

## **BYLAWS OF THE PRESBYTERY OF TRANSYLVANIA**

**MISSION STATEMENT** God calls Transylvania Presbytery to support and encourage the mission of God in the particular context of the congregations and communities in which we have been called to serve as the body of Christ. Recognizing that we are a body of diverse members connected by our common bond in Jesus Christ, and empowered by the Holy Spirit, we strive to work together to...

**WITNESS** to the love of the triune God by what we say and do; **NURTURE** all who are called to follow Christ, and **SERVE** all people impartially, recognizing that all we have and all we are belongs to God.

To that end, the mission and ministry of the Presbytery of Transylvania shall be governed by the Constitution of the Presbyterian Church (USA), Part One (*The Book of Confessions*) and Part Two (*The Book of Order*), and these bylaws.

### **1. Meetings**

#### **1.1 Stated Meetings**

There shall be at least two stated meetings of the Presbytery each year. The final stated meeting of the calendar year shall serve as the annual meeting of the Presbytery. Unless specified otherwise in these bylaws, meetings shall be governed by the provisions of the *Book of Order*, including in matters of composition and quorum. The date of each stated meeting for the coming year shall be determined by the Presbytery upon the recommendation of the Coordinating Commission (CC) at the annual meeting. Locations shall be advertised at least one month prior to the stated meeting.

Invitations to host meetings of the Presbytery shall be properly addressed to the

Stated Clerk.

Stated meetings shall include worship, which may include celebration of the Sacrament of the Lord's Supper. Plans shall be made for recognition of service in the Presbytery, including new arrivals, departures, receptions, retirements, and remembrance of teaching and ruling elders who have died.

### **1.2 Called Meetings**

Special meetings of the Presbytery may be called by majority vote of the CC. The CC shall call a meeting at the request of at least three teaching elders and three ruling elders representing at least three different congregations. Notice of a called meeting, including the purpose of the meeting, shall be sent not less than ten days in advance to each teaching elder and to the session of each congregation.

### **1.3 Meeting Dockets**

A proposed docket for each stated meeting shall be drafted by the Stated Clerk in consultation with the Moderator and the General Presbyter and amended and adopted by the CC for recommendation to the Presbytery. New business shall be presented at the time of the adoption of the docket by the Presbytery and placed upon the docket by a vote of a simple majority of those present and voting.

The docket for a stated meeting shall include an omnibus motion to approve a Consent Agenda for recommendations deemed by the CC to be of a routine nature. Any item may be removed from the Consent Agenda by any ruling elder commissioner or teaching elder member of the Presbytery. Any item thus removed shall be considered during the docketed time for the report of that commission or ministry of Presbytery or other time as necessary. Business and reports shall be submitted 14 days prior to the stated meeting and the docket shall be available 7 days prior to the stated meeting.

## **1.4 Representation, Voice, and Vote**

All teaching elders who are members in good standing of the Presbytery shall have voice and vote at all meetings of the Presbytery. Ruling elders elected as officers of the Presbytery, those chairing ministries or commissions, and those serving as members of commissions shall be enrolled as members of Presbytery for their terms of service, with voice and vote. Commissioned Ruling Elders (CREs) currently serving in a commission shall have voice and vote. Congregations served by CREs shall still elect a ruling elder commissioner in addition to the CRE. Non-Presbyterian ministers temporarily enrolled as members of Presbytery according to the policies set forth shall be granted voice and vote for the duration of their contract. For a time equal to their service to a congregation and/or the Presbytery, Certified Christian Educators shall have voice, Certified Christian Educators ordained as ruling elders shall have voice and vote at all meetings of the Presbytery.

Each session shall elect at least one ruling elder commissioner to Presbytery. Churches with 1 to 99 members shall elect one ruling elder commissioner, churches with 100 to 199 members shall elect two ruling elder commissioners, churches with 200 to 399 members shall elect 3 ruling elder commissioners, and churches with more than 400 members shall elect 4 ruling elder commissioners. The CC shall review this formula annually, recommending adjustments for Presbytery approval as necessary to insure as equal as possible a balance between ruling and teaching elders.

Corresponding members of other presbyteries shall be granted voice at Presbytery meetings.

## **1.5 Electronic Meetings**

Commissions, ministries, committees, and task groups may hold meetings via electronic means (audio/video teleconferencing or internet-based meeting services such as gotomeeting.com). The notice of such meetings shall include instructions as to how to

participate either in person (central location) or via electronic means. Participants connected via electronic means shall be considered as present for purposes of obtaining a quorum and shall have all the rights and privileges to which they are normally entitled (the ability to make motions, vote, ask questions, etc.). This section seeks to preserve the nature and character of deliberative assemblies (see Robert's Rules standard of “simultaneous aural communication”) and therefore no assembly action may be taken by writing: email, postal mail, chat rooms, or the like.

## **2. Officers**

The officers of the Presbytery shall include the Moderator, Vice-Moderator, Stated Clerk, Treasurer, and the Chair of the CC. These officers shall be elected by and accountable to the Presbytery. Additional officers may, at the recommendation of the CC, be elected by and accountable to the Presbytery.

### **2.1 Moderator**

The Moderator shall be elected at the annual meeting of the Presbytery for a term of one year to begin at the close of said meeting. The Moderator shall preside over all meetings and shall appoint all task groups and commissions except those specifically elected by Presbytery or otherwise named. If the Moderator is unable to preside, the Vice-Moderator or a former Moderator shall do so.

While the docket for meetings of the Presbytery (including worship, education, decision making and fellowship) are the responsibility of the CC as a whole, the Moderator shall provide leadership and direction in the planning of meetings during her/his elected term.

The Moderator of the Presbytery, or his/her designee, shall preside as the chair of Commissions of the Presbytery named for the purpose of ordinations of teaching elders and/or installations to permanent or designated pastoral positions.

The Moderator, in consultation with the Stated Clerk, shall have the authority to appoint teaching and ruling elders to Investigating Committees and/or Committees of Counsel as needed according to the Rules of Discipline.

In appointing members of task forces, commissions, or disciplinary committees, the Moderator shall consult with the Stated Clerk, the General Presbyter, and at least one elected member of the CC.

## **2.2 Vice-Moderator**

The Vice-Moderator shall be elected at the annual meeting of the Presbytery for a term of one year to begin at the close of said meeting. The Vice-Moderator shall be eligible for nomination as Moderator but the position shall not carry with it any right to succession.

## **2.3 Stated Clerk**

The Stated Clerk shall be elected at the annual meeting of the Presbytery for a term of three years, and shall be eligible for re-election. The duties of the Stated Clerk are those prescribed by the *Book of Order*, and the Stated Clerk Position Description approved by the Presbytery.

## **2.4 Treasurer**

The Treasurer shall be elected at the annual meeting of the Presbytery for a term of three years, and shall be eligible for re-election. The duties of the Treasurer shall be specified by the Coordinating Commission, and shall include monitoring income and expenditures, working with the Administrative Commission, and making regular reports to CC and the Presbytery.

## **2.5 Chair of the Coordinating Commission**

The Coordinating Commission shall nominate from its members each year a chair, for election by the Presbytery at the annual meeting.

## **3. The Coordinating Commission (CC)**

### **3.1 Membership**

The voting members of the Coordinating Commission (CC) shall be: the current Moderator of Presbytery; the current Vice-Moderator of Presbytery; the immediate Past Moderator of Presbytery; and six other members of the Presbytery, formed into 3 classes of 2 each, with each class a term of three years, and nominated by the Commission on Representation and elected by the Presbytery at the annual meeting.

The General Presbyter, the Stated Clerk, and the Treasurer shall serve as advisory members of the CC with voice, but not vote. The Stated Clerk shall serve as Secretary of the CC.

### **3.2 Responsibilities**

The CC shall set forth mission directions, goals, objectives and priorities as it is guided by the Presbytery's Mission Statement, shall regularly review the Presbytery's Mission Statement, and, together with all Commissions and Ministries of the Presbytery, shall be responsible for coordinating the work of the Presbytery between its meetings and for ensuring that the decisions made by the Presbytery are carried out.

- A. The CC shall appoint special Commissions, Ministries, Committees or Task Groups as instructed by the Presbytery, as outlined in the *Book of Order*, or as it deems necessary for the work of the Presbytery.

- B. The CC shall review periodically covenant relationships with other governing bodies and agencies, including the Boards of Uspiritus and Presbyterian Homes and Services, making recommendations to the Presbytery.
- C. The CC may grant approval for the celebration of the Sacrament of the Lord's Supper at Presbytery related events.
- D. The CC shall nominate to the Presbytery persons to serve on the Commission on Representation.
- E. The CC shall suggest changes to the Manual of Operations, for approval by the Presbytery at its next stated or called meeting.
- F. The CC shall assume other duties as may be assigned to it by the Presbytery.

#### **4. The Administration Commission**

**4.1** The Administrative Commission shall be composed of six members. Its duties shall include serving as the Trustees of the Presbytery and having responsibility for Accounting, Budgeting and Staff Services. The Treasurer of the Presbytery shall serve as an advisory member with voice and without vote. Section

**4.2** The Administrative Commission shall serve as Trustees for and on behalf of the Presbytery of Transylvania, Inc., a religious corporation. The Corporation shall elect the Process Agent, who is responsible for performance of the duties prescribed by the laws of the Commonwealth of Kentucky with reference to corporations. The Stated Clerk fills this office and shall also serve as Process Agent for the Trustees. The Trustees are empowered to receive, to hold, to encumber, to manage, and to transfer property, real or personal, for the Presbytery; to accept and to execute deeds of title to such property; to hold and to defend title to such property; to manage any special funds for the furtherance of the purposes of the church, when authorized to do so by the Presbytery. It is the duty of the Trustees to facilitate

the management of the civil affairs of the Presbytery in keeping with the laws of the Commonwealth of Kentucky. The trustees shall report to the Presbytery as necessary or as requested and shall function in accord with the Book of Order.”

#### **5. Changes to these Bylaws**

These bylaws may be amended at any meeting of the Presbytery by a majority of those present and voting, provided that the proposed amendment has been submitted in writing at the previous stated meeting. Any section or provision of these bylaws may be temporarily suspended for a specific purpose by a vote of the majority at any meeting of the Presbytery, provided such suspensions do not result in an action or condition contrary to the Constitution of the Presbyterian Church (U.S.A.).