

# **Providence Baptist Church**

**Amended and Restated Bylaws – 2022**  
**October 9, 2022**

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**AMENDED AND RESTATED BYLAWS  
OF  
PROVIDENCE BAPTIST CHURCH OF CHARLOTTE, N.C.**

*Revised Effective October 9, 2022*

**ARTICLE I**

**PRINCIPAL OFFICE**

The principal office of Providence Baptist Church of Charlotte, N.C. (the “Church”) and its registered office shall be located at 4921 Randolph Road, Charlotte, N.C.

**ARTICLE II**

**MEMBERSHIP**

1. Presentation for membership. Anyone wishing to become a full member of the Church shall present him/herself for membership when the invitation is extended at a worship service. As a congregation of individual believers who have freely confessed their faith in Jesus Christ as Lord and Savior, Providence offers three pathways for a person to become a member of the Church:

- a. Confession of faith in Jesus Christ as Lord and Savior, followed by baptism by immersion; baptism by total immersion may be modified to the extent necessary to accommodate the infirm.
- b. Transfer of membership letter from another Baptist congregation; or
- c. Confession of faith in Jesus Christ as Lord and Savior, accompanied by previous baptism in a Christian church.

Being satisfied that the prospect meets one of these three criteria for membership, the congregation will be asked to affirm the prospect for membership into the Church.

2. Categories of members. There shall be only one category of full membership in the Church. All members of the Church have the right and responsibility to vote in Church meetings; to make regular offerings in support of the missions and ministries of the Church; use their spiritual gifts to further work of the Church; and to serve, as called by the Church, on the Committees, Teams, and the Diaconate of the Church.

3. Friend of Providence. On occasion, there may be individuals, such as college students or people with a historical connection to another church, who wish to make Providence their church home in Charlotte, but do not want to move their church membership to Providence. These individuals can present themselves to the congregation as Friends of Providence, and upon the affirmation of the Church, they will enjoy all the rights and responsibilities of full members of Providence as listed above, except for the right to vote in Church meetings and the ability to serve as Deacons.

4. Letter of Dismission. Upon request of a church of like order and faith for a letter of dismission of a member, the Clerk shall, without the necessity of action by the Church, deliver such letter on behalf of the Church.
5. Dismissal. A member shall be dismissed from membership, without a letter of dismission, upon:
  - a. the request of the member;
  - b. notification that the member has joined another church of a different faith and order;
  - c. lapse of contact with the Church for five years, provided that no dismissal under this clause shall be effective without the approval of the Church; or
  - d. persistent, continuous and open breach of the member's covenant vows, provided that no dismissal under this clause shall be effective unless (i) a three-quarters majority of the Diaconate shall determine that every possible kindly effort has been undertaken by the Church to make the action unnecessary and (ii) three-quarters of the Church present at a business meeting shall approve the dismissal.

### ARTICLE III

#### MEETINGS

1. Worship. The Church shall hold regular meetings for worship, teaching, training and fellowship.

2. Quarterly Business Meetings.

The quarterly business meetings of the Church shall be held on the third Sunday following the quarter end or within seven days thereafter. The times and dates shall be scheduled, or if necessary, rescheduled, by any two of the Pastor, the Chair of Deacons, or the Moderator. Notice of all quarterly meetings shall be given by announcement at Church services one week prior to the meeting and in the Church's newsletters published the two weeks preceding the meeting.

3. Special Business Meeting.

a. Any two of the Pastor, the Chair of the Deacons, or the Moderator may call a special business meeting of the Church for any reason deemed necessary by such persons.

b. Any Church committee existing pursuant to Article VII of these Bylaws or any group of at least 12 Members may call for a special business meeting. A written notice must be presented to any two of the Pastor, the Chair of the Deacons, or the Moderator and must set forth the agenda of the meeting, a statement explaining the necessity for a special meeting and the

motions or recommendations to be presented. The Moderator shall ensure that appropriate notice of the special meeting is provided including the publication of a detailed agenda. A special business meeting must be held within 30 days of the receipt of such a notice.

c. If a special meeting is required pursuant to this Section 3, the time and place of such special business meeting shall be determined upon the agreement of any two of the Pastor, the Chair of the Deacons, or the Moderator. All special business meetings shall be limited to the items set forth in the detailed Agenda. In no event shall a special meeting begin before the conclusion of the worship service.

d. Notice of a special business meeting must set forth in reasonable detail all matters to be raised in the special business meeting and may be given by either or both of the following procedures:

i. By first class mail sent to each Member at least five days prior to the meeting. Only one notice need be sent to each address at which more than one Member resides; or

ii. By announcement in the Church's newsletters published in the two weeks preceding the meeting.

iii. In addition, where practical, notice shall be given by announcement at Church services.

#### 4. Conduct of meeting.

a. The Church shall establish House Rules relating to the conduct of the business meetings.

b. All business meetings of the Church shall be conducted in an orderly manner and in accordance with the current edition of the House Rules and the latest published edition of Robert's Rules of Order. In the event of a conflict, the House Rules shall control.

5. Quorum. The quorum for the conduct of business shall be 75 Members. In the event a quorum is not present, the meeting shall be rescheduled for a time not more than 30 days from the originally scheduled meeting and notice shall be given in accordance with Article III, Sections 2 and 3 herein.

6. No proxies; absentee ballots. Voting by proxy will not be permitted. All members in extended session shall be given the opportunity to vote by ballot in the call of ministerial staff and the call of Deacons. Further, as provided in Article V, Section B.4, absentee ballots shall be permitted for the call of Deacons.

## ARTICLE IV

### GOVERNANCE

1. Congregational Governance. The governance of the Church shall be congregational in nature, and the final authority for the operation and management of the affairs of the Church, spiritual and temporal, shall be vested in the membership of the Church, which authority shall be exercised in the manner set forth in these Bylaws. Unless otherwise specified, any action of the Church shall require the approval of a majority of the Members in attendance at any duly called business meeting of the Church at which a quorum is present.
2. Reservation of Authority. All authority not specifically delegated to the ministers, officers, Deaconate, Coordinating Council, committees, teams or any other organization of the Church described in these Bylaws shall remain vested in the membership of the Church.

## ARTICLE V

### CHURCH LEADERS

#### A. MINISTERS AND CHURCH STAFF

1. The Pastor.
  - a. The Pastor shall be an ordained Baptist minister and, having been elected to the office of Pastor, shall become a member of the Church.
  - b. The Pastor shall be called by the Church upon the recommendation of the Pastoral Search Committee, in accordance with the procedures set forth below, to serve for as long as the Pastor and the Church mutually agree that the Pastor's service is in accord with the purpose of God and in the best interest of the Church.
  - c. The Pastor is responsible for providing spiritual instruction and leadership to the members, staff and organizations of the Church. As the senior minister of the Church, the Pastor shall oversee the work of the ministerial staff and provide administrative supervision over the work of the Church.
  - d. Upon the occurrence of a Pastoral vacancy, the Deaconate shall initiate procedures leading to the adoption by the Church of a process to select the Pastoral Search Committee. The first duty of the Pastoral Search Committee shall be to prepare a personnel profile for the position and a profile of the Church. The profiles shall be presented to the Church for approval. The Pastoral Search Committee shall bring to the consideration of the Church only one candidate at a time. Election shall be by a ballot at a special business meeting of the Church called for such purpose, and an affirmative vote of three-fourths of those present and voting shall constitute a call.

e. The Pastor shall continue to serve as Pastor until the relationship is ended by resignation or terminated by the affirmative vote of a majority of those present and voting at a special business meeting of the Church called for such purpose.

## 2. Ministerial Staff.

a. Members of the ministerial staff shall be called by the Church upon the recommendation of the Ministerial Search Committee and the Pastor in accordance with the procedures set forth below and in accordance with the personnel and financial policies of the Church.

b. The members of the ministerial staff shall be responsible to the Pastor, who shall oversee their work.

c. Upon the occurrence of a vacancy on the ministerial staff, a Ministerial Search Committee shall be selected by the Nominating Committee for approval by the Church. The Ministerial Search Committee shall reflect a broad base of age and organizational groups, shall number not fewer than seven members and shall include at least one person who is then serving on the Personnel Committee. The Pastor and the Ministerial Search Committee, with the assistance of the Personnel Committee, shall prepare a personnel profile for the vacant position. When the Church has approved the personnel profile, the Pastor and the Ministerial Search Committee, with the assistance of the Personnel Committee, will proceed to seek qualified candidates for the position. When the Pastor and the Ministerial Search Committee have identified an acceptable candidate, consistent with the personnel profile, and when the candidate has accepted the guidelines approved by the Personnel and Finance Committees, the Ministerial Search Committee shall recommend to the Church at a special business meeting of the Church called for such purpose, that the Church issue a call to the candidate. An affirmative vote of three-fourths of those present and voting by ballot shall constitute a call.

d. Each member of the ministerial staff shall serve until the relationship is terminated upon the earliest of (i) the resignation of the member of the ministerial staff, (ii) the expiration of a Church-approved written term, or (iii) the determination of the Deaconate that the relationship should be terminated, which determination shall be made only upon the recommendation of the of the Pastor and a majority of the members of the Personnel Committee.

## 3. Other Staff Members.

a. Other staff members shall be hired in accordance with the personnel and financial policies of the Church.

b. Such staff members shall be responsible to their immediate supervisors or designated staff members.



## B. DEACONS

1. Spiritual Leaders and Servants. Each Deacon is called to be a spiritual leader and servant of the Church.

- a. The Deacons will serve as spiritual leaders by:
  - i. Personal dedication to prayer and study.
  - ii. Participation with the ministers in corporate worship, including in the observance of the ordinances of the Church.
  - iii. Leading in opportunities for spiritual development.
  - iv. Full and active participation in the life of the Church.
- b. The Deacons will demonstrate servanthood by:
  - i. Inreach ministry to members of the Church.
  - ii. Outreach ministry to the community.
  - iii. Participation in missions activities.

2. Number and Term. After the year 2020, the Diaconate shall consist of 36 Deacons who shall be called for staggered terms of three years. After completion of a full three-year term or after completion of a partial term of at least two years, a Deacon shall not be eligible to serve as an active Deacon until a lapse of at least two years.

3. Nomination. A special nominating committee consisting of the standing Nominating Committee, the Chair of Deacons, the Sunday School Director, the Moderator, the Woman's Missionary Union Director, and the Pastor shall nominate from the active membership of the Church 12 individuals, plus, after the year 2020, that number of individuals necessary to fill unexpired terms of Deacons who have resigned after being called. Those individuals nominated to fill unexpired terms shall be identified as doing so together with the date their terms end. The special nominating committee shall begin its process by soliciting suggestions from the congregation. The names of all nominees who have accepted the nomination shall, during the four-week period prior to the calling, be published at least once in the Church newsletters and included for at least two consecutive weeks in the Church bulletin.

4. Qualifications. All nominees for the office of Deacon shall exhibit Christian maturity and shall have demonstrated their desire and willingness to give generously of their treasure, time, and talent in support of the Church's missions and ministries. All nominees shall have been a member of the Church for at least the past two years, or, if previously a member of the Church for at least

two years, shall have been a member of the Church for at least the past year. Each nominee will be advised concerning the Church's expectations of a Deacon and will be requested to study the Scriptures concerning the qualifications and responsibilities of a Deacon, including Genesis 28:22, Malachi 3:8-10, Deuteronomy 14:22, Acts 6:3, and I Timothy 3:8-13, prior to acceptance of the nomination for the office of Deacon. Acceptance of the nomination shall constitute a certification by the nominee to the Church that, in the nominee's judgment, the nominee possesses the scriptural qualifications for the office of Deacon and that, when called, the nominee will accept and carry out the duties and responsibilities of a Deacon of the Church. Nominees who have not previously been ordained by a Baptist church will meet with the Deacons Emeritus, who will report to the Church on their findings regarding the qualifications of such nominees.

5. Calling. Calling of Deacons shall be by ballot during the morning worship services on the Sunday designated in the Church newsletter. Members who will be absent on that designated Sunday may submit a ballot during Church office business hours and Wednesday evening activities, beginning the Monday following the second publication of names in the Church bulletin and ending the Friday prior to call Sunday. Members shall be entitled to vote for or against the recommendation of the special nominating committee. The ballots shall be collected and tabulated by a committee composed of Deacons present whose terms of service expire the year in which the election is held and who are ineligible for reelection. Ballots shall be tabulated and a record thereof kept.

6. Ordination. All who are called as Deacons will be set apart for leadership and service through the ordinance of ordination. Newly called Deacons who have previously been ordained by a Baptist church will not be ordained again.

7. Responsibilities. The Diaconate shall have the following responsibilities:

a. To provide opportunities for, and to encourage, each of the Deacons to fulfill their roles as spiritual leaders and servants of the Church, as described in Article V, Section B.1 above.

b. To organize itself in such a manner and to elect a chair and such other officers as it shall from time to time deem appropriate and useful to carry out the mission of the Deacons.

c. To adopt rules and procedures for the governance of the Diaconate (including, without limitation, rules and procedures concerning a recommendation for dismissal of a Deacon by the Diaconate for failure to meet reasonable expectations of a member of the Diaconate) and to publish the rules and procedures promoting the effective functioning of the Diaconate.

d. No less frequently than every eight years, develop a strategic plan for the Church.

e. To the extent that the Church as a non-profit corporation is required to have and act through a board of directors, the Diaconate shall constitute and serve as the board of

directors for the Church; provided, however, that the authority of the Diaconate shall be limited as set forth in these Bylaws.

8. Deacon Emeritus status. A person who has served nine or more years as an active Deacon of the Church and who is 65 years of age or older is eligible to be designated as a Deacon Emeritus. Candidates for Deacon Emeritus shall be nominated by the Diaconate, and nominations shall be submitted to the Church for approval. A Deacon Emeritus shall be entitled to notice of all meetings of the Diaconate, and will be entitled to attend all such meetings, and shall have the privilege of the floor, but shall not be entitled to vote.

### C. COORDINATING COUNCIL

1. Composition. The Coordinating Council will include the following persons:

- a. The Moderator, who shall serve as the Chair and preside at meetings of the Coordinating Council;
- b. The Deacon Chair;
- c. The Deacon Chair-Elect;
- d. The Chairs of all committees;
- e. The Chairs-Elect of all committees;
- f. The Sunday School Director;
- g. The WMU Director;
- h. The Moderator-Elect, who shall preside at meetings of the Coordinating Council in the absence of the Moderator;
- i. The Pastor; and
- j. The Director of Church Operations.

2. Responsibilities. The Coordinating Council shall have the following responsibilities:

- a. To serve as a forum for the discussion of matters of importance to the Church, including:
  - i. Priorities for ministry;
  - ii. Coordination of various ministries, missions and programs of the Church;

iii. Other matters of importance placed on the agenda of the Coordinating Council in accordance with its procedures.

b. To prepare and maintain the Committee Manual of Providence Baptist Church, which manual, and any changes thereto, shall be effective only upon the approval of the Church.

c. To approve the creation of teams and to prepare and maintain the Team Manual of Providence Baptist Church, which manual shall include a charter of each team.

d. To develop procedures for accomplishing its responsibilities, including procedures for taking action through means of electronic communication.

e. To review and update the policies of the Church in the year following the adoption by the Deacons of a new strategic plan to ensure that policies are consistent with the plan and appropriate in the current circumstances.

f. To make a report to the Church at each quarterly Church conference.

#### **D. MODERATOR AND MODERATOR-ELECT**

1. Nomination and Election. The Nominating Committee, in accordance with the procedures set forth in the Committee Manual of Providence Baptist Church, shall nominate a person for the position of Moderator-Elect whenever that office is vacant. The election shall be at a business meeting of the Church.

2. Term. The Moderator and Moderator Elect shall serve a term of two years. No person who serves a full two-year term as Moderator or Moderator-Elect shall be eligible for reelection to the same office until the lapse of at least one year following the end of such term. If the Moderator resigns or is unable to fulfill his or her term, then the Moderator-Elect shall become the Moderator to complete the two-year term and a new Moderator-Elect shall be elected. If the Moderator-Elect resigns or is unable to fulfill his or her term, then a new Moderator-Elect shall be elected to complete the two-year term. At the end of the two-year term, the Moderator-Elect shall accede to the office of Moderator.

3. Duties. The Moderator shall:

a. Ensure that appropriate notice of all business meetings of the Church is provided, including the publication of a detailed agenda.

b. Preside at all business meeting of the Church consistent with the guidelines for a presiding officer in the latest published edition of Robert's Rules of Order.

c. Serve as Chair of the Coordinating Council.

4. Absence of Moderator. If the Moderator is absent at a meeting of the Church, the Moderator-Elect shall carry out the duties of the Moderator. In the Moderator-Elect's absence, the Clerk shall call the meeting to order and an Acting Moderator shall be elected by nominations from the floor.
5. Other. The Moderator shall not serve on any committee of the Church.

#### **E. CLERK**

1. Nomination and Election. The Nominating Committee, in accordance with the procedures set forth in the Committee Manual of Providence Baptist Church, shall nominate a person for the position of Clerk. The election shall be at a business meeting of the Church.
2. Term. The Clerk shall serve a term of two years. No person who serves a full two-year term as Clerk shall be eligible for reelection until the lapse of at least one year following the end of such term.
3. Duties. The Clerk shall be responsible for:
  - a. Maintaining an accurate roll of the Church membership with dates of admission and dismissal and other pertinent information and issuing letters of dismissal as authorized by the Church and these Bylaws.
  - b. Recording electronically and preparing accurate and complete minutes of all business meeting of the Church. Recordings shall be preserved until approval of the minutes.
  - c. Preparing the Annual Association letters and other official communications on behalf of the Church.
  - d. Notifying all Church leaders, members of committees and messengers of their election or appointment.
  - e. Maintaining the corporate seal of the Church and affixing the seal to official documents of the Church, as appropriate.
  - f. Designating one of the Church Parliamentarians, who shall have been appointed by the Nominating Committee pursuant to its procedures, to serve as parliamentarian for each business meeting of the Church.
4. Assistant Clerks. The Clerk may appoint one or more Assistant Clerks who shall assist the Clerk in the performance of the duties listed in Article V, Section E.3.

## **F. CHURCH LEADERS WITH AUTHORITY TO EXECUTE OFFICIAL DOCUMENTS**

Official documents of the Church may be executed by the Moderator in the capacity of President of the Church, by the Clerk in the capacity of the Secretary of the Church and by the Chair of the Finance Committee in the capacity of the Treasurer of the Church.

### **ARTICLE VI**

#### **CHURCH PROGRAM ORGANIZATIONS**

1. General.

a. Church Control. All organizations of the Church shall be subject to the control of the Church and the directors of the organizations shall report to the Church on a regular basis at the business meetings of the Church. The Pastor or the Pastor's designated staff representative shall be an ex-officio member of all the organizations named. The Deaconate shall facilitate the activities of all Church Organizations.

b. Directors. Each organization described in this Article VI shall have a director. The Nominating Committee, in accordance with the procedures set forth in the Committee Manual of Providence Baptist Church, shall nominate at least one person for the position of director of each organization. Prior to the election of each director, additional nominations shall be taken from the floor at a business meeting of the Church. The member receiving the highest vote shall be elected as the director of the organization; provided that if such member does not receive a majority of the votes cast a run-off vote shall be held between the two nominees receiving the highest number of votes. Each director shall serve a term of two years and may be elected for one additional successive two-year term. No person who serves two successive two-year terms as a director of an organization shall be eligible for reelection to such position until the lapse of at least one year following the end of the second such term.

2. Sunday School.

a. General. There shall be a Sunday School, divided into divisions and classes for all ages and conducted under the general direction of the Sunday School Director and the Sunday School Council. The Sunday School Council shall consist of the directors of the age group divisions of the Sunday School. Sunday School is the organization of the Church established to carry out the Great Commission in the local community by reaching out to the people, teaching them the Bible, winning them to Christ and involving them in the life and work of the Church.

b. Purpose. The purposes of the Sunday School shall be to teach the Biblical revelation; to lead in reaching persons for Christ and for membership in the Church; to encourage its members to become Sunday School teachers; and to provide and interpret information regarding the work of the Church and the denomination. To accomplish these purposes, all Sunday School

classes will use a teaching program approved by procedures established by the Sunday School Council.

3. Woman's Missionary Union.

a. General. There shall be a Woman's Missionary Union with a director and such other officers and forms of organization as the members of the Woman's Missionary Union shall deem necessary. The Woman's Missionary Union is the primary organization of the Church responsible for ongoing missions education.

b. Purpose. The purposes of the Woman's Missionary Union shall be to provide missions organizations for women, girls and preschoolers; to lead and encourage the members and families of the Church to be involved in mission study, mission action, personal witnessing and mission support; to provide organization and leadership for special missions events and projects and to provide and interpret information regarding the work of the Church and the denomination.

## ARTICLE VII

### CHURCH COMMITTEES AND TEAMS

1. General. All committees and teams of the Church shall be responsible to the Church and shall report to the Church when requested to do so by the Moderator. The Pastor shall appoint a staff liaison to each committee and team. The Coordinating Council shall coordinate and facilitate the activities of all committees and teams.

2. Standing Committee. All standing committees shall have such duties and number of members, and shall operate in accordance with such procedures, as are set forth in the Committee Manual of Providence Baptist Church, as such manual is amended from time to time in accordance with these Bylaws. All members of standing committees must be members of the Church.

3. Special Committees. Special committees may be created by the Church from time to time at a business meeting of the Church and will have such members, duties and duration, and will operate in accordance with such procedures, as are determined by the Church.

4. Teams. All teams shall have such duties and number of members, and shall operate in accordance with such procedures, as are set forth in the Team Manual of Providence Baptist Church, as such manual is amended from time to time in accordance with these Bylaws. Members of teams are not required to be members of the Church.

## ARTICLE VIII

### REAL PROPERTY

1. Title. Title to all real property of the Church shall be in the name of the Church.
2. Disposition. Real property of the Church used for worship and ministry purposes may not be sold, mortgaged, conveyed, transferred, or otherwise encumbered without the affirmative vote of three-fourths of the members present at business meeting called for such purpose. All other real property of the Church may be sold, mortgaged, conveyed or otherwise transferred by the affirmative vote of a majority of the members present at any business meeting of the Church.

## ARTICLE IX

### AFFILIATIONS

The Church shall have full power and authority to associate itself with and participate in, through duly elected representatives, those organizations which have as their primary purpose the promotion and support of missions, education and benevolence of the character and in keeping with the purpose of the Church as set forth in the Articles of Incorporation.

## ARTICLE X

### AMENDMENTS

1. Referral to Deaconate. All requests for amendments of these Bylaws must be in writing and shall be submitted to the Deacon Chair for study by the Deaconate. The Deaconate shall have 60 days within which to issue an opinion concerning any proposed amendment, alteration or revision to these Bylaws. The Deaconate shall issue an opinion and the proposal shall be published in the manner set forth in Article III, Sections 2 and 3, and the proposal shall be voted on by the Church. If the Deaconate shall fail to issue an opinion within 60 days, then any member or Church committee may make a proposal to the Church for such amendment, alteration or revision and it shall thereafter be submitted to a vote of the Church in accordance with Article X, Section 2 of the Bylaws.
2. Vote of the Church. Amendment of these Bylaws shall require the affirmative vote of two-thirds of the members present at a business meeting of the Church; provided, however, that no amendment may reduce any super majority voting requirement contained in these Bylaws unless such amendment is approved by the number of members that would have been required to have taken action under such voting requirement.



## Providence Baptist Church House Rules

*As amended November 29, 2017*

### I. OPERATING PROCEDURE

#### A. Time

1. Providence Baptist Church (the “Church”) membership shall hold all quarterly business meetings at the times and dates that are set in accordance with the guidelines set forth in the Bylaws (Article III, Section 2).
2. The Church membership shall hold special called business meetings, for any purpose, on the times and dates that are set in accordance with the guidelines set forth in the Bylaws (Article III, Section 3).
3. The Church shall provide child care for children through the sixth grade during all business meetings.

#### B. Agenda

1. The Moderator shall prepare each session’s agenda.
  - a. Items to be included shall be submitted in final form no later than one week prior to the meeting.
  - b. Agendas, Minutes, and supporting materials shall be available in the Church Rotunda three days prior to the meeting.
2. Order of Agenda
  - I. Call to Order
  - II. Reading of the Minutes
  - III. Approval of the Minutes
  - IV. Reports
    - Staff
    - Standing Committees
    - Organizations
    - Ad Hoc Committees
  - V. Unfinished Business
  - VI. New Business
  - VII. Announcements
  - VIII. Adjournment

#### C. Minutes

1. The results of all motions shall be recorded in the Minutes.
2. A member may request that any specific item be included in the Minutes.

## II. Officers

### A. Moderator

1. The Moderator shall preside over all Church business meetings.
2. The Moderator shall prepare the agenda for each meeting.
3. The Moderator shall prepare parliamentary procedure “helps” and distribute them to the Church membership at the beginning of each year and then again whenever requested by a member.

### B. Moderator-Elect

In the absence of the Moderator, the Moderator Elect shall carry out the duties of the Moderator.

### C. Parliamentarian

1. A Parliamentarian shall be present at each business meeting and shall be chosen on a rotation basis from the pool of qualified Parliamentarians organized by the Nominating Committee.
2. The Parliamentarian shall be considered the authority on both Robert’s Rules of Order and the current House Rules and shall serve the Moderator and the membership in that capacity.

### D. Church Clerk

1. The Church Clerk shall be responsible for recording the Minutes.
2. The Church Clerk shall electronically record the business meeting, and prepare and distribute copies of the Minutes to the Moderator for distribution to the membership.
3. The Church Clerk shall verify the presence of the required quorum.

### E. Assistant Church Clerk

1. The Assistant Church Clerk shall assist in the duties and responsibilities of the Church Clerk.

## III. CONDUCT OF BUSINESS

### A. Debate and Speaking Privileges

1. The Church Moderator shall have no debating privileges while presiding over a meeting.
2. The Moderator shall ensure that all members wishing to speak for or against a motion or who have questions regarding the motion will have every possible opportunity to speak without being redundant.
3. The Moderator shall not break a tie vote. Should a tie occur, the motion shall be tabled.

#### B. Conduct During Debate

1. A Christian attitude, common sense, and courtesy shall form the basis for behavior.
2. Except when raising questions of privilege, no one shall speak until recognized by the Moderator.
3. The Moderator shall state all motions as they are made.
4. Debate shall be limited to ten minutes per person. The membership may elect to extend or limit debate by two-thirds vote.
5. Any speaker may yield all or a portion of his/her time. The speaker to whom the floor was yielded may either speak in debate or give some pertinent and factual information. He/She may also make a motion, provided that the person that yielded the floor has not already done so. A person to whom the floor was yielded may not yield the floor to a third person. A person may not be yielded to twice.
6. Previous Question may not be ordered on a motion or an amendment before two affirmative and two negative debate periods have been presented. Debate on amendments shall not be considered discussion for or against the main motion.

#### C. Methods of Voting

1. Voice Vote
  - a. The usual method of vote is by voice. Members respond to the call for the vote with “aye” to signify agreement, or “nay” to signify disagreement.
  - b. The Moderator will determine whether the membership is in agreement or disagreement with the matter upon which the body is voting.

- c. If the Moderator is unable to determine the outcome of the vote, he/she may call a “division”. The vote will then be retaken by hand.
- d. Any member may call a “division” after the vote has been taken, but it must be called BEFORE the results are announced.

## 2. Hand Vote

- a. A hand vote is taken by a show of hands, for and against.
- b. A hand vote, rather than a voice vote, shall be taken on any motion calling for greater than a simple majority vote (i.e., a 2/3 majority vote MUST be taken by hand).
- c. A hand vote may be ordered by the Moderator at any time he/she feels, in his/her reasonable discretion, that such a vote is necessary.
- d. A hand vote may be ordered any time a member feels that it is necessary.

## 3. Ballot Vote

- a. A vote by ballot is one in which each member marks his/her vote on a piece of paper.
- b. A ballot vote shall be taken at the request of any ten members.
- c. A ballot vote MUST be taken in the calling of Deacons and in the calling of Ministerial Staff.

## D. Introduction of Agenda Items

### 1. Presentation

- a. All proposed Agenda Items must be presented in written, legible form to the Moderator.
- b. All proposed Agenda Items requiring Church action, as a matter of courtesy, shall be referred to the Deacon body prior to the business meeting; however, this does not prevent anything being presented under New Business.
- c. The Deacon body shall not alter the item in any way, but shall discuss the item and if indicated, make an appropriate response to the sponsor of the item.

## 2. Consideration by the Membership

- a. Agenda Items referred to the Deacon body shall be listed on the next Agenda possible.
- b. The Deacon body shall give a fair and adequate report of the discussion of the Deacon body.
- c. No Agenda Item may remain in the Deacon body for more than three months. The item shall be placed on the Agenda of the next business meeting.

## IV. CHANGES TO HOUSE RULES

- A. Motions to suspend a (the) House Rule (s) shall be debatable and shall require a two-thirds vote.
- B. Motions to Amend a (the) House Rule (s) shall be debatable and shall require a two-third vote.
- C. Motions to suspend or amend a (the) House Rule (s) are in order at all business meetings and may be debated only when there is no other motion on the floor.

JANUARY 2011