

# THE STANDING RULES OF THE PRESBYTERY OF THE CASCADES

## PREFACE

These Standing Rules of The Presbytery of the Cascades are subordinate standards to the most recent editions of The Constitution of The Presbyterian Church (U.S.A.) and The Bylaws of The Presbytery of the Cascades. These Standing Rules or any modification of them may in no way conflict with their superior authorities. These Standing Rules may be amended or set aside by simple majority vote without prior notice at any stated meeting of the presbytery. They may be amended or set aside by simple majority vote at any properly-constituted special meeting of the presbytery if prior notice of intent to amend or set aside the Standing Rules is included in the notice and statement of purpose for the meeting. With respect to issues not addressed in these Standing Rules or their superior authorities, the provisions of the most recent edition of Robert's Rules of Order shall be used.

### A. MEETINGS OF THE PRESBYTERY

1. The Presbytery of the Cascades shall meet as required or permitted in Article VI of the Presbytery Bylaws.
2. The Presbytery Leadership Commission shall approve the arrangements for and the docket of all meetings.
3. Arrangements for and the conduct of services of worship at meetings of the presbytery shall be under the direction of a Worship Design Team appointed annually by the moderator of presbytery and accountable to the moderator and the stated clerk.
4. The stated clerk is responsible for distributing a proposed docket to all voting members of the presbytery at least two weeks in advance of the meetings.
5. The posting date for reports for all meetings of Presbytery shall ordinarily be no less than two weeks before the date of the Presbytery meeting. Business that is outside of a committee report and included in the packet will be treated as new business, which shall ordinarily be briefly introduced and referred. Items which come to the clerk after the posting date may be briefly introduced and referred. If the new business includes a motion, the proper forms must be filled out and two copies given to the stated clerk. Proceeding to action of any new business later in the same meeting requires a two-thirds vote.
6. All meetings of the presbytery shall be considered open to attendance by all persons, although only persons authorized in the Bylaws may have vote and/or voice. Meetings may be closed by majority vote of the presbytery for matters relating to property negotiation, personnel, civil or criminal litigation issues, matters of security, or any other reason which the presbytery may consider appropriate. The reason(s) for closing a meeting must be announced before closure and must be recorded in the minutes of the meeting. In closed meetings, only voting members and other persons invited by the presbytery to be present with voice are permitted to be present and only voting members may vote in the meeting.
7. Reimbursement of expenses incurred by teaching and ruling elder commissioners and certain other persons attending a stated meeting of the presbytery as a part of the duties of elected office or at the invitation of the presbytery may be provided upon request in accord with the current policy on reimbursement established by the Presbytery Leadership Commission.
8. The presbytery shall seek to redress any imbalance of teaching elders and ruling elders in accordance with the Constitution.

## B. MEETINGS OF PRESBYTERY COMMITTEES AND COMMISSIONS

9. All standing committees and commissions of the presbytery as described in Article VIII of the Presbytery Bylaws shall meet at times and places of their own choosing, as may be required by the Constitution, or as may be specified in the Manual Of Operations for that particular committee or commission.
10. Due to the confidential nature of their business, meetings of the Presbytery Nominating Committee, the Commission on Preparation for Ministry, each Commission on Ministry, the Permanent Judicial Commission, and the Personnel and Administration Committee are considered to be closed meetings. The presence and participation of any persons not elected to service on those bodies is to be only at the express invitation of the body.
11. All meetings of other standing committees or commissions of the presbytery are considered open meetings except that any committee or commission has the right to meet in a closed session when matters to be discussed deal with matters which its opinion are not appropriate for public observation. Meetings may be closed by majority vote with the reason(s) for closing a meeting announced before closure and recorded in the minutes of the meeting. In closed meetings, only voting members and other persons invited by the committee to be present with voice are permitted to be present and only voting members may vote in the meeting.
12. A quorum for any meeting of a committee or commission of the presbytery shall be a simple majority of the current number of persons elected or appointed to service. In no case may a committee or commission transact business if fewer than a majority of the number of its members as specified in the Presbytery Bylaws is present.

## B. PRESBYTERY OFFICERS

1. As specified in the Presbytery Bylaws, the corporate officers of the presbytery shall be the chair of the Board of Trustees, who shall serve as the president of the corporation, and the secretary of The Board of Trustees, who shall serve as secretary of the corporation. The chair of the Board of Trustees shall be elected by the presbytery; the secretary of the Board of Trustees shall be elected by the Board of Trustees from among its members.
2. As specified in the Presbytery Bylaws, the organizational officers of the presbytery shall be the moderator, four vice moderators, the stated clerk, and the presbytery treasurer.
3. The moderator and vice moderators are to be nominated by the Presbytery Nominating Committee and elected by the presbytery to serve a term of office as specified by the Presbytery Bylaws or until a successor is elected and installed.
4. Any ruling elder elected to service as a presbytery officer is enrolled as a member of the presbytery for the duration of his or her term in office and need not be simultaneously a commissioner from his or her church of membership.

## C. STATED CLERK

1. In accord with the Constitution, the presbytery shall elect a stated clerk. The term of office is five years, subject to reelection to an indefinite number of terms.
2. In accord with the Presbytery Bylaws, the stated clerk shall fulfill the duties of the office as specified in the Constitution and as may be additionally specified in a position description adopted by the presbytery.
3. The stated clerk shall serve as the registered agent of the corporation, and as secretary of the presbytery and its leadership commission.

4. The stated clerk shall serve as an ex-officio member of the Board of Trustees with voice but without vote.
5. The stated Clerk shall work in consultation with the presbytery treasurer in matters regarding the receipt and distribution of per capita apportionment funds.
6. When there is a vacancy in the office of stated clerk, a candidate for the position shall be nominated to the presbytery by a search committee composed of three members selected by the Presbytery Leadership Commission and three members selected by the Personnel and Administration Committee. At the end of an elected term of service, the Personnel and Administration Committee may, based on its annual performance reviews, re-nominate the Stated Clerk for reelection by the presbytery to an additional term of five years.
7. The stated clerk may present the name or names of a candidate or candidates for confirmation by the Presbytery Leadership Commission to serve a one-year term in the volunteer position of associate stated clerk with responsibilities as may be assigned by the stated clerk. One associate stated clerk may be appointed by the presbytery moderator to serve in the temporary exercise of the duties of the stated clerk in the event that the stated clerk cannot fulfill the duties of the office due to reasons of health, personal matters, or potential conflict of interest.

#### D. PRESBYTERY TREASURER

1. In accord with the Presbytery Bylaws, the presbytery shall elect a presbytery treasurer to serve as an uncompensated officer of presbytery for a term of three years.
2. The treasurer shall serve as a member of the Presbytery Leadership Commission, with voice and vote.
3. The treasurer shall serve as an ex-officio member of the Presbytery Board of Trustees with voice, but without vote.
4. The treasurer shall be nominated for election by the presbytery by a search committee composed of three persons selected by the Presbytery Leadership Commission.

#### E. STANDING COMMITTEES AND COMMISSIONS

1. Those committees and commissions designated in Article VIII of the Presbytery Bylaws, together with the Board of Trustees as designated in Article IX of the Presbytery Bylaws, shall be considered standing committees and commissions.
2. Each standing committee or commission shall develop and maintain a manual of operations to guide its work.
3. Each standing committee or commission shall define a process to be included in its manual of operations whereby its decisions may be appealed.

#### F. SPECIAL COMMITTEES AND COMMISSIONS

1. Any committee not designated as a standing committee or commission shall be considered a special committee or commission and shall be subordinate to the authority and control of a standing committee or commission.
2. A Commission on Ministry Coordinating Commission shall be composed of the regional Commission on Ministry chairs, the co-executive Presbyters (ex-officio and without vote) and the stated clerk (ex-officio and without vote). The coordinating commission will meet to coordinate the work of the regional Commissions on Ministry, to propose and manage the Commission on Ministry budget, and to recommend to the commissions, for their concurrence and presbytery approval, changes in policy and the manual of operations. Regional Commissions on Ministry shall consult with the coordinating commission regarding

any issues which may have policy implications and any revisions in practice are to receive concurrence by the four Commissions on Ministry before being implemented.

#### G. ADMINISTRATIVE COMMISSIONS

1. The presbytery shall have authority to establish administrative commissions to do the work of the presbytery on its behalf. Such administrative commissions shall be formed in accord with the provisions of the Constitution.
2. The Commission on Preparation for Ministry shall have authority to establish an administrative commission for the purpose of ordaining and/or installing a minister. Such an administrative commission shall be formed in accord with the provisions of the Constitution.
3. Each Commission on Ministry shall have authority to establish an administrative commission for the purpose of ordaining and/or installing a minister. Such an administrative commission shall be formed in accord with the provisions of the Constitution.

#### H. INVESTIGATING COMMITTEES

1. When informed by the stated clerk that an offense has been alleged or a self-accusation has been made or a request for vindication has been made in accord with the provisions of the Constitution, the moderator and the chair of the Presbytery Leadership Commission, in consultation with the stated clerk, may create an Investigating Committee to investigate according to the procedures in the Constitution. The creation of the committee shall be reported at the next regular meeting of the presbytery.
2. The composition of an Investigating Committee shall follow the following guidelines in the case of allegations of sexual misconduct: the majority of the committee shall be of the gender of the person bringing the accusations; at least one member shall be a teaching elder; and at least one person should be an attorney. All the members must be ruling elders or teaching elders. Care shall be taken to ascertain that appointees are neither close friends of nor known to be hostile or antagonistic toward the accused, accuser or victim.
3. In the case of a conflict of interest or inability to serve by the moderator, chair of Presbytery Leadership Commission, or stated clerk, the vice moderator from the region of the alleged offense shall serve in his or her place.

#### I. COMMITTEE OF COUNSEL

1. When advised by the stated clerk of the need for a Committee of Counsel as defined in the Constitution, the moderator and chair of Presbytery Leadership Commission in consultation with the stated clerk shall create a Committee of Counsel to serve in accord with the provisions of the Constitution.

#### J. NOMINATIONS AND ELECTIONS

1. The Nominating Committee shall nominate from within its continuing membership a person for election by the presbytery at its June/July stated meeting to serve as its chair for a term of not more than three years.
2. The Presbytery Nominating Committee shall solicit suggestions for nominations from all churches of the presbytery. Subject to the provisions and requirements of the Constitution, unless otherwise specified in the Presbytery Bylaws or these Standing Rules and as far as is practicable, the Nominating Committee is to nominate for each committee: a) equal

numbers of persons who are teaching elders and persons who are not, and b) equal numbers of persons from each region of the presbytery, except that each regional Commission on Ministry shall consist of persons exclusively from the region which it serves. In general and as far as is practicable, there shall be no nominations which would result in having more than one person from a single congregation elected to service on any particular committee or would result in having any person hold more than one major elected position in the presbytery.

3. In all cases, nominations from the floor at the time of election may be made, providing that the nominee has indicated willingness to serve and fulfill the responsibilities of the position and meets applicable criteria for nomination to the position.
4. All officers and members of committees and commissions are to take office at the end of the meeting of the presbytery at which they are elected and are to serve through the end of the June/July meeting of the year of the class to which elected. Officers are to serve until their successors are elected and installed except in the event of resignation from office in which case the provisions for election of an officer to fill an unexpired term will apply.
  - a. The term of office for the moderator is one year, not subject to reelection, with the moderator serving as the chair of the Presbytery Leadership Commission in the following year.
  - b. The term of office for each vice moderator is two years, not subject to reelection. Two of the regional vice moderators are to be elected each year to a two-year term.
  - c. The term of office for the stated clerk is five years, subject to reelection.
  - d. The term of office for the presbytery treasurer is three years, subject to reelection.
  - e. The term of office for elected members of committees, commissions, and boards is three years. No person shall serve on the same committee, commission, or board for consecutive terms, either full or partial, aggregating to more than six years. Any person having served a total of six years shall be ineligible for reelection to the same committee or commission for at least one year.
  - f. The term of office for members of the Permanent Judicial Commission is six years and shall be in accord with the special provisions of the Constitution.
5. The Nominating Committee shall nominate for presbytery election at the June/July meeting persons to serve in the offices of moderator or vice moderator of the presbytery, chairs of committees and commissions, the president of the Board of Trustees, and members of committees or commissions.
6. The election of a person to fill an unexpired term in the office of moderator, vice moderator, stated clerk, presbytery treasurer or chair of the Board of Trustees shall be held at the next stated meeting of the presbytery following the time of vacancy.
7. In addition to nominations from the floor, petitions may be filed with the stated clerk for persons to be listed on the ballot for any elected position. The Nominating Committee shall place in nomination the name of any person for whom a petition for nomination has been received with the signatures of at least twenty teaching elders or commissioners registered as attending the most recent past stated meeting. The name of a person nominated by petition shall be listed on the ballot together with any names placed in nomination by the Nominating Committee if the petition for nomination is received prior to the printing of the ballot.
8. The Nominating Committee shall nominate for presbytery election at the November meeting in the year prior to a meeting of a General Assembly persons to be elected as

Commissioners to General Assembly and Young Adult Advisory Delegate to General Assembly.

9. In the case of the election of a moderator, a time not to exceed three minutes may be made available for each candidate to speak to the presbytery prior to the voting. No other candidates for election are to be provided opportunity to speak to the presbytery. It is not necessary for a candidate to be present at the meeting at which an election is held.
10. The Commission on Preparation for the Ministry shall nominate, from among the members of the commission if feasible, persons for election by the presbytery as may be required to serve as readers of standard examinations for ordination. If a person who is elected as a reader of standard examinations is not a member of the Commission on Preparation for the Ministry, that person shall serve as an ex-officio member, without vote, on the commission for the term of his or her service.

#### K. VACANCIES AND APPOINTMENTS

1. An elected position may be declared vacant a) when any officer, chair, or member of a committee, commission or board resigns or b) when the body on which that person serves deems the person to have resigned because of absence from meetings.
2. Any elected officer of the presbytery may be deposed from office for cause such as misconduct or neglect of duty in accord with the provisions of Robert's Rules of Order.
3. Should the position of an officer be declared vacant, the stated clerk is to be notified and the moderator, in consultation with the chair of the Nominating Committee and the regional vice moderator, shall call for a special election at the next meeting of the presbytery to fill the vacancy.
4. A vacancy in an elected position on committees, whether by resignation or declaration of vacancy, shall be filled by appointment by the presbytery moderator, who is to consult with the Nominating Committee regarding candidates for appointment. Any appointment made is to be reported to the presbytery through the stated clerk. The moderatorial appointee shall serve until the completion of that service year (through the June/July stated meeting) at which time the position shall be filled by election.

#### L. RESERVED AUTHORITIES

1. The following are powers reserved to the presbytery alone and may not be delegated: the election of presbytery officers, the election of specified committee or commission personnel, the election of commissioners or advisory delegates to other governing bodies, the election of co-executive presbyters, the election of the Presbytery Nominating Committee, the examination of candidates for ordination, the establishment of administrative commissions for any purpose other than that of the ordination and/or installation of a minister, or negotiations pertaining to a congregation seeking dismissal under the Gracious, Just and Responsible Dismissal Policy; the voting on proposed amendments to the Constitution, and the adoption or substantial modification of the annual budget of the presbytery.

#### M. EMPLOYEES

1. The presbytery may employ persons as may be needed to serve in its mission and management responsibilities.
2. There shall be a position description for each employee of the presbytery which is to be prepared by the presbytery Personnel and Administration Committee and approved by Presbytery Leadership Commission.

3. The presbytery shall elect those employees serving in the positions of co-executive presbyter and stated clerk.
4. The presbytery Personnel and Administration Committee shall be responsible for the employment and dismissal of all other employees.
5. The Personnel and Administration Committee shall have and maintain a Personnel Manual which shall govern the employment practices of the presbytery. It is the Presbytery Leadership Commission which has authority to approve the contents of the Personnel Manual.

Adopted: 6/25/05

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11/12

6/19/15

7/16/16

3/09/18