

BYLAWS
The Presbytery of Cincinnati

ARTICLE I
MEMBERSHIP

Section 1. Membership with Full Privileges

The membership of Presbytery with the right to full participation at Presbytery meetings consists of:

- a. teaching elders enrolled as members of Presbytery,
- b. ministers of other denominations enrolled as members of Presbytery, for the duration of their term of service,
- c. ruling elder commissioners elected as provided in the *Book of Order*,
[On May 10, 2011, the presbytery voted to continue using the following provision from the 2009-2011 *Book of Order* until it decides otherwise:
G-11.0101 When a presbytery meets, each church shall be represented by an elder commissioned by the session with the following additional provisions:
G-11.0101a. Churches with membership over 500 shall be represented as follows:
501-1000 -- 2 elders
1001-1500 -- 3 elders
1501-2000 -- 4 elders
2001-3000 -- 5 elders
From 3,001 members there shall be an additional elder representative for each 1,000 additional active members or major fraction thereof.]
- d. ruling elders elected as officers, Presbytery Council members, and committee chairpersons, for the duration of their term of service,
- e. ruling elders who are former moderators of Presbytery, who are active members of churches of Presbytery, and who indicate to the stated clerk in January of any given year their intention to be in regular attendance at Presbytery meetings, for that calendar year,
- f. ruling elders elected by Presbytery to a staff position, for the duration of their term of service,
- g. ruling elders commissioned to pastoral service for the duration of their term of service,
- h. a ruling elder representing Presbyterian Men of the Presbytery and a ruling elder representing Presbyterian Women of the Presbytery, designated by the organizations' own regular procedures,
- i. Certified Christian Educators who are ordained ruling elders, for the duration of their term of service in an educational ministry under the jurisdiction of the presbytery, and
- j. additional ruling elders as determined by Presbytery.

Section 2. Membership with Limited Privileges

The membership of Presbytery with the right to speak but not vote, make motions or second motions at Presbytery meetings consists of:

- a. Christian educators recognized according to Presbytery policy,
- b. teaching elders who are members of other presbyteries and who are laboring within the

bounds of the Presbytery of Cincinnati in work approved by Presbytery for the period of their service, and

- c. presbyters in good standing in other councils of this church enrolled as corresponding members for a specific meeting.

ARTICLE II OFFICERS, ELECTED STAFF AND THEIR ELECTION

Section 1. Officers

The officers shall be Moderator, Stated Clerk, Vice Moderator, Chair of Presbytery Council, and Treasurer. Each must be eligible for membership in the presbytery. The Nominating Committee shall nominate a candidate for each office elected by the presbytery. Terms commence at the beginning of a program year.

The Moderator shall be elected annually by Presbytery and shall assume office immediately after being installed.

Term: One year and until a successor is installed.

Responsibilities:

- a. To preside over all meetings of Presbytery.
- b. To appoint special committees authorized by Presbytery.
- c. To serve as an *ex officio* member without vote of each committee of Presbytery, except the Presbytery Nominating Committee.
- d. To appoint and preside over commissions appointed to ordain and/or install ministers of the Word and Sacrament.
- e. To appoint, in consultation with the stated clerk and subject to confirmation by Presbytery or Presbytery Council, an investigating committee, as need may arise.
- f. To appoint, in consultation with the stated clerk and subject to confirmation by Presbytery or Presbytery Council, an administrative commission authorized by Presbytery.
- g. To perform other duties assigned to or commonly expected of the office.

The Stated Clerk shall be elected by Presbytery and assume office immediately after being installed. The stated clerk is accountable, through the Presbytery Council, to Presbytery for the performance of the duties of the office.

Term: Three years and until a successor is installed. He/she shall be eligible for re-election.

Responsibilities:

- a. To assist Presbytery as a resource person in ecclesiastical matters.
- b. To serve as the parliamentarian for Presbytery meetings, or arrange for the service of a parliamentarian.
- c. To serve as secretary of the Presbytery Council.
- d. To perform other duties assigned to or commonly expected of the office.

The Vice Moderator, who shall be a ruling elder if the Moderator is a teaching elder and vice versa, shall be elected annually by Presbytery and shall assume office immediately after being installed.

Term: One year and until a successor is installed.

Responsibilities:

- a. To discharge the duties of the Moderator when requested by the Moderator or when the Moderator cannot serve.
- b. To perform other duties assigned to or commonly expected of the office.

The Chair of the Presbytery Council shall be the immediate past Moderator of the Presbytery. If that person is unable to serve, Presbytery shall elect the Chair upon nomination by the Nominating Committee.

Term: One year and until a successor is installed.

Responsibilities:

- a. To preside over Presbytery Council.
- b. To report to Presbytery for the Presbytery Council.
- c. To perform other duties assigned to or commonly expected of the office.

The Treasurer shall be elected by Presbytery and shall assume office immediately after being installed.

Term: Three years and until a successor is installed. He/she shall be eligible for re-election.

Responsibilities:

- a. To keep an accurate record of all financial matters.
- b. To prepare and submit financial reports to the appropriate groups.
- c. To serve as a member and as Treasurer of the Board of Trustees.
- d. To interpret the status of accounts to appropriate groups upon request.
- e. To perform other duties assigned to or commonly expected of the office.

Section 2. Elected Staff

The elected staff member shall be a General Presbyter. He or she must be eligible for membership in Presbytery and shall be elected by Presbytery.

When a vacancy occurs, Presbytery shall elect a search committee nominated by the Nominating Committee. The search committee shall be composed of four teaching elders and four ruling elders. It shall present to Presbytery a nominee for election to the staff position and recommend the terms of employment.

General Presbyter

Term: Five years, with the privilege of re-election.

Purpose: The General Presbyter is the servant of the Presbytery and of the Church at large, seeking to provide leadership and vision for the whole mission and ministry of the Presbytery.

Definition of Position: The General Presbyter is the Chief Administrative Officer of Presbytery and supervisor of the staff of the Presbytery. He/she is to assist the Presbytery in the implementation of strategy and program, and be a resource to the Presbytery and responsible for providing staff services to its Council and Committees.

ARTICLE III MEETINGS

Section 1. Stated Meetings

Stated meetings shall be held on the second Tuesday of the months of February, May, September and November unless otherwise ordered by Presbytery Council. Presbytery may adjourn at stated meetings to specified times and places.

Each stated Presbytery meeting shall include worship of the Triune God, during which an offering shall be received for such purpose as designated by Presbytery. The Lord's Supper shall be celebrated at one or more stated meetings each year.

Section 2. Special Meetings

Special meetings may be called in accordance with the *Book of Order*.

[On May 10, 2011, the presbytery voted to continue using the following provision from the 2009-2011 *Book of Order* until it decides otherwise:

G-11.0201

The moderator shall call a special meeting at the request, or with the concurrence, of two ministers and two elders, the 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 ministers and three elders, the elders being of different churches, may call a special meeting. The synod may direct the presbytery to convene a special meeting for the transaction of designated business. 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.]

Section 3. Quorum

The quorum at any meeting is the minimum allowed by the *Book of Order*.

ARTICLE IV PRESBYTERY COUNCIL

Section 1. Composition

Presbytery Council members with the right to full participation at its meetings shall be:

- a. presbytery officers: Chair of Presbytery Council, Moderator, Vice Moderator and Treasurer,
- b. a representative from the Board of Trustees,
- c. a representative from the Personnel Committee, and
- d. 12 members-at-large, elected by the presbytery for three-year terms in three classes of four persons each. Terms of service commence with the program year.

Presbytery Council members with the right to speak but not vote, make motions or second motions at its meetings shall be:

- a. presbytery officer: Stated Clerk, serving as secretary, and
- b. presbytery staff members: General Presbyter and Business Administrator.

Section 2. Purpose

The purpose of Council is to coordinate Presbytery's mission and program and to provide for the regular review of the functional relationship between Presbytery's structure and its mission. Council nominates a person to fill each vacancy on the Nominating Committee.

Section 3. Meetings

Meetings of Council shall be held at such times and places as Council shall determine. Council may meet through electronic means that provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.

Section 4. Quorum

The quorum at any meeting is a simple majority.

ARTICLE V INCORPORATION AND TRUSTEES

Section 1. Incorporation

Presbytery shall be a non-profit corporation under the "Ohio Nonprofit Corporation Law" of the State of Ohio.

Section 2. Board of Trustees

Composition

The presbytery shall elect trustees for three-year terms in three classes of five persons each (5 teaching elders and 10 ruling elders). Terms of service commence with the program year.

From these, Presbytery shall elect a President, and the trustees shall elect a Vice President. In addition, the General Presbyter shall serve as Secretary, and the Presbytery Treasurer shall serve as Treasurer. The officers of the Trustees shall be officers of the corporation. The 15 trustees elected to classes plus the Treasurer have the rights of full participation at meetings; the Secretary has the right to speak but not vote, make motions, or second motions.

Purpose

The purpose of the board is to fulfill the trustee function of the presbytery and act as its legal representative in accordance with the *Book of Order* and state and federal laws.

Meetings

Meetings of The Board of Trustees shall be held at such times and places as the board shall determine. The board may meet through electronic means that provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.

Quorum

The quorum at any meeting is a simple majority.

ARTICLE VI
COMMITTEES

Section 1. General Provisions

The presbytery shall elect its standing committees and their chairpersons.

Terms of Service

Three years, with no person serving consecutive terms, either full or partial, totaling more than six years, so that no person shall serve more than six consecutive years dealing with a particular concern. Chairpersons are elected for a one year term and are eligible for re-election. Terms of service on Presbytery committees commence with the program year.

Meetings

Meetings of a committee shall be held at such times and places as the committee shall determine. A committee may meet through electronic means that provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.

Quorum

The quorum at any meeting is a simple majority.

Subordinate Groups

Standing committees may form subordinate groups to implement their work. The membership of the subordinate group may include persons who are not members of the standing committee. These persons have the right to speak and vote in the subordinate group but only the right to speak if also attending the standing committee.

Section 2. Nominating Committee

Composition: 12 members in three classes of four members each (six teaching elders, six congregation members).

Purpose: To present to Presbytery a nominee for election to each vacancy in offices, committees and other bodies to be elected by Presbytery except itself, for which nominating is done by Presbytery Council.

[composition amended November 13, 2012]

Section 3. Committee on Church Order

Composition: 12 members in three classes of four persons each (six teaching elders and six ruling elders).

Purpose: To facilitate Presbytery's review of proposed changes to the *Constitution of the Presbyterian Church (U.S.A.)*, these bylaws and standing rules of the presbytery; to promote the integrity of session records and facilitate Presbytery's review of them.

Section 4. Committee on Ministry

Composition: 33 members in three classes of 11 each (16 teaching elders and 17 ruling elders).

Purpose: To serve as pastor and counselor to the teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of Presbytery; to facilitate the relations between Presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle differences on behalf of Presbytery when possible and expedient.

Section 5. Personnel Committee

Composition: Nine members in three classes of three members each (three teaching elders and six congregation members).

Purpose: To facilitate Presbytery's practices and policies relating to persons employed by Presbytery.

Section 6. Committee on Preparation for Ministry

Composition: 12 members in three classes of four members each (six teaching elders and six ruling elders).

Purpose: to guide, nurture and oversee the process of preparing to become a teaching elder, ruling elder commissioned to pastoral service, or certified Christian educator. It shall also be responsible for promoting interest in preparation for church vocations.

Section 7. Committee on Representation

Composition: 6 members (stated clerk, vice moderator, and nominating committee chairperson plus three members in three classes of one member each).

Purpose: To advise Presbytery regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with Presbytery on the employment of personnel, in accordance with the principles of unity and diversity delineated in the *Book of Order*.

[section amended November 13, 2012]

ARTICLE VII PERMANENT JUDICIAL COMMISSION

Section 1. Composition

Presbytery shall elect a Permanent Judicial Commission in three classes of three members each

(four teaching elders and five ruling elders). The commission shall elect a moderator and clerk from among its members.

Section 2. Terms

Six years; no person having served a full term of six years shall be eligible for reelection until four years have elapsed. Terms of service commence with the presbytery's program year.

Section 3. Purpose

To consider and decide a case of judicial process for Presbytery according to the *Book of Order*.

Section 4. Meetings

Meetings of the Permanent Judicial Commission shall be held in accordance with the Book of Order. Business that does not include deliberation and decision making on a final decision may be conducted through electronic means that provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except in those cases where the *Constitution of the Presbyterian Church (U.S.A)* provides otherwise.

ARTICLE IX AMENDMENTS

These Bylaws may be amended by a two-thirds vote at a presbytery meeting, following these provisions:

Proposed amendments to these Bylaws shall be submitted in writing to Presbytery at a stated meeting and referred to the Committee on Church Order. The committee shall recommend at the next stated meeting whether, in its opinion, the amendment as proposed is in accordance with *The Constitution of the Presbyterian Church (U.S.A.)*. The committee may also recommend whether, in its opinion, the amendment on its merits should be adopted by Presbytery. The amendment shall be in order for consideration by Presbytery at the stated meeting following submission.

These bylaws may not be amended contrary to, or so as not to include the provisions of the *Constitution of the Presbyterian Church (U.S.A.)*.