    - (1) last attendance of an elder as a commissioner from that church at the General Assembly; and
    - (2) date of organization as a member church of the Presbytery.
  - b. The church shall have been represented at the Presbytery by a commissioner at a minimum of four stated Presbytery meetings the preceding calendar year or shall have submitted valid reasons for excuse from stated meetings.
  - c. At the time of presenting nominations to the Presbytery, the Committee on Nominations shall also provide a list of any churches by-passed in rotation because of failure to meet the above requirements. A church may be granted an excuse by the Presbytery from the above requirements for one year, and if the church fails to meet the requirements in the following year its name shall be placed at the bottom of the rotation list.
5. All those elected as commissioners to the General Assembly are expected to attend the meeting of the governing body, and all those elected as alternate commissioners are expected to remain in readiness in case they must be called upon to replace commissioners who are unable to attend. The Stated Clerk shall notify all commissioners and alternate commissioners of their election, and shall secure in writing a statement of their willingness to serve not later than thirty days prior to the convening of the General Assembly. If a church whose turn has come to be represented by an elder at the General

Assembly fails or is unable to provide an elder nominee for commissioner or alternate commissioner, or if a commissioner or alternate commissioner finds it impossible to attend, the clerk of session, in the case of a church, or the commissioner or alternate commissioner shall notify the Stated Clerk of the Presbytery in writing, giving the reasons. The Committee on Nominations shall decide whether the reasons stated are sufficient for an excuse. If they are sufficient, the commissioner or alternate commissioner shall, in the case of a minister commissioner nominated by rotation, shall have the opportunity of being nominated to be a commissioner to the General Assembly in the following year; in the case of a church or of an elder commissioner from a church nominated by rotation, the church he or she was to represent shall have the opportunity of naming him or her or someone else from among the elders for nomination in the following year. If an alternate minister commissioner nominated by rotation does not request to be excused and is not called to be a commissioner, he or she shall have the opportunity of being nominated to be a commissioner to the General Assembly in the following year. If an alternate elder commissioner nominated by a church does not request to be excused and is not called to be a commissioner, her or his church shall have the opportunity of naming her or him or someone else from among the elders to be a commissioner to the General Assembly in the following year. The opportunities set forth in this Section e to be nominated in the following year shall be contingent upon the minister or church remaining eligible pursuant to Section 1.c.iii.(2) or 1.d.ii, as appropriate, and upon the requirement of representational diversity in Section 1.c.ii.

6. When a commissioner or alternate commissioner is unable to attend the General Assembly, he or she shall be replaced by an alternate commissioner in the order in which the names of the alternates appear on the list of those elected; provided that the Committee on Nominations may make exceptions to the order if it is necessary to obtain proper representation.
7. When a minister, regardless of his or her reasons, twice declines the opportunity to attend the General Assembly as a commissioner or as an alternate commissioner, his or her name shall be placed at the bottom of the rotation list. If a church twice either fails to nominate an elder commissioner or its nominated elder commissioner declines to attend, it shall also be placed at the bottom of the rotation list.
8. A Presbytery Executive Staff member shall attend the General Assembly each year. In those years when no member of the Presbytery Executive Staff is to attend as a commissioner, one shall attend as an observer at Presbytery expense.
9. The Vice Moderator or a moderator elected by the delegation in her or his

absence shall arrange for a report on the General Assembly to the Presbytery at the next stated meeting of the Presbytery following the General Assembly.

10. The Stated Clerk, in cooperation with the moderator, shall arrange for a meeting of the commissioners at least a month prior to the General Assembly at which time all matters relating to procedure at the General Assembly shall be reviewed.

**B. Commissioners to the Synod** The members of the Synod, known as commissioners, shall be elected by the Presbytery at its November stated meeting for two-year terms. Commissioners may be re-elected for an additional two-year term. Each commissioner's term shall coincide with the calendar year. Each commissioner shall be elected by the Presbytery to a particular Synod committee as determined by the Synod recommendation. The terms on the committee or unit shall coincide with the term as commissioner.

1. The Presbyterian Church (U.S.A.), the Synod of the Trinity, and the Presbytery of Philadelphia are committed to and shall give full expression to the rich diversity within its membership. Representation criteria shall be used such as male and female, age, and current or previous service to the Synod and the Presbytery. Of the number of commissioners over four, two-thirds shall be racial/ethnic persons.
2. The travel allowances for commissioners to the Synod shall be determined by the Council and placed in the Ecclesiastical Expense Budget.
3. The Presbytery Moderator, upon the election of the delegation for its two-year term, shall appoint a coordinator of the delegation for its meetings of the Synod in Session, and shall arrange for one minister and one elder to report on the meetings of the Synod at the June or November stated meetings.