

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. ministers of the Word and Sacrament enrolled as active members and members at-large of Presbytery,
- b. ministers of other denominations enrolled as members of Presbytery, for the duration of their term of service,
- c. elder commissioners elected as provided in the *Book of Order*,
- d. elders elected as officers, Presbytery Council members, and committee chairpersons, for the duration of their term of service,
- e. 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. elders elected by Presbytery to a staff position, for the duration of their term of service,
- g. elders serving as commissioned lay pastors for the duration of their term of service,
- h. an elder representing Presbyterian Men of the Presbytery and an elder representing Presbyterian Women of the Presbytery, designated by the organizations' own regular procedures, and
- i. additional 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. ministers of the Word and Sacrament 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 governing bodies 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 an elder if the Moderator is a minister of the Word and Sacrament 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 ministers of the Word and Sacrament and four 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.

[*section amended to eliminate position of Associate Presbyter 2/10/2009*]

**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*.

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.

[section amended to add representative from the Personnel Committee 9/14/2010]

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 Finance and Administration Coordinator.

[section amended to reflect elimination of Associate Presbyter position 2/10/2009]

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. 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 ministers of the Word and Sacrament and 10 congregation members). 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.

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.

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 (four ministers of the Word and Sacrament, four male congregation members, four female 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 Council.

Section 3. Committee on Church Order

Composition: 12 members in three classes of four persons each (six ministers of the Word and Sacrament and six 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 ministers of the Word and Sacrament and 17 elders).

Purpose: To serve as pastor and counselor to the ministers of the Word and Sacrament, commissioned lay pastors, and certified Christian educators of Presbytery; to facilitate the relations between Presbytery and its congregations, ministers of the Word and Sacrament, commissioned lay pastors, 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 ministers of the Word and Sacrament 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 ministers of the Word and Sacrament and six elders).

Purpose: to facilitate Presbytery's oversight of persons preparing for the ministry of the Word and Sacrament and other church vocations under the jurisdiction of the presbytery. It shall also be responsible for promoting interest in preparation for church vocations.

Section 7. Committee on Representation

Composition: 10 members in two classes of three members each and one class of four members (two ministers of the Word and Sacrament and eight congregation members; five men and five women). A majority of the members shall be selected from the racial ethnic minority groups within Presbytery. The total membership shall include persons from each of the following categories:

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| a. majority male | d. racial ethnic minority female |
| b. majority female | e. youth male and female |
| c. racial ethnic minority male | f. persons with disabilities |

Purpose: To advise Presbytery regarding its membership and that of its committees and other units in implementing the principles of participation and inclusiveness defined in the *Book of Order*, to ensure fair and effective representation in the decision making of the church.

ARTICLE VII

PERMANENT JUDICIAL COMMISSION

Section 1. Composition

Presbytery shall elect a Permanent Judicial Commission in three classes of three members each (four ministers of the Word and Sacrament and five 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*.

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.)*.