



PRESBYTERY *of* PHILADELPHIA

CHRIST'S WORK ◆ OUR WITNESS

By-Laws of the Presbytery of Philadelphia
Revised May 2020

PRESBYTERY OF PHILADELPHIA BYLAWS

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(Revised May 2020)

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1. THE PRESBYTERY

1.1 **Defined** The Presbytery of Philadelphia (the “Presbytery”) is the council serving as a corporate expression of the Presbyterian Church (USA) (the “Church”) within the boundaries of the counties of Bucks, Delaware, Montgomery and Philadelphia, Pennsylvania as stated in the Constitution of the Presbyterian Church (USA) *Book of Order* 2017/2019 (G-3.0301). Hereafter, all references to the Book of Order shall be cited only to the applicable section number.

- a. The presbytery is a council of the Church composed of and governing all the congregations and ministers within the boundaries as defined.
- b. In accordance with G-4.0101 and as permitted by the Nonprofit Corporation Law of the Commonwealth of Pennsylvania, the presbytery has been incorporated as a nonprofit corporation under the name “Trustees of the Presbytery of Philadelphia” and does business under the registered name of the “Presbytery of Philadelphia.”
- c. The presbytery is organized and operated as a charitable religious corporation and is qualified as an exempt organization under Section 501(c)(3) of the Internal Revenue Code: Section 196, as amended.
- d. The registered office of the presbytery is 915 E. Gowen Avenue, Philadelphia, PA, 19150

1.2 **Members of the presbytery who have the privilege of voice and vote** The presbytery shall adopt policies for full participation and access to decision making found in G-3.0103 and parity as nearly possible among ministers and elders.

- a. Ministers of the presbytery engaged in a validated ministry, a member-at-large as determined by the presbytery, ministers honorably retired, and ministers serving in federated congregations. (G-2.0503, G-3.0306).
- b. Ruling elders (“elders”) elected by sessions of congregations of the presbytery whose numbers shall be determined under a plan by the presbytery. (G-2.0301, G-3.0301).
- c. Elders serving as officers or as executive staff of the presbytery or as members of the various commissions or committees of the presbytery shall be enrolled during his or her term of office. (G-3.0301).
- d. An elder who has served as Moderator of the presbytery shall continue to be enrolled as a member of the presbytery upon expiration of his or her term of office.
- e. An elder commissioner to the General Assembly of the Church (“General Assembly”) shall be enrolled as a member of the presbytery from the convening of the General Assembly of his or her election until the convening of the next General Assembly.
- f. Certified Christian Educators who are elders. (G-2.1103b).

1.3 Members of the presbytery with the privilege of voice but without vote

- a. Certified Christian Educators during their terms of service in an educational ministry (G-2.1103b).
- b. Corresponding members:
 - (i) Members of other presbyteries of the Church and ministers of congregations with which the Church is in full communion or in correspondence shall register as corresponding members if attending a meeting of the presbytery and shall be seated by majority vote.
 - (ii) Inquirers, candidates, and elders commissioned to particular pastoral service who are serving as supply ministers of congregations shall be corresponding members of the presbytery for the term of such service.

1.4 Meetings

- a. **Place** Meetings of the presbytery may be held at such places within and outside the City of Philadelphia and Commonwealth of Pennsylvania as the Presbytery Leadership Collegium (the “Collegium”) (defined in Section 2.5) may determine.
- b. **Stated Meetings** The presbytery shall hold a minimum of three stated meetings annually with the dates to be determined by the Collegium (G-3.0304).
- c. **Special Meetings** A special meeting of the presbytery may be called by the Collegium with no less than seven days notice given to each continuing member of the presbytery and each clerk of session setting forth the date, time, place of the meeting, and the specific business for which the meeting is called.
- d. **Manner of Notice** Whenever notice is required to be given to any person under these bylaws, it shall be given in writing by electronic mail to his or her address appearing on the rolls of the presbytery maintained by the Stated Clerk. Reasonable special accommodation will be made upon request.
- e. **Quorum** A quorum shall be no fewer than thirty-five ministers who are members of the presbytery and thirty-five elder commissioners who represent fifteen different congregations. The Stated Clerk shall determine that a quorum is present.
- f. **Voting**
 - (i) Each member of the presbytery in attendance at a meeting of the presbytery shall be entitled to one vote.
 - (ii) Voting by proxy shall not be permitted.
 - (iii) Decisions shall be reached by vote, following opportunity for discussion and discernment, and a majority shall govern, except as otherwise provided in these bylaws.
 - (iv) Electronic voting is permissible when the mode of voting has been publicized with appropriate notice. The rights of members to vote are stipulated in these bylaws and the procedures of its various commissions. There shall be a means of counting votes if called for by a commissioner.

- g. **Docket** The Collegium shall be responsible for drafting the docket, subject to approval of the presbytery.
- h. **Rules of Order** The presbytery shall be governed and guided by the *Constitution of the Presbyterian Church (U.S.A.)*, these bylaws and the Manual of Operation for the Presbytery of Philadelphia (“Manual of Operations”) which shall contain its policies and procedures (G-3.0106). The latest edition of *Robert’s Rules of Order* shall be the parliamentary authority for the transaction of the business of the presbytery, its commissions, and committees (G-3.0105).
- i. **Suspension of bylaws** These bylaws may be suspended at any meeting of the presbytery by a two-thirds vote of the members present consistent with the *Book of Order*.
- j. **Executive Session** When the presbytery votes to sit in executive session, the following rules shall apply:
 - (i) Only members of the presbytery who have the privilege of voice and vote (section 1.2) may remain in the meeting to participate in the business and to vote.
 - (ii) Corresponding members may be seated for all or part of the executive session without the privilege of vote. Each corresponding member must be considered separately and approved for admission by a two-thirds vote of the minister and elder commissioners present.
 - (iii) Persons having information pertinent to the business may be invited to present such information and to answer questions, and shall then be dismissed from the meeting.
- k. **Attendance**
 - (i) Except as set forth in section 1.3b(ii), all ministers and sessions are expected to communicate to the Stated Clerk their reasons for absence from any stated meeting. When a minister or session has been absent for a year without excuse, that minister or session may be liable to the censure of the presbytery.
 - (ii) Retired ministers and ministers working outside the bounds of the presbytery are deemed excused unless they register for a particular meeting.

1.5 Records

- a. The Stated Clerk, with the assistance of the Journal Clerk, shall prepare minutes of each meeting.
- b. A summary of each meeting shall be posted promptly on the presbytery’s website.

1.6 Administrative Commissions

Administrative Commissions are appointed by the Moderator, in consultation with the Stated Clerk and the Executive Presbyter (G-3.0109b). The names of the members of the commissions shall be posted in the minutes of the Presbytery.

2. PRESBYTERY LEADERSHIP

The Presbytery leadership shall reflect the diversity of the body. (G-3.0103)

2.1 Moderator

- a. **Nomination and Election** The Committee on Nominations shall nominate a minister or elder as Moderator at the year's final stated meeting. The Moderator shall be installed at the next stated meeting and serve a one year term.
- b. **Duties** The Moderator shall preside at all meetings of the presbytery and the Collegium (2.5) and shall have the full authority set forth in G-3.0104, the latest edition of *Robert's Rules of Order*, and these bylaws.

2.2 Vice Moderator

- a. **Nomination and Election** The Committee on Nominations shall nominate a minister or elder as Vice Moderator at the year's final stated meeting. The Vice Moderator shall be installed at the next stated meeting and serve a one year term. The Vice Moderator will normally be the nominee for Moderator in the coming year.
- b. **Duties** The Vice Moderator shall act as moderator by invitation of the Moderator.
- c. **Assumption of the Duties of the Moderator** Should the Moderator be unable to fulfill the duties of the office, the Vice Moderator shall assume the office for the remainder of the term, or until such time as the Moderator is able to resume the responsibilities. When the Vice Moderator serves out the remainder of a Moderator's term, that person may remain eligible to serve a subsequent full term as Moderator. In the event that the position of Vice Moderator becomes vacant the most recent past Moderator will complete the term.

2.3 Stated Clerk

- a. **Nomination and Election** A minister or elder shall be nominated as Stated Clerk by a broadly representative search committee (G-3.0111) of at least five members. The Stated Clerk shall be elected by the presbytery at a stated or special meeting by secret ballot for a five year term. The Stated Clerk is eligible for reelection.
- b. **Duties** The Stated Clerk shall be the ecclesiastical officer and a member of the executive staff. In addition to the responsibilities enumerated in G-3.0104, the duties of the Stated Clerk are specified in the Manual of Operations. The Stated Clerk is accountable to the Presbytery through the Personnel Committee and the Collegium.

2.4 Other Clerks of the Presbytery

- a. **Journal Clerk** The Committee on Nominations may nominate a Journal Clerk. The Journal Clerk may serve as assistant to the Stated Clerk for a term of three years. In the absence of the Stated Clerk, the Journal Clerk may, upon authorization by the Collegium, perform the duties of the Stated Clerk. The Journal Clerk is eligible for reelection.

- b. Temporary Clerks** The Stated Clerk annually shall appoint two temporary clerks. They shall serve as assistants to the Stated Clerk and the Journal Clerk and shall be responsible for tasks assigned by the Stated Clerk.

2.5 The Leadership Collegium

- a. Defined** The Leadership Collegium (the Collegium) shall have the authority to coordinate, oversee, and facilitate the mandated responsibilities in accordance with G-3.0109 and G-3.03-.0307 and as delegated by the presbytery. The Collegium shall serve as the administrative commission of the Presbytery authorized as might be needed to function on behalf of the Presbytery under emergency circumstances such as natural disaster or a public health order forbidding social gatherings. These emergency powers cease once the Presbytery is able to hold a duly called meeting with reasonable notice and quorum.
- b. Membership** The Collegium shall be composed of the Moderator, Vice Moderator, the moderators of the Standing Commissions, three at-large members, and the Committee(s) on Nominations, Personnel and Representation. The Collegium shall reflect the diversity of the Presbytery as nearly as possible. Executive Presbyter, the Associate Presbyter, Business Administrator, and the Stated Clerk are members with voice and no vote.
- i. The Moderator shall serve as moderator of the Collegium
 - ii. The Collegium shall elect a recording clerk.
- c. Meetings** The Collegium may adopt its own schedule of meetings.
- d. Quorum** A quorum shall be a majority of the members (G-3.0109b).
- e. Responsibilities** The Collegium shall:
- i. Have broad responsibility for the nurture of the covenant community as described in G-3.0301c..
 - ii. Review the mission and ministry of the presbytery
 - iii. Provide advice and counsel to commissions, committees, presbytery, and its related entities
 - iv. Design each presbytery meeting and coordinate with the host congregation
 - v. Nominate persons to serve on the Committee on Nominations
 - vi. Approve nominations presented by Committee on Nominations between meetings of the presbytery
 - vii. Develop and prepare, in partnership with the Commission on Financial Management, and annual budget for approval by the presbytery.
 - viii. Have broad responsibility for action between meetings of the presbytery concerning leases, purchases and sales of real property by the presbytery and to consider and act upon requests from congregations for permission to take actions regarding real property as described in G-4.0206
 - ix. Approve revisions of the Manual of Operations by a two-thirds vote

- f. **Powers** To accomplish these responsibilities, the Collegium is empowered to act for the presbytery solely as specified in these bylaws, consistent with the *Book of Order*. These powers are delegated and not original.
- g. **Records** The Collegium shall keep a full record of its proceedings and shall submit that record within two weeks of approval to the Stated Clerk. A summary of this record shall be included in the materials made available to the ministers and elder commissioners prior to the next presbytery meeting.

2.6 **Executive Staff** The executive staff shall be composed of the Executive Presbyter, Stated Clerk, Business Administrator, Associate Presbyter, and other staff as determined by action of the presbytery. The duties of the executive staff are specified within the Manual of Operations. All members of the executive staff are governed by the Personnel Policies of the Presbytery and G-3.0110.

a. **Executive Presbyter**

- i. **Nomination and Election** A minister or elder shall be nominated as Executive Presbyter by a broadly representative search committee (G-3.0111) of at least five members. The Executive Presbyter shall be elected by the presbytery at a stated or special meeting by secret ballot for a five-year term. The Executive Presbyter is eligible for reelection.
- ii. **Duties** The Executive Presbyter shall be head of staff. The Executive Presbyter shall have authority for the management of the presbytery and the supervision of the executive staff. The Executive Presbyter is accountable to the presbytery through the Personnel Committee and the Collegium. In addition to these responsibilities, the duties of the Executive Presbyter are specified in the Manual of Operations.

b. **Stated Clerk** (Section 2.3)

- c. **Business Administrator** The Business Administrator is hired by the Committee on Personnel with approval of the Collegium and serves in conjunction with the trustees of the presbytery, and in concert with the Executive Presbyter. The Business Administrator is the primary staff person responsible for the operation of the presbytery office and the management of all assets and properties of the presbytery. The Business Administrator is accountable to the Presbytery through the Executive Presbyter, Personnel Committee, and Leadership Collegium. In addition to these responsibilities, the duties of the Business Administrator are specified in the Manual of Operations.
- d. **Associate Presbyter** The Associate Presbyter is hired by the Committee on Personnel with approval of the Collegium for a five-year term and is eligible for re-election. The Associate Presbyter is responsible for monitoring and encouraging the health and vigor of all congregations in the presbytery by providing guidance and resources, in concert with the Executive Presbyter. The Associate Presbyter is accountable to the Presbytery through the Executive

Presbyter, Personnel Committee, and Leadership Collegium. In addition to these responsibilities, the duties of the Associate Presbyter are specified in the Manual of Operations.

3. COMMISSIONS IN SUPPORT OF THE MISSION OF THE PRESBYTERY

3.1 Commission on Ministry

- a. **Defined** The Commission on Ministry shall be a standing administrative commission (G-3.0109b). This commission shall function as a pastor and counselor to ministers, elders commissioned to particular pastoral service, and Certified Christian Educators. This commission shall provide guidance and resources to congregations.
- b. **Membership** The Commission on Ministry shall be composed of twenty-seven members elected by the presbytery, ordinarily for three year terms, with eight elected each year, with parity as nearly as possible among ministers and elders. The moderator is elected annually by the Collegium upon the recommendation of the Committee on Nominations. The recording clerk is selected by this commission. Members shall be elected at the last presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term.
- c. **Meetings** The Commission on Ministry may adopt its own schedule of meetings.
- d. **Quorum.** A quorum shall be a majority of the members (G-3.0109b).
- e. **Responsibilities** The Commission on Ministry shall:
 - i. Create or dissolve a pastoral relationship or position in a church
 - ii. Develop and implement equal opportunity policies and procedures for ministers to assure hiring without regard to any matter unrelated to a profession of faith
 - iii. Approve calls and terms of call for ministers
 - iv. Validate ministries for ministers
 - v. Appoint administrative commissions to ordain and to install ministers
 - vi. Maintain a list of pulpit supply
 - vii. Appoint persons to temporary pastoral relationships
 - viii. Commission elders to particular pastoral service
 - ix. Set minimum annual compensation for ministers
 - x. Give permission for ministers not serving a congregation to celebrate the sacraments
 - xi. Develop and disseminate practices and standards for pastoral transitions
 - xii. Dismiss a minister in good standing from the presbytery
 - xiii. Approve Sabbatical Leave Requests
 - xiv. Approve ministers to the status of "Honorably Retired"
 - xv. Assist in resolving conflicts within local congregations
 - xvi. Appoint session moderators

- f. **Powers** To accomplish these responsibilities, this commission is empowered to act for the presbytery solely as specified in these bylaws, consistent with the *Book of Order*. These powers are delegated and not original. In cases of disagreement appeals may be made to the next meeting of the presbytery.
- g. **Records** The Commission on Ministry shall keep a full record of its proceedings and shall submit that record within two weeks of approval to the Stated Clerk. Summaries of these records shall be included in the materials made available to the ministers and elder commissioners prior to the next presbytery meeting.

3.2 Commission on Resources and Creative Ministries

- a. **Defined** The Commission on Resources and Creative Ministries shall be a standing administrative commission (G-3.0109b). This commission shall provide guidance and resources to the Presbytery as they equip our congregations and related ministries in the discernment, development, and sustaining of various expressions of the gospel. This commission shall manage and coordinate the grant application and disbursement processes and serve as an entry point of collaboration and support for leaders launching new and intentional ministries in their congregations, communities, and beyond.
- b. **Membership** The Commission on Resources and Creative Ministries shall be composed of twelve members elected by the presbytery for three year terms with four elected each year and parity as nearly as possible among ministers, elders, and geography of the Presbytery. The moderator is annually elected by the Collegium upon the recommendation of the Committee on Nominations. The recording clerk is selected by the commission. Members shall ordinarily be elected at the last presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term.
- c. **Meetings** The Commission on Resources and Creative Ministries may adopt its own schedule of meetings.
- d. **Quorum** A quorum shall be a majority of the members (G-3.0109b).
- e. **Responsibilities** The Commission on Resources and Creative Ministries shall:
 - i. Provide guidance and resources throughout the Presbytery as they equip our congregations and related ministries in the discernment, development, maintenance, adaptation, and innovation of creative and intentional mission and ministry;
 - ii. Manage and coordinate grant application and disbursement processes able to partner alongside our congregations and approved ministries in the exploration, launch, and sustaining of discerned ministry initiatives;
 - iii. Serve as a catalyst of support for launching creative initiatives, neighborhood ministries, and new worshipping communities at the earliest phase of discernment and development

- iv. Communicate discovered ministry trends, patterns, and perceived gaps in efforts to support the development of resources and equipping opportunities for leaders throughout the Presbytery.
- f. **Powers** To accomplish these responsibilities, this commission is empowered to act for the presbytery solely as specified in these bylaws, consistent with the *Book of Order*. These powers are delegated and not original. In cases of disagreement, appeals may be made to the next meeting of presbytery.
- g. **Records** The Commission on Resources and Creative Ministries shall keep a full record of its proceedings and shall submit that record within two weeks of approval to the Stated Clerk. Summaries of these records shall be included in the materials made available to the minister and elder commissioners prior to the next meeting.

3.3 Commission on Preparation for Ministry and Membership

- a. **Defined** The Commission on Preparation for Ministry and Membership shall be a standing administrative commission (G-3.0109b). It shall fulfill the responsibilities as stated in G-2.0600 and G-3.0306.
- b. **Membership** The Commission on Preparation for Ministry and Membership shall be composed of twenty-one members elected by the presbytery, ordinarily for three year terms with eight elected each year, with parity as nearly as possible among ministers and elders. The moderator is elected annually by the Collegium upon the recommendation of the Committee on Nominations. The recording clerk is selected by the commission. Members shall be elected at the last presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term.
- c. **Meetings** The Commission on Preparation for Ministry and Membership may adopt its own schedule of meetings.
- d. **Quorum** A quorum shall be a majority of the members (G-3.0109b).
- e. **Responsibilities** The Commission on Preparation for Ministry and Membership shall:
 - i. Guide sessions in the support of persons seeking to become ministers (G-2.0600)
 - ii. Approve inquirers to become candidates and guide them in the process toward ordination fully described in the Manual of Operations
 - iii. Meet with ministers wishing to become members of the presbytery. Such ministers may be examined and approved by this commission.
 - iv. Nominate ministers and elders to serve as readers of the PC (U.S.A.) standard ordination examinations
- f. **Powers** To accomplish these responsibilities, this commission is empowered to act for the presbytery solely as specified in these bylaws, consistent with the *Book of Order*. These powers are delegated and not original. In cases of disagreement,

appeals may be made to the next meeting of the presbytery.

- g. **Records** The Commission on Preparation for Ministry and Membership shall keep a full record of its proceedings and shall submit that record within two weeks of approval to the Stated Clerk. A summary of these records shall be included in the materials made available to the ministers and elder commissioners prior to the next presbytery meeting.

3.4 Commission on Financial Management

- a. **Defined** The Commission on Financial Management shall be a standing administrative commission (G-3.0109b) charged with the management of its financial resources and property assets acting as the corporate board of Trustees of the Presbytery and conducting the business affairs of the presbytery in accordance with its stated Corporate Bylaws which are incorporated in these bylaws by reference thereto. Whenever there is a conflict between these Corporate Bylaws and the *Book of Order*, the *Book of Order* shall prevail.
- b. **Membership** The Commission on Financial Management shall be composed of fifteen members elected by the presbytery for three year terms with five elected every year. This commission shall annually elect a moderator to serve as the President of the Board of Trustees. Members shall be elected at the last presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term.
- c. **Meetings** The Commission on Financial Management may adopt its own schedule of meetings.
- d. **Quorum** A quorum shall be as required in the Corporate Bylaws.
- e. **Responsibilities** The Commission on Financial Management shall:
 - i. Act as the Board of Trustees of the presbytery fulfilling the fiduciary duties of a Trustee considering the best interests of the presbytery as provided and permitted under the Pennsylvania Nonprofit Corporation Law
 - ii. Develop policies and guidelines for the presbytery's financial, legal, and property activities
 - iii. Develop and prepare, in partnership with the Leadership Collegium, an annual budget for approval by the presbytery
 - iv. Exercise oversight over the assets of the presbytery and assist, as appropriate, congregations in fulfilling their financial responsibilities
 - v. Recommend action to the presbytery on matters arising from the congregations:
 - 1. Applications to acquire by purchase or gift, to encumber, to sell or lease real property
 - 2. Applications for loans or grants from the presbytery's capital and other designated funds

3. Requests to raise funds outside of the congregation to purchase or improve property
 4. Lease arrangements between congregations and external groups for terms that exceed one year or contain unusual provisions
 5. Reuses or disposal of property formerly held by a congregation that has been dissolved
- vi. Facilitate the management of the presbytery's civil affairs in such manner as may be directed by the presbytery and according to the Constitution of the Presbyterian Church (U.S.A.) and the laws of the Commonwealth of Pennsylvania
- f. **Powers** To accomplish these responsibilities, this commission is empowered to act for the presbytery solely as specified in these bylaws, consistent with the *Book of Order*. These powers are delegated and not original. In cases of disagreement, appeals may be made to the next meeting of the presbytery.
- g. **Records** The Commission on Financial Management shall keep a full record of its proceedings and shall submit that record within two weeks of approval to the Stated Clerk. A summary of the records shall be included in the materials made available to the minister and elder commissioners prior to the next presbytery meeting.

4. PERMANENT JUDICIAL COMMISSION

4.1 Defined The Permanent Judicial Commission shall consider and decide cases of process for the presbytery (G-3.009a, D-5.0000).

4.2 Membership The Permanent Judicial Commission shall be composed of nine members with parity as nearly possible among ministers and elders, with no more than one of its elder members from any one congregation (D-5.0100). Members are elected by the presbytery for a six year term with three members elected every other year. The Permanent Judicial Commission shall elect from its members a moderator and a clerk No person having served a full term of six years, or having served three or more years of a vacant term, shall be eligible for re-election to the Permanent Judicial Commission until at least four years shall have elapsed.

4.3 Meetings The meetings of the Permanent Judicial Commission shall be held at such times and places as the presbytery shall direct, or, if no directions are given, at such times and places as the commission shall determine (D-5.0303).

4.4 Quorum A quorum shall be a majority of the members (D-5.024), except for a disciplinary case, at which time a quorum shall be a majority of the membership other than the two members assigned responsibilities under D-10.0204a.

4.5 Powers The Permanent Judicial Commission shall have only the powers prescribed by the *Book of Order* and conduct its proceedings according to (D-5.0202).

4.6 Records The Permanent Judicial Commission shall keep a full record of its proceedings and shall report them (D.11.0600).

5. COMMITTEES OF PRESBYTERY

5.1 Committee on Bills and Overtures

- a. **Membership** The Committee on Bills and Overtures shall be composed of the commissioners to the most recent General Assembly. The Stated Clerk shall convene the committee. The moderator is elected by the committee.
- b. **Responsibilities** The Committee on Bills and Overtures shall review and make recommendations with respect to all suggested changes in the Constitution.
 - i. Proposed overtures originating within the presbytery
 - ii. Overtures adopted by the General Assembly and sent to the presbyteries for approval

5.2 Committee on Nominations

- a. **Membership** The Committee on Nominations shall be composed of twelve members nominated by the Collegium and elected by the presbytery for three year terms with four elected each year, with parity as nearly as possible among ministers and elders. Members shall be elected at the last presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term. The presbytery Moderator shall be an *ex officio* member. The moderator, a minister or elder, is elected by the Collegium upon the recommendation of the Committee on Nominations. The recording clerk is appointed by the committee.
- b. **Responsibilities** The Committee on Nominations shall:
 - i. Nominate persons to serve in positions on commissions and committees requiring election by the presbytery, except as otherwise provided by the bylaws
 - ii. Nominate commissioners to the Synod and General Assembly, following the selection criteria specified in the Manual of Operations
 - iii. Ensure that nominations are consistent with the constituency of the presbytery and in conformity with the church's commitment to unity in diversity (G-3.0111)

5.3 Committee on Representation

- a. **Membership** The Committee on Representation shall be composed of six members, elected by the presbytery for three year terms with two elected each year, representative of all aspect of the presbytery's diversity (F-1.0403). The moderator, a minister or elder, is elected by the Collegium upon the recommendation of the Committee on Nominations. The recording clerk is appointed by this committee. Members shall be elected for a three-year term at the last presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term.

- b. **Responsibilities** The Committee on Representation shall (G-3.0103):
 - i. Provide for full participation and access to representation in decision-making and employment practices
 - ii. Develop procedures and mechanisms for promoting and reviewing the presbytery's implementation of the church's commitment to inclusiveness and representation
 - iii. Advise the presbytery regarding the implementation of principles of unity and diversity, advocate for diversity in leadership, and consult with the presbytery on the employment of personnel
- c. **Accountability** The Committee on Representation is accountable to the presbytery through the Collegium. This committee should not be merged with or made a subcommittee of another committee.

5.4 Committee on Personnel

- a. **Membership** The Committee on Personnel shall be composed of nine members elected by the presbytery for three year terms with three elected each year, with parity as nearly as possible among ministers and elders. The moderator, a minister or elder, is elected by the committee. Members shall be elected at the last presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term.
- b. **Responsibilities** The committee shall:
 - i. Maintain and implement the Presbytery Personnel Policies
 - ii. Conduct annual reviews of executive staff and provide for annual reviews of all other presbytery staff
 - iii. Make salary recommendations to the Commission on Financial Management
 - iv. Be available to consult with staff members, consistent with the procedures described in the Presbytery Personnel Policies
- c. **Accountability.** The Committee on Personnel is accountable to the presbytery through the Collegium

5.5 Committee on Self-Development of People

- a. **Membership** The Committee on Self-Development of People ("SDOP") shall be composed of **nine** members elected by the presbytery for three year terms with **three** elected each year. Roughly twenty-five percent of the membership shall be non-Presbyterian, and at least fifty-one percent shall be racial-ethnic. The moderator **must be a Presbyterian** and is elected by the committee. Members shall be elected at the last presbytery meeting of the year and assume duties at the beginning of the next year. They are eligible for reelection to one additional term.

- b. **Responsibilities** The Committee on Self-Development of People shall:
 - i. Establish partnerships with groups in the United States and other countries who are oppressed by poverty or social systems, want to take charge of their lives by changing their conditions, and who will directly benefit from and control programs they own
 - ii. Review all appropriate proposals and award funds to support approved programs
- c. **Accountability** The Committee on Self-Development of People shall report annually to the presbytery and are required to submit re-certification to the National SDOP Committee every two years.

6. ENTITIES RELATED TO THE PRESBYTERY

- 6.1 The determination and nature of relationship of other entities to the presbytery shall be decided by the Leadership Collegium and recorded in the Manual of Operations.

7. AMENDMENTS

- 7.1 **Amendment of Bylaws** These bylaws may be amended by a two-thirds vote of the presbytery.

FOR INFORMATION

Manual of Operations -- Documents as follows:

- Administrative Leave Policy (available)
- Ruling Elder Commissioner Parity (available)
- General Assembly (GA) Commissioner Nomination Criteria (brochure)
- Personnel Policies (available)
- Job Descriptions for Presbytery Staff (available)
- Procedures & Policies of Commissions and Committees

BYLAWS REVISION -

Elder Kenneth McKeown, Olney, First
 Reverend Raymond Bonwell, Corporate Secretary, Board of Pensions
 Staff: Reverend Kevin Porter, Stated Clerk
 Reverend Ruth Faith Santana-Grace, Executive Presbyter