

MINUTES

Minutes - G-10.0301

Each session shall keep a full and accurate record of its proceedings which shall be submitted at least once each year to the presbytery for its general review and control. (G-11.0103x, G-9.0409) The minutes shall state the composition of the session with regard to racial ethnic members, women, men, age groups, and persons with disabilities, and how this corresponds to the composition of the congregation. Minutes and other official records of the session, which shall include minutes of congregational meetings and records of the board of deacons and the board of trustees of the particular church, are the property of the session, and the clerk shall be responsible for their preservation. They shall be available to the presbytery upon request and may be stored with the denomination's historical agency.

Amend (1992, 299, 21.023, Ovt. 92-21): Struck "and" after "men" and inserted "and persons with disabilities,".

Amend Rejected (2003, 70, 243, Item 03-14, Ovt 03-16): Would have permitted archival records to be kept digitally.

Amend Rejected (1994, 185, 21.008, Ovt. 93-92): See at G-9.0105a.

Amend Rejected (1989, 221, 21.137, Ovt. 89-40): Rejected request to have the minutes **of the** annual congregational meeting include a statement that the nominating committee has fulfilled the intent of G-4.0403.

Amend Rejected (1988, 130, 12.077, Ovt 28-88): Rejected addition of "persons with disabilities" to the categories of composition. The intent of the requested change is covered in G-4.0403, G-9.0104, and G-14.0201d.

GA (1999, 54, 108, 16.013-.020, Req. 99-2): Guidance for completing the report on racial ethnic composition of session is found in the Workbook for the Session Annual Statistical Report. The session is to be guided by how persons describe themselves.

GA (1990, 242, 21.158, Req. 90-8): Common sense should be used in determining what should go in the accurate record of what was done in a meeting.

GA (1984, 604, 55.099, Com. 6-84): Presbytery has the authority to require a report of the age and ethnic descent of each person elected to the nominating committees of its member churches.

GA (1984, 604, 55.099, Com. 6-84): Presbytery may require sessions to submit proposed amendments to bylaws and to submit bylaws for annual review.

GA (1984, 604, 55.099, Com. 6-84): See at G-10.0302.

PJC (1996, 167, 12.044, Gallman v. Oak Grove Church): Dispute concerns failure to keep adequate records of election of officers.

Owned by Session - G-9.0406

Minutes and all other official records of church sessions, presbyteries, synods, and General Assemblies are the property in perpetuity of said governing bodies or their legal successors. When congregations, synods, or presbyteries are dissolved, their records are held for them by the next higher governing body within whose bounds they were before dissolution. All minutes and other official records of existing and dissolved sessions, minutes and other official records of existing and dissolved presbyteries and synods that are no longer required for frequent reference, are to be deposited for preserving and servicing with the Department of History or in a temperature and humidity controlled environment of a seminary of the Presbyterian Church (U.S.A.). It is the responsibility of the clerk of each governing body to make recommendation to that governing body for the permanent safekeeping of the governing body's records. All governing bodies are strongly encouraged to microfilm their official records.

Kept by Clerk - G-9.0203a

G-9.0203a. The clerk shall record the transactions of the governing body, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. Such extracts, verified by the clerk, shall be evidence in any governing body of the church.

Reviewed by Presbytery - G-9.0407d(1)

Presbyteries shall review the records of sessions annually. If a session shall fail to submit its records for this purpose, the presbytery shall order them to be produced at a specific time.

Access to Minutes

As noted above in G-10.0301, minutes and other official records of the session shall be available to the presbytery upon request. Access by individuals and other groups is limited.

Robert's Rules of Order Newly Revised 10th Edition, page 444

§47 Any member has a right to examine the minutes of the society at a reasonable time and place, but this privilege must not be abused to the annoyance of the secretary. The same principle applies to the minutes of the boards or committees, their records being accessible to members of the board or committees but to no others. When a committee requires certain records for the proper performance of its duties, the secretary should turn them over to the committee chairman--after consulting with the president in any cases where he or she is in doubt. The corporation law of each state frequently provides for the availability of records of any group incorporated in that state.