

III. Bylaws of the Presbytery of Carlisle

Adopted June 25, 2002, Amended September 25, 2007, Amended November 15, 2011, Amended September 23, 2014, Amended December 6, 2016, Amended May 28, 2019

Article I - Name

The name of this presbytery is Presbytery of Carlisle. This presbytery is constitutionally related to the Synod of the Trinity and the Presbyterian Church (U.S.A.).

Article II - Mission Statement

The Presbytery of Carlisle exists to support our congregations for faithful service to God in the name of Jesus Christ.

Article III - Guiding Principles

The Presbytery of Carlisle is a service community which:

- ◆ Supports congregations in addressing their needs and opportunities and by increasing resources, information and training for mission and ministry.
- ◆ Seeks to create dialogue in which congregations and presbytery actively talk to and listen to each other and respond to one another.
- ◆ Promotes a relationship among congregations and the presbytery that is collegial and collaborative in ministry.

Article IV - Officers

Officers

1. Moderator and Vice-Moderator.

- a. Term of Office. The moderator and vice-moderator shall be elected at the December stated meeting of the presbytery to serve one year only and shall assume office immediately following the service of installation at the February stated meeting of the presbytery.
- b. Responsibilities. The moderator shall exercise all functions of moderators as specified in the *Book of Order*, the most recent edition of *Robert's Rules of Order* and these bylaws. The moderator shall preside at the meetings of the presbytery and shall appoint all special and temporary committees that may seem expedient upon the authorization of the presbytery. The vice-moderator shall assume all responsibilities of the moderator in the event of the temporary absence of the moderator. In the event the moderator should be unable to fulfill his or her responsibilities for two or more consecutive stated meetings of the presbytery, the Nominating Committee shall nominate a former moderator to be elected by the presbytery to complete the unexpired term of the moderator.

2. Stated Clerk

- a. Term of Office. The stated clerk shall be elected to serve for five years or until a successor is elected and the term of office shall begin January 1 without restriction on the number of terms.
- b. Responsibilities. The stated clerk shall fulfill the duties outlined in the *Book of Order* and in these bylaws. The presbytery shall provide a detailed position description for the stated clerk which shall be maintained with the Personnel Policies of the Presbytery of Carlisle.

3. **Parliamentarian**

- a. **Term of Office.** The parliamentarian shall be elected to serve for one year and the term of office shall begin January 1 without restriction on the number of terms. The stated clerk shall nominate a candidate for parliamentarian at the December stated meeting of the presbytery.
- b. **Responsibilities.** The parliamentarian shall counsel the presbytery during its meetings, that they be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases when the *Constitution of the Presbyterian Church (U.S.A.)* provides otherwise; then the provisions of the *Constitution of the Presbyterian Church (U.S.A.)* shall prevail.

4. **Permanent Clerk**

- a. **Term of Office.** The permanent clerk shall be elected to serve for one year and the term of office shall begin January 1 without restriction on the number of terms. The stated clerk shall nominate a candidate for permanent clerk at the December stated meeting of the presbytery.
- b. **Responsibilities.** The permanent clerk shall keep a record of all business transacted at each stated meeting of the presbytery, deliver such record to the stated clerk at the close of each stated meeting or shortly thereafter and serve as acting stated clerk in the absence of the stated clerk.

5. **Temporary Clerk**

- a. **Term of Office.** The temporary clerk shall be appointed for each stated meeting of the presbytery by the permanent clerk. The appointment shall be reported through the stated clerk.
- b. **Responsibilities.** The temporary clerk shall assist the permanent clerk in keeping a record of all business transacted by the presbytery, assist the stated clerk and perform any other duties of assistance that the presbytery shall direct.

6. **Treasurer**

- a. **Term of Office.** The treasurer shall be elected to serve for five years or until a successor is elected and the term of office shall begin January 1 without restriction on the number of terms.
- b. **Responsibilities.** The treasurer shall be responsible for receiving the moneys of the presbytery and disbursing the same as directed by the presbytery. The treasurer shall present in writing at each February stated meeting of the presbytery, a report of receipts and disbursements during the preceding year. The Administration Committee shall provide for the audit of the same which shall be reported annually to the presbytery. The treasurer shall work with and be assisted by the Administration Committee (trustees) and the bookkeeper, and be an ex officio member of the Administration Committee with voice but without vote.

7. **Executive Presbyter**

- a. **Calling.**
 - (1) When a vacancy occurs in the office of executive presbyter, the presbytery shall elect a special nominating committee of an equal number of ministers and elders (both men and women), which shall choose a chair from its own members. This special nominating committee shall be nominated by the Coordinating Council. The committee shall begin its work by consulting the synod committee responsible for personnel. The special nominating committee shall comply with the *Book of Order*. When the committee is prepared to present a nomination, together with the terms of call, it shall consult with the synod committee responsible for personnel before making its report to the presbytery.
 - (2) The presbytery shall vote by secret ballot and nominations from the floor are not permitted. If two-thirds of those present at a regularly called meeting of the presbytery vote in favor of the person nominated, a call shall be issued by the presbytery. If the person elected accepts the call, provision shall be made by the Coordinating Council for his or her installation.
 - (3) The executive presbyter shall be elected for an indefinite term of office.
- b. **Responsibilities.** The executive presbyter shall be the administrator of the presbytery, accountable to the presbytery for the implementation of decisions and matters of

presbytery strategy, program and resources; provide staff services for the presbytery's agencies and committees; and serve as moderator of the Coordinating Council. The presbytery shall provide a position description for the executive presbyter which shall be maintained with the Personnel Policies of the Presbytery of Carlisle.

- B. **Ballot Election** The officers shall be elected by ballot unless there is only one candidate for an office, in which case there may be a voice vote. The executive presbyter shall be elected as described in IV. A. 7. of these bylaws. The temporary clerk shall be appointed.
- C. **Limitations** All persons nominated for an office shall be eligible for membership in the presbytery and no one shall hold more than one office at a time except for the office of parliamentarian.

Article V - Meetings

A. **Stated Meetings**

1. Four stated meetings of the presbytery shall be held each year, on the fourth Tuesday of February, the fourth Tuesday of May, the fourth Tuesday of September, and the first Tuesday of December at times and places determined by the presbytery. The presbytery may change a meeting date to avoid conflict with a meeting of a more inclusive governing body, i.e., Synod of the Trinity/General Assembly of the Presbyterian Church (U.S.A.).
2. At least ten days in advance of each stated meeting of the presbytery, the stated clerk shall make available the proposed docket and such other items as determined by the Coordinating Council. The order of business on the docket shall be recommended by the Coordinating Council and approved by the presbytery for each stated meeting.

B. **Special Meetings**

1. Special meetings of the presbytery may be called in conformity with the *Book of Order*. No business other than that listed in the notice of the special meeting shall be transacted.
2. At least ten days in advance of each special meeting of the presbytery, the stated clerk shall distribute the notice of the meeting and any accompanying materials.

C. **Quorum.**

The quorum for any meeting of the presbytery shall be any three ~~minister~~ Teaching Elder members and the Ruling Elder members present, providing that at least three churches are represented by Ruling Elders.

D. **Eligible Voters.**

Teaching Elder members of the presbytery who are active members or members-at-large are eligible voters. In addition to Ruling Elder commissioners elected by their sessions, each Ruling Elder elected to be (a) an officer of the presbytery, (b) chair of a committee, (c) member of the Coordinating Council, (d) a Commissioned Ruling Elder (e) interim executive presbyter, or (f) moderator of Presbyterian Women in the Presbytery of Carlisle shall be enrolled as a member of the presbytery for their term of service, whether or not commissioned by their session. In order to attend to an imbalance of ministers and elders who are entitled to vote at presbytery meetings (in accordance with G-3.0301), all Ruling Elders, who are in the Commissioned Ruling Elder training program or who have completed the Commissioned Ruling Elder training program are designated to have voice and vote at presbytery meetings. This privilege shall include participation in the deliberation and work of the presbytery by attendance, voice and vote at all meetings of the presbytery. Any person elected to a position named in the second sentence of this section, who is not an Ruling Elder, shall be an ex-officio member of the presbytery with voice but without vote. Certified Christian educators, who are employed full time by a church in the Presbytery of Carlisle, and who are also ordained Ruling Elders, are granted vote as well as voice at meetings of the presbytery.

E. **Open Meeting Policy.**

The presbytery shall conduct its meetings in accordance with its Open Meeting Policy. The policy shall be maintained in the Leadership Handbook.

Article VI - Committees and other Entities

- A. **Permanent Entities.** The permanent entities of the presbytery shall be Coordinating Council, Committee on Representation, Commission on Ministry, Committee on Preparation for Ministry, Nominating Committee, Permanent Judicial Commission, Administration Committee, Camp Krislund Committee, Education Committee, Mission Advocacy Committee, New Church Development Committee, and Strengthening Our Congregations Committee. The Coordinating Council shall have members designated by their position and additional at-large members.
- B. **Election.**
1. The presbytery shall elect committees and other entities in conformity with the *Book of Order*. The chair and other members of permanent committees and the additional at-large members of the Coordinating Council shall be elected by the presbytery at the December stated meeting and their term shall begin the following January 1. Vacancies may be filled at the meeting of the presbytery following the occurrence of the vacancy. No chair or other member of a permanent committee or an additional at-large member of the Coordinating Council shall be elected for a term of more than three years nor shall they serve consecutive terms, full or partial, aggregating more than six years. A chair or other member of a permanent committee or an additional at-large member of the Coordinating Council, having served a total of six years, shall be ineligible for re-election to that permanent entity for a period of at least one year.
 2. The members of the Permanent Judicial Commission shall be elected by the presbytery at the December stated meeting and their term shall begin the following January 1. The members of the Permanent Judicial Commission shall be elected in accordance with the *Book of Order*.
 3. Nominations shall be made by the Nominating Committee, except that nominations to the Nominating Committee shall be made by the Coordinating Council. Nominations may be made from the floor providing the consent of the proposed nominee has been obtained prior to the nomination.
- C. **Additional Members.** Any permanent committee may add additional consulting or co-opted members to its committee who may meet and participate in the discussions, program and the work of the committee without vote. Sub-committees shall report through the permanent committee of which they are a part. No co-opted member of a committee shall be chair of a sub-committee.
- D. **Administrative Commissions and Other Entities.** The presbytery shall create administrative commissions or appoint other entities when necessary, which shall be subject to the provisions of the *Constitution of the Presbyterian Church (U.S.A.)* and the acts by which they are created. The membership of an administrative commission shall be not fewer than seven members, with not more than one of its Ruling Elder members from any one of the presbytery's constituent churches. An administrative commission to ordain ministers of the Word and Sacrament and to install them in permanent pastoral relations may number five persons with not more than one of the Ruling Elders from any one church.
- E. **Elected Representatives.** Whenever the presbytery elects representatives to any board, association, corporation or other group with which it is affiliated, such representatives, notwithstanding any provisions of the by-laws of such group, shall not serve for a term of more than three years nor shall they serve consecutive terms, full or partial, aggregating more than six years without the lapse of at least one year prior to further service.
- F. **Quorum.** Unless otherwise specified in these bylaws or the standing rules for an entity, the quorum for any meeting of a committee or other entity shall be one-third of its membership or two clergy and two lay persons from different churches, whichever is the lesser number.
- G. **Action to be Taken.** Committees and other entities are expected to take action within their purview and report the action to the presbytery, however, they shall insure that their proposed actions are coordinated properly with all interested parties and shall exchange representatives among themselves when appropriate to promote coordination on matters of mutual concern.

- H. **Attendance.** Regular and punctual attendance at meetings and active participation in the work of a committee or other entity is expected of all its members. If an individual is absent from three consecutive meetings without excuse, the chair may request that the individual resign and be replaced.
- I. **Standing Rules.** The presbytery shall establish and maintain standing rules for the Coordinating Council, Permanent Judicial Commission, and permanent presbytery committees, excluding the Nominating Committee. These rules shall include but not be limited to, the mission statement, membership and tasks of the entity.
- J. **Electronic Meetings.** Electronic meetings of the Standing Committees of Carlisle Presbytery (Administration Committee, Coordinating Council, Commission on Ministry, Mission Advocacy Committee, Education Committee, Strengthening our Congregations Committee, Committee on Preparation for Ministry and Nominating Committee) may take place with the following conditions:
1. The Chairperson of the specific committee shall have the authority to call such a meeting. The reason/rationale for calling an electronic meeting must be communicated to the members of the specific committee. If any member of the committee objects, the electronic meeting shall not take place.
 2. All Electronic Meetings shall use technology (such as SKYPE or FACETIME) that allows for simultaneous visual and aural communications among all participating members and/or guests equivalent to those of meetings held in one room.
 3. All votes on motions shall be by Roll Call. Simultaneous voice votes are not permitted.
 4. Minutes shall be taken and shall indicate that an electronic meeting took place. The minutes shall be distributed to all members of the committee after the meeting.

K. **Voting by E-mail.** The Chairperson of the specific Standing Committees of Carlisle Presbytery (see Item “J” above) may call for an e-mail vote on an issue, using sound judgement as to the nature of the issue. Those issues deemed as controversial shall not be voted on by e-mail. If any member of the specific committee objects to voting on the specific issue by e-mail, no e-mail vote shall take place. All e-mail votes are to be taken using the following procedure:

1. The Chairperson shall send an e-mail to each member of the committee advising them of the issue and ask for a vote by e-mail by using “reply all” on their computer.
2. The Chair shall set a deadline for receiving votes. If a member of the committee votes after the deadline, it shall not be counted. The vote total must be at least equal to the quorum for meetings established by the committee.
3. Once the Chairperson has tallied the votes, he/she shall advise, by e-mail, the outcome to all the members of the committee.
4. At the next regularly stated meeting of the committee, the minutes of the meeting shall reflect that an e-mail vote was taken on the specific issue and record the results.

Article VII - Nominating Committee

- A. **Mission Statement.** The Nominating Committee will nominate to the presbytery the names of capable people who are willing to serve in leadership positions in the presbytery and who are within the membership of the Presbytery of Carlisle.
- B. **Membership.** The committee shall consist of six people; two ministers, two female elders and two male elders; who are knowledgeable of active church members and ministers in the presbytery and the fields of their special interests and abilities; are willing to ask people to serve; and understand presbytery’s “style” as outlined in the guiding principles.
- C. **Tasks.** The Nominating Committee shall:

1. Conform to the relevant provisions of the *Book of Order*, G-2.0104, G-3.0103 and G-3.0111. Submit nominations for vacancies occurring as the result of terms expiring and for those vacancies which occur other than by the expiration of a term.
2. Be responsible for making nominations for the following: moderator and vice-moderator, the chair and other members of the committees of the presbytery except the Nominating Committee per the *Book of Order* G-9.0801b, members of the Permanent Judicial Commission, additional at-large members of the Coordinating Council, stated clerk, treasurer, representative on the Board of Presbyterian Homes, Inc., youth advisory delegate and commissioners to General Assembly, youth advisory delegate and commissioners to synod. Work as directed by the Coordinating Council to recruit people to serve on action teams and ministry initiative teams.
3. Work as directed by the Coordinating Council to recruit people to serve on actions teams and ministry initiative teams.

Article VIII - Commissioners

Process for Nominating and Electing Teaching and Ruling Elders as General Assembly (GA) Commissioners from the Presbytery of Carlisle.

A. PREAMBLE

The Presbytery of Carlisle is fully committed to our participation in the meetings of the GA. We seek to prayerfully elect Commissioners who will serve with energy, intelligence, imagination, and love.

B. PRINCIPLES

1. Applications for GA Commissioners shall be reviewed by the Nominating Committee and nominees for Commissioners and Alternates shall be presented for consideration at the December meeting of the Presbytery that occurs in the year immediately preceding the GA meeting.
2. Only those Teaching and Ruling Elders who are active in the life of the Presbytery of Carlisle and its member churches as defined below shall be nominated.
3. All GA Commissioners are expected to be fully engaged in learning how the GA process works, reading advance materials, and actively participating in your assigned committee and all plenary sessions.
4. Commissioners shall interpret and communicate the actions of the GA back to the Presbytery at a regularly stated meeting of the Presbytery and be available for interpretation to individual congregations.
5. Alternates for Teaching Elder and Ruling Elder Commissioners will not be guaranteed to be the primary commissioner to the next GA, but will be eligible to re-apply to be considered in the next nominating process.

C. TEACHING ELDERS

1. Teaching Elders seeking to serve as a Commissioner from the Presbytery of Carlisle to GA shall submit an application to the Nominating Committee. The application shall indicate:
 - a. The length of time the applicant has been a member of the Presbytery of Carlisle.
 - b. The date of his or her ordination or acceptance into Presbyterian Church (USA).
 - c. The length of time since he or she served as a GA Commissioner for any presbytery.
2. Application for Teaching Elder Commissioner to GA can be made provided that the following criteria are met.
 - a. The applicant is a member in good standing of the Presbytery of Carlisle.
 - b. The applicant has been a member of the Presbytery of Carlisle for a minimum of five (5) years at the date of application.

- c. The applicant has not been a Teaching Elder Commissioner to GA from either the Presbytery of Carlisle or another presbytery in the two (2) previous meetings of the GA.
 - d. The applicant can demonstrate active membership in the Presbytery, preferably including attendance at six (6) of the last eight (8) stated meetings of the Presbytery that occurred before June 30th of the year prior to the next GA.
 - e. The applicant has been endorsed either by the session she/he moderates, or any session if the Teaching Elder member does not moderate a session, or by any standing committee of the Presbytery.
 - f. The applicant completes the application provided by the Nominating Committee of the Presbytery of Carlisle and submits the application by June 30th of the year prior to the GA.
3. The Nominating Committee shall consider the information provided on the Applications and select two (2) Teaching Elders to be designated nominees for Commissioner and two (2) Teaching Elders to be designated nominees for Alternate Commissioner. At least one of the Teaching Elders nominated for Commissioner and Alternate Commissioner shall be serving in an installed pastoral position.
 4. The individuals who submitted applications shall be notified of the recommendation of the Nominating Committee by September 30th of the year prior to the GA.
 5. At the December stated meeting of the Presbytery, which occurs in the year immediately preceding the GA meeting, the Nominating Committee shall submit the nominations for Teaching Elder Commissioners and Alternates for election.

D. RULING ELDERS

1. Ruling Elders seeking to serve as a Commissioner from the Presbytery of Carlisle to GA shall submit an application to the Nominating Committee. The application shall indicate:
 - a. The length of time the applicant has been a member of their Presbyterian Church (USA) congregation.
 - b. The date of his or her ordination as a Ruling Elder.
 - c. The length of time since he or she served as a GA Commissioner for any presbytery.
2. Application for Ruling Elder Commissioner to GA can be made provided that the following criteria are met:
 - a. The applicant has been an active member of a congregation in the Presbytery of Carlisle for a minimum of five (5) years at the date of application.
 - b. The congregation to which the applicant belongs has not sent a Ruling Elder Commissioner to GA in the two (2) previous meetings.
 - c. The applicant can demonstrate active participation in the Presbytery, preferably including official attendance at two (2) of the last eight (8) stated meetings of the Presbytery that occurred before June 30th of the year prior to the next GA.
 - d. The church where they are an active member preferably must have been represented by at least one (1) Ruling Elder Commissioner at six (6) of the last (8) stated meetings of the Presbytery that occurred before June 30th of the year prior to the next GA.
 - e. The applicant has been endorsed by her/his session.
 - f. The applicant completes the application provided by the Nominating Committee of the Presbytery of Carlisle and submits the application by June 30th of the year prior to the GA.
3. The Nominating Committee shall consider the information provided on the Applications and select two (2) Ruling Elders to be designated nominees for Commissioner and two (2) Ruling Elders to be designated nominees for Alternate Commissioner.
4. The individuals who submitted applications shall be notified of the recommendation of the Nominating Committee by September 30th of the year prior to the GA.

5. At the December stated meeting of the Presbytery, which occurs in the year immediately preceding the GA meeting, the Nominating Committee shall submit the nominations for Ruling Elder Commissioners and Alternates for election.
6. At the December stated meeting of the presbytery the Nominating Committee shall submit nominations for members of the synod, known as commissioners. It shall strive for an appropriate representation among the commissioners in the same way it would when securing members for presbytery committees, noting criteria such as male and female, age, racial ethnicity, and current or previous service to the synod. Synod commissioners shall be elected in sufficient numbers to meet the requirements of the Synod of the Trinity.

E. Lack of Applications

In the event an insufficient number of applications are received for either Ruling or Teaching Elder Commissioners by the deadline established by the committee, the Nominating Committee will seek to recruit and nominate candidates they believe best suited to serve as commissioners

Article IX - Rules of Order

The *Constitution of the Presbyterian Church (U.S.A.)*, these bylaws, standing rules adopted by the presbytery, and the most recent edition of *Robert's Rules of Order* shall govern the proceedings of the Presbytery of Carlisle. These bylaws cannot be suspended.

Article X - Amendments

These bylaws may be amended by a two-thirds vote of those members present and voting at any stated meeting of the presbytery when the complete substance of such action has been proposed in writing at the previous meeting of the presbytery and due notice of the proposed action has been given to each member of the presbytery and with the provision that such action does not conflict with the *Constitution of the Presbyterian Church (U.S.A.)*.