

### 3. PRESBYTERY COMMITTEES - RULES GENERALLY APPLICABLE

- 3.1 **Committees of the Presbytery** Much of the work of the Presbytery is done by standing committees and teams (including for this purpose the Committee on Mission Oversight, and the Permanent Judicial Commission). The rules in this Section 3 are generally applicable to all standing committees of the Presbytery, unless otherwise specifically stated in these Bylaws.
- 3.2 **Members** Each committee of the Presbytery shall have a designated maximum number of members (which number shall include the committee moderator) who shall be nominated and elected as set forth in Section 3.3. Each committee shall have as nearly as possible an equal number of minister and lay members. The lay members of the following committees shall be ordained elders of the Presbyterian Church (U.S.A.):
- Committee on Bills and Overtures;
  - Committee on Mission Oversight, its Committees and Task Forces;
  - Committee on Ministry;
  - Permanent Judicial Commission; and
  - Committee on Preparation for Ministry.
- 3.3 **Nomination and Election of Committee Members and Moderators** Members and moderators of all committees shall be nominated by the Committee on Nominations, except the following:
- The moderator of the Financial Management Committee, who shall also be President of the Trustees of the Presbytery and shall be elected by that committee from among its members for a one-year term, with notice to the Committee on Nominations;
- The moderator of the Permanent Judicial Commission shall be elected by that Commission;
- a. The term of office for committee members shall begin on September 1 and end on August 31 and shall be elected at the July Stated Meeting of Presbytery except the members of the Financial Management Committee, the Kirkwood Board of Directors, and the Board of Philadelphia Presbytery Homes and Services for the Aging, Inc. The terms of office for the members of these committees shall coincide with the calendar year and shall be nominated and elected at the November Stated Meeting of Presbytery. Members shall be elected in three classes, with each class having a three-year term, except as otherwise stated in these Bylaws. Each class shall

be as nearly equal in number as possible, with as nearly equal numbers of ministers and laypersons as possible.

- b. The Committee on Nominations shall nominate persons to fill vacancies on any committee whose members it is responsible for nominating. Persons nominated by the Committee on Nominations to serve on committees of the Presbytery shall be reported at a stated meeting of the Presbytery, and, following an opportunity for other nominations from the floor, shall be elected by majority vote of the Presbytery.
- c. In any month when the Presbytery does not have a stated meeting and the Committee on Mission Oversight does meet, the Committee on Nominations shall report its nominees to the Committee on Mission Oversight, and any nominee elected by a two-thirds vote of those present and voting of the Committee on Mission Oversight shall become a member of the committee for which he or she was nominated; provided that the names of such nominees be reported to the Presbytery at its next stated meeting. Any nominee not elected by a two-thirds vote of those present and voting of the Committee on Mission Oversight shall, if the Committee on Nominations so chooses, be nominated at the next stated meeting of the Presbytery. (*Approved November 30, 2010*)

### 3.4 **Eligibility**

- a. Except as set forth in Section 4.6, committee members shall not be eligible for re-election after serving two full terms until at least one year shall have elapsed. A person filling an unexpired term may be elected for additional terms so long as the aggregate number of years served on the committee does not exceed six years total.
- b. A committee moderator shall be a member of the committee and shall be eligible to serve as moderator for no longer than her or his remaining term on the committee or for such shorter term as the Presbytery shall designate. A person serving on a committee may be elected as moderator of the same committee. No person shall be elected moderator of more than one committee.
- c. No person shall be elected to more than two committees. When nominating a person to a second committee, the Committee on Nominations should pay special attention to the time required and the ability of a person to bear more than one responsibility. Nominations should not be made to two committees with a high demand for time.

### 3.5 **Meetings**

- a. Each committee shall, if feasible, establish a schedule of the day, time, and place of its regular meetings, and shall communicate such schedule by notice to all members, with a copy to the Stated Clerk. Each committee shall have at least one regular meeting each year. The meeting schedules of each committee, as communicated to the Stated Clerk, are as shown in Appendix A to these Bylaws.
- b. A special meeting of any committee may be called on at least ten days written notice by the moderator or chair.
- c. Notice may be given by United States mail, postage prepaid, by confirmed telecopier (fax) message, or by e-mail to an address supplied by the member being notified. Notice shall be deemed given when placed in the United States mail, or when sent in the case of telecopier or e-mail notice.

### 3.6 **Quorum**

- a. A quorum for a regular meeting of each committee other than the Committee on Ministry shall be one-third of its members.
- b. A quorum for any meeting of the Committee on Ministry or any special meeting of any committee shall be more than one-half of its members.
- c. For purposes of determining a quorum, the number of members of a committee shall be the number authorized by these Bylaws, regardless of how many members are actually serving on a committee.

3.7 **Voting by Committee Members** Each member of the committee shall have one vote on all matters coming before the committee for vote. Voting by proxy is not permitted. (*Approved November 20, 2010*)

3.8 **Attendance of Committee Members** Failure of a member of any Presbytery committee to attend three successive meetings without excuse shall be sufficient reason for the moderator of the committee, after notice to and reasonable consultation with the member in question, to request the committee responsible for nominating members of that committee to nominate a replacement. Requests for excused absence should be communicated to the moderator of the committee or to its secretary.

3.9 **Resignation as a Committee Member** A committee member who wishes to resign shall communicate her or his resignation in writing to the committee moderator, with a copy to the Stated Clerk. Resignation shall be effective immediately when communicated in this manner.

- 3.10 **Committee Review** Each committee shall review annually its responsibilities as set forth in the Bylaws. This review shall include an orientation for the newly elected members and the setting of the committee's objectives for carrying out its particular tasks in the total mission of the Presbytery. Each committee moderator shall report annually to the Committee on Mission Oversight, on a schedule set by the Committee on Mission Oversight, that this annual review and orientation meeting has been held and shall submit the list of objectives adopted by the committee.
- 3.11 **Co-Opted Members** Any committee may co-opt persons with special competencies to an advisory position. They shall have voice but not vote. Co-opted members may never number more than one-half the elected members on any committee. Care should be taken with co-option to preserve the proper representation and distribution throughout the Presbytery.
- 3.12 **Conflicts of Interest** Each committee of Presbytery shall annually sensitize its members about potential conflicts of interest. A committee member (a) whose church or organization is receiving money from the Presbytery, the Synod, or the General Assembly or (b) who is personally involved in, or is a close relative of a person involved in, or has any economic interest in, a matter coming before the committee shall abstain from voting on, and shall, after being provided an opportunity to give the committee such information as he or she may have on the matter, absent herself or himself from any discussion of, any matter affecting such church or organization or her or his personal, family, or economic interest.
- 3.13 **Staff Support of Committees** Members of the Presbytery Executive Staff provide support to the committees of Presbytery. These assignments are made by the Executive Presbyter in consultation with the Personnel Committee, and are subject to change from time to time as committee needs and staff expertise change. Current staff assignments are as set forth in Appendix B to these Bylaws.