

### III. Bylaws of the Presbytery of Carlisle

#### 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 last stated meeting of the calendar year to serve one year only and shall assume office immediately following the service of installation at the first stated meeting of the following calendar year.
- 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, Article IX. 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 a three-year term, without restriction on the number of terms.
- b. **Responsibilities.** The stated clerk shall fulfill the duties outlined in the *Book of Order* and in the detailed position description for the stated clerk maintained with the Personnel Policies of the Presbytery of Carlisle. The stated clerk shall counsel the presbytery on parliamentary procedure during its meetings, in accordance with Article IX, below.

## 3. **Recording Clerk**

- a. **Term of Office.** The recording 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 recording clerk at the last stated meeting of the calendar year.
- b. **Responsibilities.** The recording 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.

## 4. **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) the bookkeeper and be an ex officio member of the Administration Committee with voice but without vote.

## 5. **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.

### **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.

### **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.

## Article V - Meetings

### **A. Stated Meetings**

1. The Presbytery shall hold at least 4 meetings a year, ordinarily one in each quarter. The Coordinating Council shall ordinarily set the dates, times, and locations of the meetings for the coming year by the last Stated Meeting of the current year. The Coordinating Council may change the date, time, and / or location of a particular stated meeting, if needed, and shall ordinarily inform the Presbytery of any change at least 60 Days prior to the meeting date. 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 a 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. The presbytery shall elect committees, commissions and other entities in conformity with the Book of Order. Through this structure, the presbytery fulfills its responsibility for governance and witness, for the pastoral care, empowerment and transformation of congregations and members of the presbytery, and for the cultivation of discipleship expressed through the activity of God in the world. The particular form of the presbytery's structure will vary, according to the needs of the congregations and their mission with their neighbors.

Annually (ordinarily by June) the Coordinating Council shall establish the structural elements to be filled by the Nominating Committee in the coming year. The mission, membership, tasks and basic characteristics desired for each committee, commission or entity shall be described in the Standing Rules for Entities, with changes adopted by the Coordinating Council.

**B. Election.**

1. The chair and members of committees and at-large members of the Coordinating Council shall be elected by the presbytery at the last stated meeting of the calendar year 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 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 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 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 committee may add additional consulting or co-opted members who may meet and participate in the work of the committee without vote. Committees may work as a whole or may establish sub-committees or working groups, which shall report through the committee of which they are a part.

**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 composed of ruling elders and Ministers of Word and Sacrament in numbers as nearly equal as possible and sufficient to accomplish their work (G-3.0109b(6)). An administrative commission to ordain and/or install ministers of the Word and Sacrament to permanent pastoral relationships shall number no fewer than five persons and not more than seven, with not more than one Ruling Elder 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. These rules shall include but not be limited to, the mission statement, membership, and tasks on the entity.

J. **Electronic Meetings.**

1. The presbytery may meet by electronic means if all minister members and ruling elder commissioners have reasonable notice of the electronic meeting and the ability to discuss, deliberate, discern the will of God, and vote on business items. The quorum for such a meeting is three minister members and three ruling elder commissioners from three different congregations. All Electronic Meetings shall use technology that allows for simultaneous visual and/or aural communications, with clear instructions that allow all to vote. Minutes shall be taken and distributed in the usual manner and shall indicate that the meeting took place electronically.
2. Committees, commissions and/or other entities of the presbytery are likewise permitted to meet by electronic means, when called by the chair authorized to convene the meeting.

K. **Voting by E-mail.** The Chairperson of the specific Standing Committees of the Presbytery of Carlisle may call for an e-mail vote on a matter, using sound judgment as to the nature of the matter. Those matters deemed as complicated or controversial shall not be voted on by e-mail. If any member of the specific committee objects to voting 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 matter and asking for a vote by e-mail by using “reply all.”
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.

- 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.

#### Article VIII - Commissioners to the General Assembly

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.

The Presbytery of Carlisle shall elect commissioners to the General Assembly in accordance with Book of Order (G-3.0501), the Standing Rules of the General Assembly and the Standing Rules of the Presbytery of Carlisle.

The Nominating Committee of the presbytery shall receive and review applications from Teaching Elders and Ruling Elders desiring to serve as General Assembly commissioners and from young adults desiring to serve as advisory delegates and shall present nominees for commissioners, alternates, and Young Adult Advisory Delegates to the presbytery for approval.

Nominees to be elected shall be limited to the number of vacancies to be filled. Nominations from the floor shall not be considered.

#### 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.)*.

Bylaws Adopted June 25, 2002, Amended September 25, 2007, Amended November 15, 2011, Amended September 23, 2014, Amended December 6, 2016, Amended May 28, 2019, Amended September 24, 2019, Amended September 25, 2021.

### **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. In submitting nominations for commissioners to the Synod, the Nominating Committee shall strive for appropriate representation among the commissioners in the same way it would when securing members for presbytery committees, noting criteria such as gender, age, race, ethnicity, ministry setting, and current or previous service to the synod. Commissioners shall be elected in conformance with the current the requirements of the Synod of the Trinity.
  - 4 Work as directed by the Coordinating Council to recruit people to serve on actions teams and ministry initiative teams.

### **PROCESS FOR NOMINATING AND ELECTING TEACHING AND RULING ELDERS AS GENERAL ASSEMBLY (GA) COMMISSIONERS**



1. The presbytery shall elect commissioners in sufficient time to permit the list of commissioners to be delivered to the Stated Clerk of the General Assembly 180 days (or as directed) prior to the convening of the session of the General Assembly to which they are commissioned. Applications shall be reviewed by the Nominating Committee and nominees for Commissioners and Alternates, shall be presented for consideration at a meeting of the Presbytery that occurs prior to the date set by GA for receiving commissioners.
2. Only Teaching and Ruling Elders who are active in the life of the Presbytery of Carlisle and its member churches shall be nominated.
3. All applicants shall agree to be fully engaged in preparation, including learning how the GA process works, attending orientation sessions, becoming familiar with the technology to be used, and reading advance materials, in order to be able to actively participate in all assembly responsibilities.
4. Those elected as commissioners shall agree to interpret and communicate the actions of the GA back to the Presbytery, ordinarily at a 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.
6. Application forms from Teaching Elders and Ruling Elders may be submitted by self-referral, by identification of a Session, by recommendation of a presbytery entity, or by solicitation of the Nominating Committee.

## **APPLICATION PROCESS AND CRITERIA FOR TEACHING ELDERS**

1. Teaching Elders seeking to be considered shall submit an application to the Nominating Committee, according to the deadline established by the Nominating Committee. The application shall include:
  - a. Date the applicant was received as a member of the Presbytery of Carlisle.
  - b. Date of his or her ordination as a Minister of Word and Sacrament of the PCUSA
  - c. Date(s) of previous attendance at a General Assembly, and in what capacity, whether for Carlisle Presbytery or any presbytery.
2. Applications for Teaching Elder Commissioners shall also meet the following criteria:
  - a. The applicant is member in good standing of the Presbytery of Carlisle. In the application, applicants will describe their active membership in the presbytery.
  - b. The applicant is endorsed either by the session she/he moderates, or any session within the presbytery if the Teaching Elder member does not moderate a session, or by any standing committee of the Presbytery.

## **APPLICATION PROCESS AND CRITERIA FOR 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, according to the deadline established by the Nominating Committee. The application shall indicate:
  - a. Date the applicant was received into membership of a PCUSA congregation.
  - b. Date of his or her ordination as a Ruling Elder.
  - c. Date(s) of previous GA meetings attended and the capacity in which the applicant attended, whether for Carlisle Presbytery or any presbytery.
2. Applications for Ruling Elder Commissioners shall address the following criteria:
  - a. The applicant shall be an active member of a congregation in the Presbytery of Carlisle and endorsed by the Session. In the application, applicants shall describe their active membership in the congregation.
  - b. In the application, applicants will describe their participation in the presbytery, including attendance at presbytery meetings.

## **GUIDELINES FOR THE NOMINATING COMMITTEE**

1. The Nominating Committee shall consider the information provided on the Applications and select the appropriate number of Teaching Elders and Ruling Elders to be elected as Commissioners and Alternates by the presbytery. Per G-3.0501
2. All individuals who submitted applications shall be notified of the recommendation of the Nominating Committee prior to its report to the presbytery.
3. The Nominating Committee shall strive for appropriate representation among the commissioners in the same way it would when securing members for presbytery committees, noting criteria such as gender, age, race, ethnicity and ministry setting.