

CHAPTER SIXTEEN THE STANDING RULES

I. Membership

The following standing rules are mandatory for all members of the Presbytery. Those standing rules that apply to individual churches shall be incorporated by the session of each member-church when developing policies and procedures for that church.

II. Standing Rules Related to Teaching Elders

A. Attendance (see *BoO* G-2.0503a(5))

1. It is the duty of all teaching elders to participate in the work of the Presbytery and its stated meetings unless excused in accordance with Chapter 1 of this *Manual*.
2. Teaching elders shall participate in the life of a congregation of this Presbytery or a church in correspondence with the PC(USA).
3. Ministers of the Word and Sacrament also are called teaching elders and pastors, pursuant to *BoO* G-2.0501. This Manual generally uses the term “teaching elder” to indicate Ministers of Word and Sacrament. “Pastors” generally are understood to be teaching elders serving in a called or temporary relationship with a congregation.

B. Presbytery Membership

1. Every teaching elder of the PC(USA) engaged in a validated ministry within the bounds of this Presbytery shall ordinarily be a member of this Presbytery.
2. Presbytery shall determine the number of teaching elders who are installed in a pastoral relationship or serving in a temporary relationship with a congregation of this Presbytery, are members-at-large, are engaged in a validated ministry within the bounds of this Presbytery or are honorably retired (HR). On or before 31 December of each year, the Stated Clerk shall determine the category of membership of each continuing member in accordance with the relevant sections of *BoO* G-2.0503 and cause appropriate record of such determination to be made and reported to the Presbytery.
3. Members of Presbytery may be designated as HR teaching elders. This status may be granted in accordance with *BoO* G-2.0503c.

C. Reception

Teaching elders of the PC(USA) with letters of dismissal from other presbyteries shall ordinarily be examined and received by a majority vote of Presbytery on recommendation of the Committee on Ministry (COM).

D. Temporary Pastoral Relationships

Teaching elders that are members of this Presbytery may be appointed as stated or interim supplies on recommendation of the COM. The relationship shall be established only by permission of Presbytery and shall extend for a period not to exceed twelve (12) consecutive months subject to renewal by both the appropriate session and the Presbytery (*BoO* G-2.0504b). Teaching elders appointed to temporary relationships are not members of the session of the congregation being served. However, teaching elders serving as a temporary pastor may be designated by the COM as the moderator of that session.

1. A stated supply is invited to serve by the session of a congregation that does not have an installed pastor or associate pastor and is not currently in the search process for calling a teaching elder to that position. Stated supply contracts typically are for 12-month periods, subject to an indefinite number of renewals with approval of the Presbytery. They also are subject to cancellation with a 30-day notice by either the session or the teaching elder.
2. An interim pastor is invited to serve by the session of a congregation that does not have an installed pastor or associate pastor and is in the search process for calling a teaching elder to that position. Interim contracts typically are for up to 12-month periods, subject to renewal with approval of the Presbytery. They also are subject to cancellation with a 30-day notice by either the session or the teaching elder.
3. A parish associate is invited to serve by the pastor of a congregation that has an installed pastor (and may have additional associate pastors). The relationship is between the installed pastor, that teaching elder, and the church's session, with the Presbytery's approval. A teaching elder invited to become a parish associate may serve in some validated ministry other than a local parish, or be a member-at-large of the Presbytery, or be honorably retired. A parish associate is responsible to the pastor, as head of staff, on an "as needed, as available basis," and serves with, or without, remuneration. The agreement between the session, the parish associate, and the Presbytery shall terminate when the call to the installed pastor is dissolved or with a 15-day notice by either the installed pastor or the parish associate.

E. Designated Pastors, Designated Associate Pastors and Designated Co-pastor(s)

A designated pastor, associate pastor, or co-pastor is a teaching elder approved by the COM to be elected and installed for a term of not less than two (2) years or more than four (4) years, by a vote of the congregation (see *BoO* G-2.0805). The process to call and renew designated pastoral relationships is described by the COM Handbook.

F. Service Within or Beyond Jurisdiction of the Church

Teaching elders that are members of the Presbytery may be engaged in a validated ministry within congregations of the PC(USA), in a validated ministry in other service of the Church, or a validated ministry in service beyond the ecclesiastical jurisdiction of the PC (USA) but within the geographic bounds of the Presbytery (*BoO* G-2.0503a).

1. In the latter case, the teaching elder may be engaged in a nondenominational religious organization or other organization in which this Church has no official participation, or may serve temporarily as pastor or in another capacity in another denomination. Before entering upon such service, the teaching elder shall request permission of the Presbytery through the COM. Permission shall be subject to renewal annually.
2. The COM shall review annually the work of all teaching elders engaged in validated ministries outside a congregation of this Presbytery (see *BoO* G-2.0503a).

G. Ordained Ministers from Other Denominations

1. An ordained minister of another denomination may serve as a member on the administrative (but not pastoral) staff of a church in this Presbytery by invitation of the session of that church (see *BoO* G-2.0504 for “pastoral relationships”). However, such ministers are not granted privilege of the floor or voting rights at meetings of the Presbytery or its committees unless enrolled as described below.
2. Ministers from other Christian churches may serve and be enrolled in Presbytery in accordance with *BoO* G-2.0505 and temporarily have the rights and privileges of membership. When so enrolled they may be employed in pastoral staff positions by a church or serve in staff positions for Presbytery mission projects.

H. Resignations

Any teaching elder proposing to dissolve the relationship with any church as pastor, co-pastor, associate pastor, stated or interim supply or designated pastor or resign as director of a mission project in this Presbytery shall notify the COM chair or the stated clerk before presenting his/her resignation to that organization.

I. Failure to Engage in Validated Ministry

Teaching elders that are members of the Presbytery must continue in a validated ministry or fulfill the criteria for minister-at-large, or be HR as described in paragraph II.B.2, above. When they fail to do so they shall be removed from the roll of the Presbytery as described at *BoO* G-2.0508.

J. Directors of Mission Projects

When the steering committee of a mission project issues a call for a director that is a teaching elder, a preliminary job analysis shall be furnished to both the COM and the Evangelism & Missions (E&M) Committee before those Committees recommend

approval. The COM shall confirm that the envisioned position is a validated ministry of this Presbytery.

III. Standing Rules Related to Church Sessions

A. Ruling Elder Commissioners to Presbytery

1. Each church session shall elect ruling elders as commissioners to Presbytery in the number pursuant to Chapter One, section III, of this *Manual*. Ruling elders so elected do not necessarily need to be currently serving on that church's session.
2. When requested by Presbytery, church sessions shall elect additional ruling elder commissioners.

B. Reports to Presbytery

1. Each session shall complete, approve and forward through its clerk, to the Presbytery, the following annual reports:
 - a. A copy of the statistical report submitted to the General Assembly;
 - b. A statement that during the year just ended the contractual provisions of the call(s) or invitation(s) to the pastor(s) have been fulfilled; and a statement that, prior to the adoption of the annual budget of the church, the session has conducted a review of their compensation of the called teaching elders;
 - c. A list of the names and addresses of the moderator, clerk of session, and ruling elder commissioner(s) and alternate(s) to Presbytery;
 - d. An annual compensation report required by paragraph VI.D.3, below; and
 - e. Evidence of insurance required by paragraph VI.F, below.
2. Each session shall forward through its clerk of session, to the Presbytery, the following documents as they may be revised from time to time:
 - a. Articles of incorporation for the congregational corporation (see *BoO* G-4.0101);
 - b. Church bylaws and/or manual of administrative operations;
 - c. Copies of any leases of congregational real property and certificates of insurance required by such leases; and
 - d. Copies of the sexual misconduct policy and a child and youth protection policy (see *BoO* G-3.0106).

IV. Standing Rules Related to Commissioned Ruling Elders

A. Attendance

It is the duty of all Commissioned Ruling Elders (CREs), also known as commissioned pastors, to participate in the work of the Presbytery and its stated meetings unless excused in accordance with Chapter One of this *Manual* (see *BoO* G-2.0503a(5)).

B. Presbytery Membership

1. Every CRE shall ordinarily be a member of this Presbytery when membership is included in the Presbytery's authorization for that position. They shall be included in the number of ruling elder commissioners for purposes of parity.
2. CREs who are listed as active members of the Presbytery are entitled to speak, vote and hold office.

C. Appointment to Limited Pastoral Service

CREs that are members of a church of this Presbytery may be commissioned to limited pastoral service or service in a validated ministry of the Presbytery on recommendation of the COM (see *BoO* G-2.1001). The relationship shall meet the requirements for temporary pastoral relationships as described above pursuant to *BoO* G-2.1001. CREs appointed to temporary pastoral relationships do not automatically become a member of the session of a congregation being served. However, CREs serving in such a relationship may be designated by the COM as the moderator of that session.

D. Service Within the Jurisdiction of this Presbytery

The commission for CREs shall be for specific work within the bounds of this Presbytery, for a term not to exceed three (3) years, which shall be renewable. Service as a CRE shall expire upon leaving that service. Before entering upon such service, the ruling elder shall request permission of the Presbytery through the COM, with concurrence of the validated ministry to be served. Permission shall be reviewed annually.

E. Resignations

Any CRE proposing to dissolve the relationship with the validated ministry to which commissioned shall notify the chair or secretary of the COM before presenting his/her resignation to that organization.

V. Standing Rules Relating to Administrative and Judicial Commissions

A. Composition of Administrative and Judicial Commissions

1. Administrative and judicial commissions of this Presbytery shall be composed of teaching and ruling elders in numbers as nearly equal as possible. When the commission consists of an odd number of members, the additional member may be either a ruling elder or a teaching elder.
2. Administrative commissions shall comprise not fewer than seven (7) members, with not more than one (1) of its ruling elder members from any one of the constituent churches and not more than one (1) of its teaching elder members serving in installed positions at the same church.

B. Administrative Commissions for Ordination and/or Installation

Administrative commissions for the purpose of ordaining and/or installing teaching elders shall comprise not fewer than five (5) members with not more than one (1) of the ruling elders from any one church.

VI. Standing Rules Related to Churches and Mission Projects

A. Churches

1. The right to organize new churches and control the location of new churches is vested only in the Presbytery (*BoO* G-3.0301a). The strategy and planning for the location and building of new churches are done in this Presbytery through the E&M Committee. The process to initiate a new church development is described in Chapter 11 herein.
2. The Presbytery has the responsibility, in consultation with churches and their members, to receive, unite, divide, dismiss and dissolve churches.
 - a. The session of a church seeking to be dissolved, first shall consult with the COM. The COM shall advise any teaching elders regarding their status within the PC(USA) should the requested action be implemented.
 - b. The COM shall make a determination if the request for dissolution of the church has sufficient support from the members of the session and the congregation to proceed with the action.
 - c. The Presbytery, upon recommendation of the COM, shall elect an administrative commission to deal with any church that is to proceed with dissolution as a congregation. That commission shall determine if the action is unavoidable and, if it is, plan for the action. The commission shall make a report to Presbytery to effect any dismissal or dissolution action.
 - d. The process defined in the policy titled "Covenants and Gracious Dismissal" was approved by the Presbytery on May 15, 2018. The Presbytery will take such actions as necessary to conform to that policy through completion of any action in

response, including either the church remaining within the denomination or being dismissed to another Reformed body.

B. Churches Without an Installed Pastor

1. When the pulpit of a church becomes or is about to become vacant, the session shall immediately consult with the COM and cooperate with it in supplying the pulpit when authorized by Presbytery and in taking proper steps to seek and secure a new pastor.
2. Upon the election of a pastor or associate pastor nominating committee, that committee shall confer with the COM and follow the process set forth by the COM Handbook.

C. Per Capita Apportionment

1. Each church is encouraged to pay its apportionment to the Presbytery in a timely manner, in a per capita amount previously established by Presbytery, on the basis of members on the active roll reported to General Assembly as of the beginning of the previous calendar year. From these funds, Presbytery shall meet its expenses as an ecclesiastical body and shall bear its apportioned share of the corresponding expenses of Synod and General Assembly, with the understanding that such payments to Synod and General Assembly are voluntary.
2. The Presbytery will not make up any shortfall in the payments of per capita assessments to the Synod of Southern California & Hawaii and General Assembly that are received from the various churches of the Presbytery. However, the Synod and General Assembly expect the Presbytery to make up such shortfalls.

D. Compensation

1. Each church shall pay the salary and benefits of its pastor(s) in regular, periodic payments. Salary and benefits shall meet the minimums established for this Presbytery by the COM (see *BoO* G-2.0804).
2. The Presbytery shall pay its administrative and mission project staff persons in regular, periodic payments. Individuals employed by mission projects are paid as employees of the Presbytery. Employees in staff positions participate in the Board of Pensions plans at Presbytery expense only when approved by the Presbytery.
3. The annual compensation report submitted by churches to the Presbytery shall include a statement as to whether the adequacy of compensation of anyone in a pastoral relationship with that church has been reviewed in the past twelve (12) months. Any church that fails to pay regularly the salary and benefits, or to conduct the review, is, in effect, breaking the contractual obligations that it assumed upon installing that individual.

4. No church in the Presbytery, whether self-supporting or aid-receiving, shall be permitted to settle a new pastor or supply, in any pastoral relationship recognized by *BoO* G-2.0504 or a temporary pastoral relationship as described by paragraph II.D, above, until it has provided for the fulfillment of its financial engagements to its former pastor(s).
5. When pulpits are vacant or when pastors are absent on vacation, churches should pay reasonable honorariums to teaching elders, candidates for ordination as teaching elder that are under the care of the CPM, or other individuals that conduct worship services during that vacancy, also taking into account the necessary expense of travel incurred in rendering such service. Honorariums typically are not paid to individuals that are employed on a full time basis or are in a called pastoral position within the Presbytery, its mission projects or its churches.
6. Each church shall provide a minimum 2-week study leave and expenses on an annual basis, for each teaching elder on its staff, with compensation prorated for part-time pastoral staff member.
7. Each church shall provide at least four (4) weeks of annual vacation with normal compensation for each teaching elder or CRE on its staff, with compensation prorated for each part-time pastoral staff member.

E. Pension Plan Participation

1. The call to a teaching elder to an installed pastoral relationship shall always contain provisions for participation of the teaching elder and the calling congregation in the Presbyterian Pension Plan. The employment agreement with a teaching elder in other ministerial service within the Presbytery (*e.g.*, director of a mission project) may also, but is not required to, include provisions for participation in the Pension Plan.
2. All churches shall consider membership in the Presbyterian Pension Plan as continuous, unless relieved of responsibility by the Presbytery. Vacancy dues are to be paid during the period of pulpit vacancy or service by a non-participating minister based on the salary last paid under terms of call that included Pension Plan participation.

F. Insurance

1. Maintenance of Insurance

The Office of Risk Management Services of the PC (USA) maintains a website “Risk Management,” which identifies minimum standards of property and liability insurance for churches, presbyteries and synods. The standards are available at <https://www.presbyterianmission.org/legal-resources/risk-management/>. Both the

Presbytery and all of its member churches shall fully consider those standards in establishing amounts for risk coverage as discussed below.

- a. Each church of this Presbytery shall maintain at its own expense property and liability insurance for the adequate protection of its assets pursuant to *BoO* G-3.0112. Evidence of this shall be filed annually with the Budget, Property & Finance (BP&F) Committee.
 - b. Every church shall provide workers' compensation coverage as required by state law for both paid employees and volunteer workers.
 - c. The Presbytery maintains workers' compensation coverage for its employees and volunteers. Volunteers are covered by the provisions of Section 3363.6(a) of the California Labor Code. A copy of this policy is available from the Finance Office of the Presbytery.
 - d. In the case of any mission project or agency, the title to whose property is held by Presbytery, its insurance shall be provided through the Presbytery policy to the extent that adequate coverage is available, unless the requirement is modified by the Board of Trustees of Presbytery.
2. Any use, rental or lease of church property to any group not sponsored by the particular church requires filing with the church and the Presbytery a Certificate of Comprehensive Liability Insurance (general operations) issued by the insurance company under which the user is insured, in which the particular church, the Presbytery and the Synod (if title is held by Synod) are recognized as additional named insureds. Such coverage shall be for no less than one million dollars (\$1,000,000.00) combined single limits and as respects the additional named insured shall be primary insurance with respect to such use. The policy shall include ten-day written notice to the Presbytery of any cancellation.

G. Property Transactions

1. Change in Property Holding

- a. When a particular church desires to change in any manner the holding of any real property, which includes the purchasing, selling, leasing, or acquisition of property, the borrowing of money for any purpose, the granting of easements, or major changes in grading or topography, it must submit its request to the BP&F Committee for its review and referral to the Presbytery for approval (see *BoO* G-4.02).
- b. A particular church shall not purchase, sell, lease, mortgage or otherwise encumber any of its real property and it shall not acquire real property without the written permission of the Presbytery transmitted through the session of the particular church (see *BoO* G-4.0206).

- c. All property held by and/or for a particular church is held in trust for the use and benefit of the PC (USA) (see *BoO* G-4.0203).

2. Outside Use of Property

A particular church shall not allow the use of its real property for the purpose of worship by any group outside the particular church, or lease any of its other real property for more than five (5) years, without the permission of Presbytery (see *BoO* G-4.0206b).

3. Continuance of Corporation

Upon the dissolution of a church by Presbytery:

- a. The church corporation shall be kept in existence;
- b. If necessary, the articles of incorporation of the church corporation shall be brought up-to-date and be similar in principle to the articles of incorporation of the Presbytery of San Diego; and the bylaws of the church corporation shall be suitably amended so they are similar in principle to this *Manual*;
- c. The Board of Trustees of the Presbytery shall be elected as the trustees of the discontinued church's corporation; and
- d. The property of a dissolved or extinct congregation may be sold or disposed of as the Presbytery may direct (see *BoO* G-4.0205). The BP&F Committee acts as the Presbytery's representative in such transactions.
- e. The church corporation may be dissolved upon disposal of all real and personal property and resolution of any legal or financial matters related to the dissolved congregation.

H. General Mission Remittance

It is recommended that all offerings and other appropriations for the Presbytery's Mission budget be sent monthly to the Presbytery, and that these offerings be then distributed in accordance with the annual budget, unless otherwise specifically designated. The Presbytery budget shall identify the portion of the Mission budget to be transmitted to the Synod and/or General Assembly.

I. Church Bylaws and Articles of Incorporation

Any church that has approved bylaws or articles of incorporation or revises the same shall submit a copy to the Stated Clerk and the Ecclesiastical Committee. Every church

shall present to the Presbytery a copy of the bylaws and articles of incorporation of any corporation related to that church.

J. Mission Projects

Each mission project with paid staff, whether full-time or part-time, shall reimburse the Presbytery for payments of the compensation to its staff, including benefits, in regular, periodic amounts. Reimbursement shall include Presbyterian Pension Plan funding and/or any insurance coverage or other benefits provided by the Presbytery.

K. Transportation for Presbytery Purposes

1. Transportation using Presbytery-owned Vehicles

- a. Purpose: to provide guidelines for the safe and legal operation of vehicles owned by the Presbytery.
- b. Policy: Only Authorized Drivers may operate Presbytery-owned vehicles. Presbytery vehicles must be adequately insured.
- c. Procedure:
 - i. An individual must meet the following criteria to be considered an Authorized Driver:
 - a) Must be at least 21 years old.
 - b) Must have no more than one moving vehicle violations in the past three (3) years and no serious violations.
 - c) Must have a driver's license (preferably in the state of California) that is valid for the type vehicle being operated.
 - d) Must be approved by a presbytery committee, board, or entity.
 - e) Must be willing to accept or attend training in the safe operation of vehicles.
 - ii. Seat belts must be worn by the driver and all passengers at all times during operation. It is the responsibility of the driver to enforce this policy with any vehicle passengers.
 - iii. Drivers must follow all applicable laws and regulations in the operation of a Presbytery-owned vehicle. Any activity that serves to distract or interfere with the safe operation of the vehicle (including, but not limited to, use of cell phones) is prohibited.

- iv. The Driver is responsible for the payment of any citations received related to driving or parking practices.
- v. The Presbytery entity that uses the vehicle is responsible for maintaining all insurance required by California law and for maintaining current the registration of the vehicle. It also is responsible for any maintenance required to keep the vehicle in good operating condition.

2. Transportation Using Other Than Presbytery-owned Vehicles

- a. Purpose: to provide policy for the safe and legal operation of vehicles other than those owned by the Presbytery that are used to participate in events for which the Presbytery is organizing transportation other than commuting to and from meetings or events of the Presbytery (*e.g.*, retreats, mission trips).
- b. Policy: The Presbytery requires that all drivers of non-presbytery-owned vehicles used to participate in events for which the Presbytery is organizing transportation be operated and maintained in a safe manner according to all applicable laws and regulations of each state in which operated.
- c. Procedure:
 - i. A vehicle to be used for Presbytery-approved activities must meet the following criteria:
 - a) A current, passing registration sticker must be clearly displayed on the license plate.
 - b) Must have an adequate number of seatbelts for all passengers.
 - c) Must have a valid, current auto insurance declaration page in the vehicle. A copy of the insurance policy or certificate of coverage must be provided to the Presbytery office. A minimum coverage of not less than \$100,000/\$300,000, which will be the primary coverage. The Presbytery's insurance will be secondary coverage in the event of an accident.
 - ii. Drivers of non-presbytery-owned vehicles on approved church activities:
 - a) Must have a driver's license (preferably in the state of California) that is valid for the type vehicle being operated.
 - b) Must have no more than one moving vehicle violation in the last three (3) years, and no serious violations.

- c) Must provide to the Presbytery office proof of insurance that covers the driver, which reflects a minimum level of personal coverage of not less than \$100,000/\$300,000 primary. The Presbytery's insurance will be secondary in the event of an accident.
 - d) Must provide a clear, legible copy of a current, valid driver's license to the Presbytery office.
 - e) Seat belts must be worn by the driver and all passengers at all times during operation. It is the responsibility of the driver to enforce this policy with any vehicle passengers.
 - f) Must follow all applicable laws and regulations in the operation of vehicles during Presbytery-approved activities. Any activity that serves to distract or interfere with the safe operation of the vehicle (including, but not limited to, use of cell phones) is prohibited.
 - g) Must be at least 21 years of age to transport "non-family" passengers to off-site approved Presbytery activities.
 - h) Must ensure that all passengers are accounted for on the return trip.
 - i) Must keep a list of passengers and their guardians/emergency contacts, with valid contact information, in the vehicle during operation. Drivers should be aware of any pre-existing health concerns of children and youth passengers. A permission slip is required for all passengers.
 - j) The Driver is responsible for the payment of any citations received related to driving or parking practices.
- iii. When transporting children or youth to a Presbytery-sanctioned event:
- a) It is advised that an adult assistant ride with the driver to deal with potential distractions in the vehicle.
 - b) A permission slip is required for all passengers under 18 years of age. A parent or guardian must advise of any pre-existing health concerns as part of the permission slip.

VII. Standards of Ethical Conduct

- A. All members of this Presbytery shall conform to the "Life Together in the Community of Faith: Standards of Ethical Conduct for Members of the Presbyterian Church (U.S.A.)" found in the Standards for Ethical Conduct approved by the 210th General Assembly

(1998) of the PC(USA) and most recently reaffirmed by this Presbytery at its stated meeting on February 20, 2018.

1. Any member of this Presbytery engaged in ordered ministry or a certified Christian educator shall conform to the “Life Together in the Community of Faith: Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (U.S.A.)” found in the Standards for Ethical Conduct.
2. All employees of this Presbytery and volunteers that are not otherwise covered by the standards cited in paragraphs A and B above, shall conform to the “Life Together in the Community of Faith: Standards of Ethical Conduct for Employees and Volunteers of the Presbyterian Church (U.S.A.)” found in the Standards for Ethical Conduct.

B. Those who are called to office in the church are to lead a life in obedience to Scripture and in conformity to the historic confessional standards of the church. Among those standards is the requirement to live either in fidelity within the covenant of marriage between a man and a woman, or chastity in singleness.

C. Child and Youth Protection Policy

1. Any member of this Presbytery engaged in ordered ministry and certified Christian educators employed by this Presbytery shall report to the Stated Clerk of the Presbytery, and to civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of confidential communication as defined by the *BoO*; (2) she or he is not bound by an obligation of privileged communication under law; or (3) she or he reasonably believes that there is a risk of future physical harm or abuse.
2. NOTE: This policy is being updated by the HR Committee and COM. It is planned for a first reading at the September meeting of Presbytery for incorporation in this *Manual* for the final reading and vote at the November Presbytery meeting.

D. Sexual Misconduct Policy

1. NOTE: This policy is under development by the HR Committee and COM. It is planned for a first reading at the September meeting of Presbytery for incorporation in this *Manual* for the final reading and vote at the November Presbytery meeting.

E. Churches

Each congregation of this Presbytery shall adopt standards of ethical conduct, a sexual misconduct policy, and a child and youth protection policy. Those policies shall include, among other topics, identification of mandatory reporters on staff and volunteers. They further shall specify reporting requirements.

VIII. General Assembly Commissioners, Alternates and Delegates

A. General Assembly Commissioners and Alternates

1. Time of Election

Commissioners and alternates to General Assembly, in equal numbers of teaching and ruling elders, shall be elected at the first stated meeting of Presbytery during years in which the General Assembly meets, the number governed by *BoO* G-3.0501. The commissioners shall be elected at the November stated meeting of the previous year.

2. Nomination of Commissioners

Churches are encouraged to nominate teaching and ruling elders to the Presbytery for consideration.

- a. The Nominating Committee should be prepared to identify commissioners to recent Assemblies.
- b. Nominations will be referred to the Presbytery Nominating Committee for consideration.
- c. The Nominating Committee will evaluate all the nominations received and develop a slate of recommendations for presentation to the Presbytery at its November meeting of the year prior to an Assembly. The Nominating Committee may nominate commissioner candidates and alternates without a referral from outside the Committee.
- d. Nominations may be made from the floor of Presbytery at the November stated meeting or first stated meeting of the year in which the General Assembly meets, provided those nominated have previously agreed to serve.

3. Election of Commissioners and Alternates

- a. The Stated Clerk shall prepare printed ballots listing the ruling and teaching elder nominees.
- b. At the stated meeting of Presbytery of a year in which the General Assembly meets, all nominees may be afforded a limited opportunity to address the Presbytery.
- c. The election shall be by secret ballot if there are more nominations than positions to be filled.
- d. If needed, election tellers in equal numbers of ruling and teaching elders shall be named by the Moderator.

- e. Commissioners and alternates shall be elected by majority vote (see *BoO* G-3.0302a).
4. If any Commissioner cannot attend General Assembly or changes Presbytery membership, he/she shall at the earliest day possible return his/her commission to the Stated Clerk of Presbytery for designation of an alternate.
5. Commissioners shall be elected for a two-year period and shall also attend special meetings of General Assembly, for so long as it meets biannually. Should the General Assembly revert to annual stated meetings, commissioners shall be elected for a one-year period.
6. Reports to Presbytery

Each of the elected commissioners reports to Presbytery their observations regarding any General Assembly meeting that they attend during their 2-year term.

B. Advisory Delegates to General Assembly and Synod

The General Assembly will notify the Presbytery when it is allocated a Young Adult Advisory Delegate or Theological Student Advisory Delegate position at a forthcoming General Assembly. Such delegates shall be selected as follows.

1. Young Adult Advisory Delegate nominations to General Assembly

Delegates shall be made by the Nominating Committee at the November stated meeting of Presbytery, of the year prior to a year during which the General Assembly meets. One delegate and one alternate shall be elected by the Presbytery at the first meeting of the year in which the General Assembly meets. Nominations may be made from the floor at the November stated meeting or the stated meeting during which the election is held.

2. Theological Student Advisory Delegates to General Assembly

Theological student advisory delegates are individuals enrolled in, and nominated by, one of the theological institutions designated by the PC(USA). The Committee on Preparation for Ministry (CPM) is notified when an inquirer or candidate under care of this Presbytery is so nominated.

3. Nomination and Election – Synod Delegates

When applicable, advisory delegate(s) to Synod shall be nominated by the Nominating Committee at the Presbytery's September stated meeting and shall be elected at the same meeting. Nominations may be made from the floor at that meeting.

4. Reports to Presbytery

Each of the elected advisory delegates reports to Presbytery their observations regarding any General Assembly or Synod Assembly meeting that they attend.

IX. Synod Commissioners

A. Time of Election

Commissioners and alternates to Synod assemblies shall be elected at the November stated meeting, to serve 2-year terms, to commence on January 1 of the succeeding calendar year. One half of the Presbytery's allocation of commissioners shall be elected in each calendar year. An election may be held at other stated or special Presbytery meetings to fill an unexpired term(s). The number of commissioners shall be determined as defined by the article IV of the Synod *Ecclesiastical and Corporate Bylaws*.

B. Nomination and Election

1. Synod commissioners and alternates shall be nominated by the Presbytery Nominating Committee. Nominations may be made from the floor at the time the Nominating Committee presents its report.
2. An equal number of teaching and ruling elders, pursuant to the Synod *Bylaws*, shall be elected by Presbytery as commissioners to Synod. Two alternate ruling and teaching elders shall also be elected for each term.
3. Should a ruling and/or teaching elder commissioner be unable to attend a Synod meeting, an alternate, as appropriate, shall be requested to attend. Should the list of alternates be exhausted, the Moderator of the Presbytery shall instruct the Stated Clerk to appoint additional alternates to serve. Such alternates will be reported by the Stated Clerk to the next stated meeting of the Presbytery following their appointment.

C. Eligibility

Any teaching or ruling elder within the Presbytery shall be eligible for election as a Synod commissioner. A commissioner is ineligible to serve more than two (2) successive terms and may not be elected to another term until one (1) year has elapsed.

D. Majority Vote

Election for Synod commissioners and alternates shall be by majority vote.

E. Reports to Presbytery

One of the elected commissioners shall be appointed by Presbytery, on an annual basis, to be Synod reporter to Presbytery. Alternate reports may be presented when desired by individual commissioners.

X. Amendment and Suspension of Rules

A. Amendments

Amendments to these Standing Rules may be made by a two-thirds ($\frac{2}{3}$) majority vote of the members present at any Presbytery meeting, provided that written notice of the proposed changes shall have been included in the call of such meeting posted at least 10 days prior to the meeting.

B. Suspension

These Standing Rules may be suspended by a two-thirds ($\frac{2}{3}$) vote of the members present at a stated Presbytery meeting. The suspension so-voted will apply only for the actions taken at that meeting.

XI. Electronic Meetings and Voting

A. Electronic meetings

1. Special meetings of standing committees may be held by electronic means (*e.g.*, telephone conference call, Zoom) if determined necessary by that committee's chair. The rules for quorum, minutes of the meeting, and other administrative requirements following that committee's process for in-person meetings apply to special meetings conducted by electronic means.
2. The Presbytery may not hold stated or special meetings by electronic means.

B. Electronic voting via e-mail

From time to time a matter of routine business needs to be acted on between meetings of a particular committee, commission, or steering committee. At the discretion of the chair of the entity, it may be determined reasonable to provide for an electronic vote in the interest of time.

1. This procedure is not intended to be used casually or to circumvent healthy discussion regarding a piece of business, but rather to be a timely means of conducting non-controversial or routine business when necessary.
2. When an electronic vote is called for, all members of the committee or commission must be notified of any motion(s) to be voted upon. Those having no access to a computer must be contacted in person or by telephone.
3. A quorum for the purposes of an electronic vote shall be a majority of the members of the committee or commission responding with an affirmative or negative vote on the question(s) put to the body.

4. The quorum of an electronic vote must be unanimous to carry or defeat a motion. In the case of one or more “no” votes, it is necessary to bring the motion before the body, at the next meeting of that body, in order to obtain a ruling.
5. The person responsible for recording the minutes must record the results of an electronic vote in the next official minutes of the entity.