

STANDING RULES

A. GENERAL

SRA1: Election to the Council, Units, Committees and Trustees of the Presbytery shall be to a three-year term, or to the remainder of an unexpired term.

SRA2: Unless otherwise stated, members shall be limited to serving two consecutive terms, up to a maximum of six years.

SRA3: Unit, Committee and Trustee membership shall be divided into three classes, as equal as possible, with each person serving a three year term except where initial classes of one and two year terms are necessary to establish regular rotation.

SRA4: Elections will normally take place at the May meeting of the Presbytery, with those people elected taking office at the close of the June meeting:

- (a) Election of all unit and committee chairs shall take place at the March meeting of presbytery. These persons shall take office following the June meeting of presbytery.
- (b) Election of all unit and committee members shall take place at the May meeting of presbytery. These persons shall assume membership in their respective unit or committee following the June meeting of presbytery.
- (c) The June meeting of units and committees shall include newly elected members of units and committees (without vote) and retiring members (with vote).
- (d) Nominating Committee may fill vacancies at anytime.

SRA5: Nominations to each Unit, Committee, Council and Trustees shall include both lay and clergy, and reflect the diversity of the membership of the presbytery.

SRA6: All presbytery chairs shall be limited to one three year term. Persons filling the unexpired term of a predecessor will be eligible for election to a full term as Chair.

SRA7: The Nominating Committee shall consult with the Chair and Vice Chair of Council before nominating persons to chair any of the Committees or Units.

SRA8: All nominations to the Council, Units, Committees and Trustees of the Presbytery shall be through the Presbytery Nominating Committee, except for the Nominating Committee.

SRA9: The Nominating Committee shall consult with the Chair of each Program Unit before nominating persons to serve on that Unit.

The Nominating Committee shall consult with the Committee on Representation at least annually.

SRA10: Members elected to a Unit, Committee, Team and Council shall serve until the expiration of their term, death or resignation. If they have at least three unexcused absences from the group to which they are elected it may be assumed that they have resigned from membership of that group and may

be replaced by the Nominating Committee.

SRA11: Council has the authority to remove a chair of any committee.

SRA12: A Special Nominating Committee of three persons shall be nominated by the Council and elected by the Presbytery for the purpose of nominating persons to serve on the Nominating Committee. At the May meeting of the Presbytery this Special Nominating Committee shall nominate to the Presbytery candidates to serve on the Presbytery Nominating Committee. This Special Nominating Committee shall also nominate to the Presbytery the Chair and Vice-Chair of the Nominating Committee. The persons elected shall take office at the close of the May meeting of Presbytery.

SRA13: Every resident minister shall be required to serve within a unit, team, commission, committee or Council of Presbytery, unless within first year of serving a church.

B. MODERATOR AND VICE-MODERATOR OF THE PRESBYTERY

Reference: Bylaws Article X

SRB1: The Nominating Committee shall nominate persons to serve as Moderator and as Vice- Moderator at the January Stated meeting.

SRB2: The elections for Moderator and Vice-Moderator shall take place at the same meeting that the nominations are made.

SRB3: The Moderator-elect and the Vice-Moderator-elect shall take office upon their installation at the June Presbytery meeting and shall serve a one year term or until a successor is elected.

SRB4: In a General Assembly Year, the election of the Moderator and Vice Moderator to be installed at the June presbytery meeting shall at the same time be elected as commissioners of the Presbytery to the meeting of the biannual General Assembly for the year in which they are elected.

SRB5: The retiring Moderator shall lead worship and preach at the Stated Meeting in June. There shall be the celebration of the Sacrament of the Lord's Supper and the installation of the Moderator-elect and Vice Moderator-elect.

SRB6: The retiring Moderator shall serve for one additional year as a voting member of Council and will head a committee of at-large members whose focus will be networking, opportunities and pastoral care of the Presbytery clergy.

SRB7: The Moderator of Presbytery, in consultation with the Chair of the Council and the Stated Clerk, shall have the authority to appoint a commissioner(s) to Synod or General Assembly in the event that the Presbytery has exhausted its list of elected alternates to replace the Presbytery commissioners to Synod or General Assembly and there is not sufficient time to call a special Presbytery meeting.

SRB8: The Moderator of Presbytery, in consultation with the Executive Presbyter, the Chair of the Committee on Ministry and the Stated Clerk, shall be permitted to appoint members of a Special Disciplinary Committee and an Administrative Commission between Presbytery meetings should the need arise. The names of persons so appointed shall be presented for approval at the next Presbytery meeting.

C. COUNCIL MEMBERSHIP

Reference: Bylaws Articles II & X; Standing Rules K

SRC1: At the Stated Meeting in May the Nominating Committee of the Presbytery shall nominate persons to be Council Chair, Vice-Chair, at-large members, Synod commissioner and Youth representative.

SRC2: The elections for Council Chair, Vice-Chair at-large members, Synod commissioner and Youth representative shall take place at the same meeting that the nominations are made.

SRC3: The members of the Council (with vote, unless otherwise noted) shall include:

A. Elected by Presbytery (with voice and vote):

1. Council Chair;
2. Council Vice-Chair;
3. Three members-at-large, elected to balance the number of ministers and elders and reflect and the racial and ethnic diversity of the Presbytery;
4. A Commissioner (current) to Synod Assembly;
5. Youth representative.

B. Serving ex officio, with voice and vote:

1. Chair of Evangelism & Church Vitality Unit;
2. Chair of Education & Discipleship Unit;
3. Chair of Committee on Ministry;
4. Chair of Outreach & Social Concerns Unit;
5. Chair of Committee on Preparation for Ministry;
6. Chair of Nominating Committee;
7. Chair of Personnel Committee;
8. Current Moderator of Presbytery;
9. Current Vice-Moderator of Presbytery;
10. Immediate Past-Moderator of Presbytery;
11. General Assembly Council Representative (if any);
12. Chair of Committee on Representation;
13. President of Trustees.

C. Representatives elected by other presbytery bodies (with voice and vote):

1. Presbyterian Women Representative;
2. Representative of Disaster Response Commission;

D. Serving ex officio, with voice and without vote)

1. Stated Clerk
2. Executive Presbyter
- 3.. Treasurer
4. Chair of Financial Development Committee;
- 5.. Administrative Assistant to Stated Clerk

SRC4: The Council Chair-elect and the Vice-Chair-elect shall take office at the close of the June Presbytery meeting and shall serve a three-year term.

SRC5: The Chair of Council shall report to the Presbytery the actions and recommendations of the Council; make appointments for the Council except those reserved by the Book of Order or this Manual of Administrative Operations to the Presbytery Moderator, serve as ex-officio member, without vote, of all Council Committees and/or Task Groups; and perform such other duties as the Council or Presbytery may from time to time assign.

SRC6: In the event of the resignation or death of the Chair of Council or upon removal of the Chair from membership in the governing body, the Vice-Chair of Council shall serve as Chair during the unexpired term of the deceased or removed member and shall be eligible to serve two full terms as elected Chair.

SRC7: Council members whose service arises from office (Unit Chairs, Moderator, etc.) are eligible for election as Council Chair, Vice-Chair and at-large members or because of an office without regard to the six-year restriction.

SRC8: Email Voting Procedures

1. The Council Chair, Stated Clerk, and the Unit or Committee Chair (with jurisdiction over the subject matter involved) shall prepare and transmit to each member of Council an email message which includes
 - (a) Information which, in their opinion, is sufficient for members of the Council to decide the matter under question,
 - (b) A specific motion for consideration,
 - (c) Notice that members of the Council may request that the matter be held over for a teleconference or meeting, and
 - (d) A deadline for responding, which deadline shall not be sooner than 72 hours from the time of the initial message.
2. When responding to email messages regarding a matter to be decided by these Email Voting Procedures, members of the Council are requested to “respond to all” council members.
3. In the event that three or more members of Council request that the matter be held over for consideration by teleconference or meeting, the matter may not be decided by Email Voting Procedures.
4. In the event that fewer than three members of Council request that the matter be held over, the matter may be decided by these Email Voting Procedures, provided that the number of members of the Council voting on the matter would constitute a quorum at a regularly scheduled meeting.
5. In response to an initial email message proposing that a matter be decided by Email Voting Procedures, members of the Council may include comments and questions in addition to their vote. Members may change a prior vote, providing that the deadline set forth in the initial email message has not expired.
4. A motion considered by these Email Voting Procedures will be approved if two-thirds (2/3) of those voting on a matter vote in the affirmative..

5. At the conclusion of any use of these Email Voting Procedures, the Chair of Council, Stated Clerk, and Unit or Committee Chair shall cause an email report of the final vote to be transmitted to the members of Council and the resolution of the matter shall be recorded in the Minutes of the next regularly scheduled meeting of the Council.

D. STATED CLERK

Reference: Bylaws Article X

- SRD1: The Stated Clerk shall normally be elected at the May Stated Meeting of the Presbytery upon nomination by the Nominating Committee. The election shall take place by ballot.
- SRD2: The Stated Clerk shall normally take office at the close of the June Presbytery meeting.
- SRD3: The Stated Clerk shall normally be elected to three-year terms.
- SRD4: The Stated Clerk shall be eligible for re-election to an indefinite number of terms.
- SRD5: The Stated Clerk shall be responsible for taking and publishing the minutes of the Presbytery as well as preserving all official records and shall annually advise the churches of their per capita apportionment.
- SRD6: The Stated Clerk shall recommend a proposed docket for Presbytery meetings to the Council.
- SRD7: The Stated Clerk shall take the minutes of Council meetings.
- SRD8: The Chair of Council may, in the absence or disability of the Stated Clerk, appoint a clerk pro tem from among the Presbytery membership.

E. EXECUTIVE PRESBYTER

Reference: Bylaws Article XI

- SRE1: The Executive Presbyter shall be elected at a Stated Meeting of the Presbytery. The election shall take place by ballot.
- SRE2: The Executive Presbyter shall normally be elected for an indefinite number of years.
- SRE3: The Executive Presbyter shall be guided by this Manual of Administrative Operations adopted by Presbytery to work with and through persons to accomplish goals which involve developing leadership, planning, communicating, organizing, budgeting, supervising, and evaluating as described in G-9.0401.

F. TREASURER

Reference: Bylaws Article X

- SRF1: The Treasurer shall normally be elected at the May Stated Meeting of the Presbytery upon nomination by the Nominating Committee. The election shall take place by ballot.

- SRF2: The Treasurer shall normally take office at the close of the June Presbytery meeting.
- SRF3: The Treasurer shall normally be elected to a three-year term.
- SRF4: The Treasurer shall be eligible for re-election to an indefinite number of terms.
- SRF5: The Treasurer shall work with the Administrator (both of whom shall be bonded) in administering all funds collected for Presbytery purposes. depositing the same in banking institutions approved and authorized by the Presbytery, and in accounts bearing the name of the Presbytery of Elizabeth.
- SRF6: The Treasurer shall pay all bills incurred within the approved budget of Presbytery and authorized by the persons responsible, and such other expenditures as are specially authorized by Presbytery.
- SRF7: The Treasurer shall produce a monthly financial report and shall present such a report to each meeting of Council.
- SRF8: The Treasurer shall receive the per capita apportionments from the churches and advise the Council of any churches delinquent in their payment.
- SRF9: At each March Presbytery meeting the Treasurer shall report to the Presbytery all receipts and disbursements for the previous calendar year, and at that meeting shall place the records and accounts of the fiscal year, January 1 to December 31, in the hands of the Financial Development Committee for annual audit, said audit to be presented to the May meeting of Presbytery.

G. OTHER POSITIONS

Reference: Bylaws Article X

- SRG1: The Presbytery Attorney shall perform such professional legal services as shall from time to time be requested by the Presbytery, the Trustees of Presbytery, the Council, the Executive Presbyter or the Stated Clerk.
- SRG2: All matters shall be referred to the Presbytery Attorney through the Stated Clerk or the Executive Presbyter.
- SRG3: The Presbytery shall pay fees for legal services rendered, billed by the attorney and as approved by the Council.
- SRG4: The Presbytery Attorney shall not be expected to perform legal services for particular churches, unless by separate agreement and retainer by that church and the attorney.
- SRG5: Temporary Clerks, should they be needed during a meeting of the presbytery, shall be appointed by the Moderator and shall hold office for the duration of that particular meeting of the presbytery.
- SRG6: The Temporary Clerks shall assist the Stated Clerk during the meetings of Presbytery as may be required.

H. PERSONNEL

Reference: Bylaws Article XI

- SRH1: Position Descriptions for all employees, exempt and non-exempt, shall be reviewed annually and revised as necessary by the Personnel Committee and approved by Council. When defining a new position the new Position Description shall be developed by the Personnel Committee, reviewed by the Council, and approved by Presbytery.
- SRH2: The Personnel Committee of the Council shall carry out annual reviews of the work of Staff of the Presbytery, identifying goals and priorities at the beginning of the review period thereby providing the basis for annual reviews. A comprehensive review of the Executive Staff and Administration, in accordance with the Form of Government and the personnel policies of Presbytery, shall be conducted at least every three years.
- SRH3: The Personnel Committee shall annually consult with employees about compensation, and make recommendations to the Council for approval.
- SRH4: Search committees for executive and administrative staff personnel in the Presbytery shall be representative of the Presbytery as called for in G-4.0403.
- SRH5: Members of Executive search committees shall be nominated by the Nominating Committee and elected by the Presbytery.

I. BUDGET

Reference: Bylaws Article II

- SRI1: The Financial Development Committee shall initiate and oversee the preparation of the proposed Presbytery Budget.
- SRI2: The Presbytery's fiscal year shall be the calendar year.
- SRI3: Any proposal from the floor of presbytery to increase a budget expense item must be accompanied by a proposal providing for an offsetting reduction in expenses or an increase in income so as to maintain the existing bottom-line.

J. MEETINGS OF THE PRESBYTERY

Reference: Bylaws Articles II & XII

- SRJ1: The Tuesday Stated Meetings of Presbytery shall normally convene at 5:30 P.M, except for the September Stated Meeting that will normally convene at 4:00 pm; and the Saturday Stated Meetings that will normally convene at 9:00 A.M. Each meeting shall include time for business, worship and a meal (which may be a brown-bag event or provided). Consultation Hour discussions may be scheduled at the will of the Council.
- SRJ2: No promotional announcements shall be made on the floor of Presbytery except during the specified announcements time. All announcements should be in the written material and/or at the information tables during Presbytery meetings.

- SRJ3: Only matters requiring action by the Presbytery shall be brought to the floor of Presbytery, except that at the Moderator's discretion other matters may be brought to the floor.
- SRJ4: Each Session is urged to elect a commissioner(s) to Presbytery on an annual basis. The Commissioner(s) shall report to his/her session.
- SRJ5: Council will coordinate the scheduling of all reports to the Presbytery. Most units and committees will not report at every meeting.
- SRJ6: Consultation hours will be scheduled through the Council.
- SRJ7: Elder members of Council shall be enrolled as commissioners to Presbytery by virtue of their membership on Council. Such enrollment shall end at the conclusion of their Council term. Former Moderators of Presbytery who are elders shall be enrolled as commissioners to Presbytery while they remain members of churches in the Presbytery.
- SRJ8: Council shall set the date of the June Presbytery meeting one year in advance, taking into consideration the Synod and General Assembly schedules for that year. This meeting may be held on either a Saturday or a Tuesday.
- SRJ9: Minutes of Presbytery meetings shall normally be mailed or e-mailed to all commissioners at least 10 days prior to the next Stated Meeting and shall be approved at that next Stated Meeting. Minutes of special meetings of the Presbytery shall normally be mailed or emailed to all commissioners at least 10 days prior to the next Stated Meeting and shall normally be approved before the special meeting is adjourned.
- SRJ10: The Stated Clerk's office shall be notified of: (1) excuses for absences from Stated Meetings of Presbytery, and (2) the reasons for these absences.
- SRJ11: Excuses for absences from the Stated Meetings of Presbytery shall be expected from all ministers except those who have been honorably retired, made pastors emeriti, are fraternal workers, or are residents outside the bounds of the Presbytery in areas where distance would impose a hardship traveling.

K. COUNCIL

Reference: Bylaws Article II; Standing Rules SRC

- SRK1: Council will provide for the worship services at Stated Meetings through the Vice-Moderator in consultation with the Worship and Theology Team. The Vice-Moderator will schedule worship leaders, facilitate communications with the host congregation, and provide the worship leaders with the relevant policies of the Presbytery.
- SRK2: The Council shall review and recommend a proposed Stated Meeting docket to Presbytery.
(see SRD6)
- SRK3: The Presbytery packet shall normally be made available on-line and/or mailed no later than 10 days prior to the Stated Meeting.

SRK4: Minutes of Council meetings shall be approved by Council at its next meeting.

SRK5: All Council actions that require Presbytery approval shall come before Presbytery at the next Stated Meeting following that Council meeting.

SRK6: The Presbytery Council shall include detailed data and analysis in an annual report to the Presbytery. The Presbytery shall conduct an annual evaluation of its work force and purchasing practices to determine the status of its performance in actualizing the denomination's commitment to inclusiveness as outlined in G-9.0104.

SRK7: The Presbytery Council, through its Personnel Committee, shall implement an effective program of search and recruitment that shall include at least the following:

- (a) Recognition that involvement of persons from the identified groups in the search and recruitment process is necessary;
- (b) Identification of resources related to the identified groups which will yield positive results, e.g. newspaper, internet, networks, caucuses, and employment agencies; and
- (c) Utilization of the internal employment resources of the Presbyterian Church (U.S.A.). Position descriptions shall be examined carefully to determine what functional and personal qualifications as to educational attainment, skills, experience, knowledge, characteristics, etc., are actually required by the position so that qualification factors which discriminate against racial ethnic persons, various age groups, women, or persons of various marital condition, or with disabilities are eliminated.
- (d) The Presbytery Council shall encourage and support advocacy groups concerned with promoting the welfare of those who have been affected by discrimination, and shall encourage the celebration of progress in equal employment opportunity.
- (e) The Presbytery Council, in consultation with the Stated Clerk, shall include in its personnel policies provision for handling equal employment opportunity grievances for the review of allegations of employment discrimination.

SRK8: Each Session within the Presbytery and each organization or agency under the control of the Presbytery is encouraged to

- (a) Ensure that all personnel guidelines, policies, procedures, and practices are implemented in accordance with the Presbytery's policy on equal employment opportunity;
- (b) Initiate special actions required to correct patterns of discrimination on the basis of race, sex, age, marital condition (married, single, widowed, or divorced), disability or different theological positions consistent with the Reformed tradition.
- (c) The Stated Clerk, in his/her responsibility for the oversight of the review of Session Minutes and recommendation to Presbytery for approval, shall ascertain that the Presbytery's Mission Statement and Goals and Equal Employment Opportunity Policy have been properly observed.

L. GOVERNING BODY RELATIONS and THE BOARD OF TRUSTEES

Reference: Bylaws Articles III and IV

SRL1: Each of the Committees, Units, Teams and the Board of Trustees are authorized to take actions within the parameters of their responsibilities defined in this Manual and through their approved budgets.

M. PROGRAM UNITS

Reference: Bylaws Article IV

SRM1: These Units are authorized to take actions within the parameters of their responsibilities defined in this Manual and through their approved budgets.

SRM2: The Committee on Ministry, acting within the scope of its responsibilities defined in G-11.0500-G-11.0504 is given authorization by the Presbytery (G-14.0507c) to:

- (a) find calls in order;
- (b) approve and present calls;
- (c) appoint installation and ordination commissions;
- (d) dissolve the pastoral relationship in cases where the congregation and pastor concur; and,
- (e) dismiss ministers to other presbyteries.

All such actions shall be reported to the next Stated Meeting of the Presbytery (G-9.0403, G-11.0103v, and G-11.0502h).

SRM3: Administrative Commissions proposed by the Committee on Ministry and elected by the presbytery to ordain and/or install ministers shall have the power to replace members who are unable to serve and to approve a change in date for the ordination or installation service.

SRM4: The Committee on Preparation for Ministry, acting within the scope of its responsibility as the constitutionally defined (G-9.0902) is authorized by the Presbytery to perform those duties and responsibilities and to take those actions defined in G-14.0300(ff) except for those specifically reserved for action by the Presbytery.

SRM5: The Number of members of each Unit and Committee (unless specified elsewhere) are as follows:

Program Units:

Evangelism and Church Vitality Unit – 9 persons
Education and Discipleship Unit - 12 persons
Resource Center Committee – no set limit
Committee on Ministry – 24 persons
Outreach and Social Concerns Unit - 12 persons
Restoring Creation Enablers – no set limit
Global Mission/Peacemaking Committee – no set limit
Committee on Preparation for Ministry - 18 persons

Other Commissions and Committees:

Disaster Response Commission – no set limit
Presbyterian Camps & Conferences – 3 persons

Governing Body Relations:

Audit Committee – 3 persons
Bills and Overtures Committee –6 persons
Committee on Representation – 6 persons
Financial Development Committee - 6 persons
Nominating Committee - 9 persons

Governing Body Relations (continued)

Permanent Judicial Commission - 9 persons; 2 alternates

Personnel Committee - 6 persons

Presbytery Trustees – 6 persons

Self-Development of People - 10 persons

Worship and Theology Team – no set limit; Vice-Moderator as facilitator

N. COMMITTEE ON REPRESENTATION

Reference: Bylaws Article VI

SRN1: The Committee on Representation shall be formed according to the requirements of Book of Order G-9.0902a in fulfilling the responsibilities of Presbytery outlined in the Book of Order G.11.0302, G-9.0104, G-9.0105 and G-4.0403.

SRN2: The Committee on Representation shall advise the Presbytery's Nominating Committee of any need for nominations in particular categories needing increased representation of the categories of persons listed in Book of Order Article G-4.0403 and G-11.0302.

SRN3: The Committee on Representation shall be composed of six persons (according to G-9.0105), with membership of equal numbers of men and women, in three equal classes, one class to be elected each year for a three-year term with no one serving for more than two successive terms or a total of six consecutive years. A majority of the members shall be selected from the racial ethnic groups within the Presbytery and the total membership shall include persons from each of the following categories:

- (a) Majority male membership
- (b) Majority female membership
- (c) Racial ethnic male membership
- (d) Racial ethnic female membership
- (e) Youth male and female membership
- (f) Persons with disabilities

SRN4: The Committee on Representation "shall serve both as an advocate for representation of racial ethnic members, men and women, different age groups, and persons with disabilities, and as a continuing resource to the particular governing body in these areas. The Committee on Representation shall review the performance of its own governing body in these matters and shall report annually to it and to the next higher governing body with recommendations for any needed corrective action. The Committee on Representation shall consult with the Nominating Committee of its own governing body." (G-9.0105c)

SRN5: The Committee on Representation, in consultation with the Presbytery Council, shall develop and establish guidelines for use by the Committee on Representation in providing advice to the Presbytery in the area of employment (G-9.0105).

O. MISCELLANEOUS

SRO1: The Presbytery shall adopt a properly approved minimum salary guide for Ministers of the Word and Sacraments, together with the procedures to be followed in making this guide operative. Compensation changes by private agreement between a pastor and church officers cannot be legally

made or become legally effective without action in a congregational meeting, called with proper notice, and Presbytery approval in accordance with the provisions of the Book of Order G-7.0304a(2) and (3); G-11.0103n; G-14.0534.

SRO2: All requests of churches for receiving financial aid other than aid budget and approved by committees of Presbytery shall be referred to the Council for approval before presentation to Presbytery.

SRO3: Commissioned Church Workers are to be enrolled on a special list of Presbytery. If they are an elder member of a constituent congregation, they shall be enrolled as a member of Presbytery.

SRO4 Unordained Communicant Church Members are full communicant members of one of the congregations within the presbytery who have not been ordained as deacon or elder. They may be elected to Presbytery Units, with vote, but shall not serve as chairs of units. They may be given the privilege of the floor at Presbytery meetings to speak, without vote, when business relating to their specific committee is before the Presbytery

P. AMENDMENTS TO OR SUSPENSION OF STANDING RULES

SRP1: The Standing Rules of the Presbytery of Elizabeth may be suspended temporarily for a portion of or the duration of a meeting by a vote of two-thirds of the members present and voting. Previous notice is not required.

SRP2: The Standing Rules of the Presbytery may be amended by a two-thirds vote of the members present and voting at any Stated Meeting. Ten days' notice of such a change is required.

SRP3: A Standing Rule may be adopted by a majority vote at any Stated Meeting. Ten days' notice of such a change is required.