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PREFACE

The Presbytery exists for the purpose of being an agent in and an enabler of the mission of the Church of Jesus Christ on behalf of the concerns and needs of those who live within its bounds. The Presbytery holds and reaffirms, within the context of its commitment to the Church universal, a special commitment to the basic principle of Presbyterian polity (F-3.00) and that the nature of Presbyterian order is such that it shares power and responsibility (F-3.0203). This means that the relationship between the Presbytery and its member congregations is a two-way relationship – prophetic and pastoral; leading and responding. Therefore we expect God’s call to action and reflection to come from congregations and Presbytery Committees/Commissions, from teaching elders and ruling elders, from sessions and the General Mission Board.

THE MEETINGS

There shall be four Stated Meetings of the Presbytery each year and the locations shall be geographically distributed. The quorum for all Presbytery meetings, both special and Stated meetings is set at three teaching elders who are members of the presbytery and three ruling elder commissioners from three different congregations.

GENERAL RULES

All business of the Presbytery shall be transacted in accordance with the Form of Government, the Rules of Discipline, and other deliverances and pronouncements of the General Assembly that interpret and supplement the above.

The latest edition of Robert's Rules of Order shall apply.

The permanent records of each council (session and presbytery) shall reside with the Presbyterian Historical Society or in a temperature and humidity controlled environment of a seminary of the Presbyterian Church (USA). When a church closes, the records will be kept within the bounds of the Presbytery for two years under the direction of the Stated Clerk. When two years have passed the records will be remitted to the Presbyterian Historical Society.

All teaching elder members of the Presbytery are expected to attend all Stated Meetings.

Adjourned and special meetings may be held on urgent occasions. The moderator shall call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders being of different churches. Should the moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both moderator and Stated Clerk are unable to act, any three teaching elders and ruling elders, the elders being of different churches, may call a special meeting. Notice of a special meeting shall be sent not less than ten days in advance to each minister and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

The Presbytery may, from time to time when physical meetings are impractical, arrange to meet and conduct business via electronic video and/or audio teleconference. Reasonable notice of the date, time and set-up procedures of electronic meetings will be given by the group’s chairperson or moderator. The conduct of electronic meetings will conform as closely as possible to the

STANDING RULES OF HOLSTON PRESBYTERY

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procedures for physical meetings set out in the latest edition of Robert's Rules of Order, including (but not limited to) those for quorums and the recording of minutes. Actions taken in teleconference meetings shall be reported to the Presbytery in the same manner as any other actions are reported. Minutes of teleconference meetings shall be treated as official minutes, must be approved by the entity at its next physical or electronic meeting and shall be kept and forwarded in the same way as minutes of physical meetings.

It is the duty of each session of the Presbytery to elect and send a ruling elder commissioner or commissioners or alternate to each Stated Meeting. To determine the number of Ruling Elder commissioners for Presbytery meetings the following formula will be utilized.

Churches with memberships:

1 to 500 – 1 ruling elder

501 – 1000 – 2 ruling elders

Ruling Elder member(s) of General Mission Board who are not elected commissioner(s) to Presbytery by the particular congregation shall be designated as ruling elder member(s) by virtue of their service on GMB. Ruling Elders who are Moderators of Standing Committees, the Permanent Judicial Commission, Administrative Commissions, and the Response Team shall be designated as Ruling Elder members of Presbytery by virtue of their service. Additionally, Ruling Elder General Assembly Commissioners will be designated as Ruling Elder members of Presbytery by virtue of their service. (This allows them to have voice and vote at Presbytery meetings which easily allow them to present business before the Presbytery.)

Minutes of the last meeting of the Presbytery and the docket of the next meeting shall be made available to commissioners and minister members. The expenses of ruling elders and teaching elders attending Stated, adjourned and special meetings of the Presbytery should be defrayed by the Sessions electing them or, in the instance of teaching elders, the Sessions of congregations in which they serve in permanent or temporary pastoral relationships.

ELECTIONS FOR SERVICE WITHIN THE PRESBYTERY

GENERAL PRESBYTERY ELECTIONS

At the last Stated Meeting of the year, the Committee on Representation & Nominations shall submit candidates for Moderator, and members of General Mission Board; and Moderators and members of committees, with the exception of the Committee on Representation & Nominations. Nominations shall also be accepted from the floor.

At the last Stated Meeting of the year, the General Mission Board shall nominate the Moderator and Vice Moderator of Presbytery and members of the Committee on Representation. Nominations also shall be accepted from the floor.

When appropriate, the General Mission Board shall nominate the Stated Clerk and Treasurer when such elections are to be held. Nominations shall also be accepted from the floor.

When appropriate, the General Mission Board, on the recommendation of the Personnel Committee, shall nominate an Executive Presbyter (or the equivalent). No nominations shall be

accepted from the floor.

VACANCIES

Vacancies that occur in committees between meetings of the Presbytery may be temporarily filled by the General Mission Board on nomination by the Committee on Representation. Those and other vacancies shall be permanently filled at the Stated Meeting following such occurrence. Such election shall be only for the unexpired term of the incumbent who has vacated the position.

Resignations from Presbytery positions shall be directed to the Stated Clerk.

ELECTION FOR SERVICE TO OTHER GOVERNING BODIES

SYNOD COMMISSIONERS

Ruling Elder and teaching elder commissioners to the Synod shall be elected according to the policies and procedures set by the Presbytery and the Synod. These elections shall be held at the last Stated Meeting of the year.

One teaching elder commissioner and one ruling elder commissioner to Synod shall be appointed by the Moderator of and approval by the General Mission Board to serve as *ex officio* member on the council during his or her term.

GENERAL ASSEMBLY COMMISSIONERS AND YOUNG ADULT ADVISORY DELEGATE

The principal and alternate commissioners and young adult advisory delegate to the General Assembly shall be nominated and elected during the last Stated Meeting of the year preceding a General Assembly according to the policies and procedures set by the Presbytery.

ORGANIZATION OF THE PRESBYTERY

THE OFFICERS

The officers of the Presbytery shall be a Moderator, a Vice-Moderator, a Stated Clerk, and a Treasurer. When needed, an Assistant Stated Clerk and Assistant Treasurer may be elected, but do not serve as officers of the Presbytery. Those elected to Transitional or Interim Stated Clerk or Treasurer will serve as an officer of the Presbytery.

The Moderator shall be elected at the last Stated Meeting of the year for a term of one year beginning the following January 1. He or she shall be installed at the last Stated Meeting of the year.

The Vice-Moderator shall be elected at the last Stated Meeting of the year for a term of one year beginning the following January 1. He or she shall be installed at the last Stated Meeting of the year. The Vice-Moderator shall assist the Moderator as requested, shall serve in the Moderator's absence, and succeed to the office of Moderator should it become vacant. Ordinarily the Vice Moderator will be elected the Moderator the next year. If the Moderator and Vice Moderator are unable to preside at a meeting or an event such as an installation/ordination, the Moderator shall invite a previously elected Moderator to take his/her place.

The Stated Clerk shall be nominated by the General Mission Board and elected for a term fixed by Presbytery not to exceed five years. Should a vacancy occur within the term, the person elected

to fill the vacancy shall serve the unexpired portion of the term, or until a permanent replacement is elected, whichever comes first.

The Treasurer shall be nominated by the Representation and Nominations Committee and elected by the Presbytery for a term fixed by Presbytery not to exceed five years and shall oversee all funds of the Presbytery. The Treasurer shall fulfill the duties set forth in the Treasurer's job description (see Presbytery Personnel Manual and other duties that might be assigned from time to time by the Presbytery. The Treasurer shall be bonded and submit an annual report to the Presbytery. The records of the Treasurer shall be audited annually, and the results reported at a Stated Meeting of the Presbytery. Should a vacancy occur within the term, the person elected to fill the vacancy shall serve the unexpired portion of the term.

The salaries of the Stated Clerk and the Treasurer shall be fixed by the Presbytery upon recommendation of the General Mission Board. The Presbytery shall provide needed office equipment, adequate clerical assistance, and travel expense for the Presbytery officers.

THE STAFF

The Presbytery may employ or call full-time staff members as needed. The duties of the staff shall conform to the position and job descriptions found in the Presbytery's Personnel Guidelines.

THE PERMANENT JUDICIAL COMMISSION

Permanent Judicial Commission shall be composed of 7 members with teaching elders and ruling elder represented in equal numbers, or as close as possible. The term of office shall be six years; they shall be elected in three classes. No person who has served on the Commission for a full term of six years shall be eligible for reelection until after four years have elapsed.

The Commission shall elect from its members a moderator and a clerk (D-3.04).

READER OF ORDINATION EXAMINATIONS

The Presbytery shall elect annually at least one ruling elder and one teaching elder to serve as readers of examinations of candidates for ordination at or before the last Stated Meeting of the year. Nominations shall be made by the Committee on Preparation for Ministry. Nominations may also be made from the floor if prior consent has been obtained from the nominee.

COMMITTEES

MEMBERSHIP

Membership of the Committees shall give full expression to the rich diversity within the Presbytery's membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, genders, abilities, geographical areas, theological positions consistent with the Reformed tradition, as well as marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the Church (see F-1.0403). Terms on committees should be divided into three classes, and members shall be ineligible to serve more than two consecutive terms. Ordinarily, terms on committees will be for three years.

The Executive Presbyter (or equivalent) shall be a member of all committees, *ex officio*, without vote. The Stated Clerk may be a member of all committees, *ex officio*, without vote.

QUORUM

The quorum for a committee shall be one-third of the elected members, except the Committee on Ministry, where a quorum shall be a simple majority of its elected members.

MEETINGS

Each committee shall meet as frequently as needed to facilitate its work but will ordinarily meet quarterly. Committees may also meet on its own adjournment, on the call of the chairman of the committee, or on direction of General Mission Board.

Committees, commissions, boards and other official entities of the Presbytery may, from time to time when physical meetings are impractical, arrange to meet and conduct business via electronic video and/or audio teleconference. Reasonable notice of the date, time and set-up procedures of electronic meetings will be given by the group's chairperson or moderator. The conduct of electronic meetings will conform as closely as possible to the procedures for physical committee meetings set out in the latest edition of Robert's Rules of Order, including (but not limited to) those for quorums and the recording of minutes. Actions taken in teleconference meetings shall be reported to the Presbytery in the same manner as any other actions are reported. Minutes of teleconference meetings shall be treated as official minutes, must be approved by the entity at its next physical or electronic meeting and shall be kept and forwarded in the same way as minutes of physical meetings.

Routine matters with no dissent and no questions from members may be voted upon via e mail, with the result of the votes read into the minutes of the next regular committee meeting.

SUBCOMMITTEES AND TASK FORCES

From time to time, some work of the Presbytery may be best conducted by a task force or work group. Task Forces for Presbytery-level work may be formed at the request of the General Mission Board, or on the recommendation from the Presbytery. Presbytery task forces and work groups will be appointed by the Presbytery Moderator and will serve until the task is complete. Should a vacancy occur on a task force or work group, the Moderator may appoint a replacement.

Committees are encouraged to use subcommittees, task forces, and work groups as needed to address particular areas of need. Task forces or work groups may be formed at the request of a committee with the approval of the General Mission Board. Task forces shall expire no later than 12 months following appointment, unless extended by the Council. Work groups will expire when the committee or GMB deems its work complete. Subcommittees serve in a manner and for terms set by the Committee which forms it.

CO-OPTING

Committees are encouraged to co-opt, when it is needed, one or more people for their competency and interest in a special area. Members who are co-opted have voice but not vote in full committee meetings.

MINUTES

All committees, subcommittees and task forces shall keep minutes of their proceedings and submit them at least annually to the Stated Clerk. Subcommittees and task forces shall submit copies of their minutes to the committees to whom they are accountable, and those minutes will become part of the committee minutes submitted to the Stated Clerk.

SYNOD REPRESENTATION

Each committee shall select from its membership the candidates for Presbytery representatives to corresponding synod committees and divisions, when requested, and forward those selections to the Committee on Representation.

REIMBURSEMENT

Members of committees may, in some instances, be reimbursed for non-committee meeting travel at the IRS volunteer rate.

THE CORPORATION

The Presbytery, which was not created by civil authority but was organized by the Synod and the General Assembly, shall cause a previously formed not-for-profit corporation under the laws of the State of Tennessee to be continued under the name of the Holston Presbytery, Inc., to receive, hold, encumber, manage and transfer property, and to facilitate the management of its civil affairs as may be directed by the Presbytery and in accordance with the Constitution. The Stated Clerk of the Presbytery shall be the registered agent, and the address of the office of the Presbytery shall be the registered office. The Board of Trustees of the Presbytery shall be the Board of Directors.

The Board of Trustees shall be composed of six members and shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible and sufficient to accomplish their work. The members of the Board should be composed of members who possess gifts/talents in the areas of finance, real estate, legal matters, etc. The Board will elect a President from amongst their members. The President of the Board of Trustees (or his/her appointee with General Mission Board's concurrence) would also sit on General Mission Board. The Executive Presbyter and Treasurer will be *ex-officio* (without vote) members of the Board. The Stated Clerk (or equivalent) will serve as secretary. The quorum for the Board will be 3 voting members.

Holston Presbytery is a governing body of the Presbyterian Church (U.S.A.). The Presbyterian Churches and the Presbyterian ministers within the bounds of the Presbytery comprise The Presbytery; its particular churches and ministers are subject to and governed by the Constitution of the Presbyterian Church (U.S.A.). This Constitution always takes precedence if a conflict exists between the Constitution and the Standing Rules of this Presbytery.

AMENDMENTS

AMENDING

These Standing Rules may be amended by a two-thirds vote of the members present and voting at any Stated Meeting provided the proposed amendments shall have been presented in writing, read at the Stated Meeting next preceding, filed with the Stated Clerk, and placed on the docket for the meeting at which the vote is to be taken.

SUSPENDING

These Standing Rules, except that rule dealing with the amending of the Standing Rules, may be temporarily suspended at any Stated Meeting of the Presbytery by a two-thirds vote of the members present and voting, provided no part of the Constitution of the Church is violated.