

BY-LAWS

(Adopted January 1, 2008)
{Last revision: July 14, 2018}

PRESBYTERY OF PUEBLO



OFFICIAL DOCUMENTS

The By-Laws of the Presbytery of Pueblo

The By-Laws of the Corporation of the Presbytery of Pueblo

The official Master Copies of these documents are on file in the Office of the Stated Clerk of the Presbytery of Pueblo. Copies will be made available for any appropriate use on request to the Stated Clerk.

The Stated Clerk shall, without the vote of Presbytery, monitor and maintain, in these By-Laws, the current Book of Order numerical references to any constitutional changes.

SECTION I

PREAMBLE

1.01 Governance

1.01a The Presbytery of Pueblo is one of the constituent Presbyteries of the Presbyterian Church (U.S.A) and is one of the eight Presbyteries of the Synod of the Rocky Mountains.

1.01b It is governed by the constitution of the Presbyterian Church (U.S.A.), by these By-Laws and by such Special Policies as the Presbytery may from time to time adopt. Appendix “A” of the By-Laws contains the special policies of Presbytery and Appendix “B” contains the Committee structure, both mandated and presbytery. The appendices shall be updated by the Stated Clerk at any time they are added to or changed by vote of the Presbytery.

1.02 Mission Statement

The

PRESBYTERY OF PUEBLO

As part of the Body of Christ

Is called to:

Learn to Live Together;

Live to Love Each Other;

Love to Serve God and Neighbors.

SECTION II

MEMBERSHIP

2.01 Minister Members

2.01a Ministers are continuing members of The Presbytery of Pueblo as defined in the Form of Government G-3.0306. Membership is a privilege granted by the Presbytery and it carries with it certain responsibilities.

2.02 Elder Members

2.02a All elders duly elected in accordance with the following provisions as set forth in the Form of Government G-3.0301 shall be members in good standing of the Presbytery for the term of said election.

2.02b Each church within the bounds of Presbytery shall be represented by elder commissioners on the basis of Church membership elected by the Session as follows:

1 – 500 members:	1 elder
501 – 1000	2 elders
1001 – 1500	3 elders
1501 – 2000	4 elders
2001 – 3000	5 elders

From 3001 members there shall be an additional elder for each 1000 active members or fraction thereof.

2.03 Equalization

2.03a Form of Government G-3.0301 provides that particular Sessions be invited to elect additional elder commissioners to presbytery for the purpose of redressing any imbalance between the number of enrolled elders and minister members. Because of the wide disparity in the membership of the presbytery, the Stated Clerk was authorized some years ago to devise a schedule, changeable as needed, to address equalization for the majority of the presbytery congregations. The schedule currently in use is:

Membership of	100 to 149	=	1 additional elder
Membership of	150 to 299	=	2 additional elders
Membership of	300 +	=	3 additional elders

The Stated Clerk may count elder committee moderators and officers to correct any further imbalance.

2.04 Other Elder Members

2.04a Each elder elected an officer (Moderator, Moderator Elect, Past Moderator, Stated Clerk and Treasurer) shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session.

2.04b Each elder elected as a member of the Coordinating Council and the Moderator of an established Committee shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session.

2.04c Elders elected to exempt staff positions may be enrolled as members of the Presbytery for the duration of service in such staff position whether or not commissioned by his or her session.

2.04d One designated elder representative from Presbyterian Women of the Presbytery shall be enrolled as a member of Presbytery.

2.04e Certified Christian Educators and those certified by the Administrative Personnel Association shall be granted the privilege of the floor with voice at all meetings of the presbytery. G-2.1103b.

2.05 Boundaries

2.05a The geographical boundaries of the Presbytery of Pueblo encompass that territory lying within the counties of Teller, El Paso, Cheyenne, Fremont, Chaffee, Pueblo, Crowley, Kiowa, Saguache, Custer, Otero, Bent, Prowers, Las Animas, Costilla, Conejos, Huerfano, Alamosa, Rio Grande, Baca, and those portions of Elbert and Lincoln Counties lying south of a line running east from the common boundary of Elbert and El Paso Counties, and those portions of Hinsdale, San Juan, Mineral and Archuleta Counties lying to the east of the Continental Divide in the State of Colorado.

2.06 Area Representation

206.a The Presbytery shall be arranged into geographical areas called “Clusters” for purposes of communication and representation when applicable. The Clusters shall consist of:

- Pueblo Cluster: The churches in Pueblo and Pueblo West;
- Colorado Springs Cluster: The churches in Colorado Springs and Monument;
- San Luis Valley Cluster: The churches in Alamosa, Del Norte, La Jara, Salida, Antonito and San Pablo;
- Arkansas Valley Cluster: The churches in Rocky Ford, Las Animas and Trinidad.

2.07 Voting

2.07a All authorized Members of Presbytery in attendance may vote. Authorized Members include: All Ministers who are Continuing Members; All Elders elected as Commissioners by their Church Session; Commissioned Lay Pastors; The Moderator of Presbytery; Any Elder elected an Officer of Presbytery; Presbytery Special Corresponding Members; Moderator of a Standing Committee; Authorized Member of Council; Moderator of Presbyterian Women.

2.08 Corresponding Members

2.08a Proper persons may be seated as Corresponding Members with privilege of the floor.

SECTION III

MEETINGS

3.01 Stated Meetings

3.01a Stated Meetings shall take place three times each year: a Spring Meeting in February, a Summer Meeting normally in July, and a Fall Meeting in October. The firm dates and places of these Stated Meetings shall be determined by the Coordinating Council and announced by the last Stated Meeting of the year for the coming year. The last Stated Meeting of the calendar year shall be considered the Annual Meeting of the Presbytery and Corporation for record purposes.

3.02 Special Meetings

3.02a Special Meetings of the Presbytery may be called in accordance with the Form of Government G-3.0304.

3.03 Quorum

3.03a A quorum of the Presbytery shall be eight ministers and at least eight elder commissioners who represent four different churches. (G-3.0304) For a Special Called Meeting of the Presbytery the quorum shall be four ministers and four elders representing two different churches.

3.04 Worship

3.04a Each Stated Meeting of the Presbytery shall include a Service of Worship arranged for by the Coordinating Council. The Sacrament of the Lord's Supper shall be observed at least once each year at a Stated Meeting. The annual Necrology report shall also be part of a Worship Service at a Stated Meeting.

3.05 Agenda and Minutes

3.05a The Agenda for Stated Meeting and Minutes of the previous meeting shall be sent to members of the Presbytery at least ten days prior to the meeting. Requests for time on the Agenda shall be made to the Coordinating Council through the appropriate Committee Moderator. Approval of the Agenda and Minutes shall be the first order of business at Stated Meetings.

3.06 Reports

3.06a Copies of the reports from Committees or other interested parties that contain information and/or recommendations for presbytery shall be in the hands of the Stated Clerk at least ten days prior to the presbytery meeting so they can be properly copied for the Report Table. Late Committee Reports that require Presbytery action shall be on the Report Table at least 30 minutes prior to the start of the Stated Meeting and the required agenda time shall have been cleared with the Coordinating Council prior to the meeting.

3.07 Parliamentary Procedures

3.07a The procedure for the conduct of all presbytery meetings shall be in accordance with the latest edition of Roberts Rules of Order except when these by-laws or the Constitution of the Presbyterian Church (USA) provide otherwise. (G-3.0105) Ordinarily the Stated Clerk shall be called on for interpretation of the Book of Order and shall be the Parliamentarian with consultation when necessary.

3.08 Attendance

3.08a All Ministers of the Word and Sacrament are expected to attend all Stated Meetings and remain until adjournment. Retired Ministers and those living outside the bounds of the presbytery are automatically excused.

3.08b Each constituent church shall be represented at each Stated Meeting by the requisite number of elders. Elders shall report on the Presbytery meeting to their respective Session.

3.09 Reimbursement

3.09a The Presbytery will reimburse, by voucher, members who drive to meetings at a rate to be determined periodically by Presbytery. Churches or other employing organizations are responsible for all other expenses of their ministers and elder commissioners.

3.10 Power to Delegate

3.10a Presbytery may delegate any of its authority to act granted by the constitution or these by-laws to any of its committees or other entities except the following actions:

- Approve as a whole any strategic plan for presbytery.
- Approve and amend Presbytery or corporate by-laws or manual of operations.
- Approve Presbytery budget or amend the total approved limit.
- Approve decisions to organize new churches, receive and unite churches, divide, dismiss or dissolve churches in consultation with their members, control the location of new churches and of churches desiring to move.
- Assume original jurisdiction in any case which it determines that a session cannot exercise its authority.
- Elect commissioners to Synod and General Assembly.
- Elect its officers.
- Elect members of Council and of the mandated committees.
- Vote on overtures to General Assembly.
- To establish and elect members of the Presbytery Nominating Committee.
- After hearing recommendations from Council to consider and act on all real property transactions for both local churches and presbytery.

3.11 Electronic Meetings

3.11a The Presbytery authorizes its committees, Coordinating Council and the Presbytery membership as a whole to take action between regularly scheduled meetings, provided that every member of such entity is contacted either in person or by email and no member objects.

3.11b Any action taken by email, telephone conference call or other electronic means shall be recorded in the minutes of the next meeting of the entity as an action taken between meetings in accordance with the rules.

SECTION IV

OFFICERS

4.01 Elected (Mandated) Officers

4.01a The Elected Officers of the Presbytery shall be: Moderator, Moderator Elect, Stated Clerk and Treasurer. The Presbytery may establish other offices from time to time and elect persons, in an appropriate manner, to fill them.

4.01b Vacancies

4.01b If a vacancy occurs in any elected office and fewer than six months exist in the term, the Coordinating Council shall appoint an appropriate person to fill the un-expired term. If more than six months remain, the Nominating Committee shall nominate a replacement to the Presbytery for election.

4.01c Election

4.01c Ordinarily, officers shall be nominated, elected and installed at the last Stated Meeting of the year and shall assume the duties of the office commencing the first of January of the following year.

Moderator

4.02 Nomination and Election of Moderator

4.02a Ordinarily the nominee will be the incumbent Moderator Elect.

4.03 Term of Office

4.03a The term of office for the Moderator shall be for one year and shall not exceed 23 months should a moderator fill an un-expired term of a prior moderator. An individual elected moderator shall not be eligible to serve again as moderator for a period of 5 years.

4.04 Responsibilities of Moderator

4.04a The Moderator shall perform the various duties described in these by-laws and the position description contained in the Manual of Operations.

4.04b The Moderator shall possess the authority necessary for preserving order and conducting efficiently the business of the Presbytery. The Moderator may, in an emergency, convene the Presbytery by written notice at a time and place different from that previously designated. The Moderator shall Call a Special Meeting at the request or with the concurrence of two ministers and two elders, the elders being from different churches. (G-3.0304)

4.04c The Moderator shall be a voting member of those Presbytery entities to which she/he is assigned by these by-laws.

4.04d The Moderator, in consultation with the Stated Clerk, shall appoint an Investigating Committee when such is required as part of the preliminary disciplinary procedure. (D-10.0100)

4.05 Moderator Elect

4.05a The Moderator Elect will ordinarily be the nominee for Moderator the following year.

4.06 Nomination and Election of the Moderator Elect

4.06a The Moderator Elect ordinarily shall be nominated, elected and installed at the last Stated Meeting of the year and take office January 1 of the following year.

4.07 Term of Office

4.07a The term of Office for the Moderator Elect shall ordinarily be one year but not more than 23 months.

4.08 Responsibility of Moderator Elect

4.08a The Moderator Elect shall perform the various duties as described by these by-laws and the position description in the Manual of Operations.

4.08b The Moderator Elect shall have authority in the absence of the Moderator or at the request of the Moderator, if present, to fulfill any of the responsibilities of the Moderator.

4.08c The Moderator Elect shall be a voting member of those entities to which she/he is assigned by these by-laws.

Stated Clerk

4.09 Nomination and Election of the Stated Clerk

4.09a The Stated Clerk shall be a minister member of Pueblo Presbytery or an elder of a member congregation of the presbytery.

4.09b The name for the Stated Clerk shall be placed in nomination by the Presbytery Nominating Committee, ordinarily at the last Stated Meeting of the year and if elected he/she shall take office January 1 of the following year or as agreed.

4.10 Term of Office

4.10a The Stated Clerk shall be elected for a three year term and may be elected for additional three year terms. The term may be terminated before completion by a vote of Presbytery for cause upon recommendation of Council and the Personnel Committee in accordance with the Personnel Policy of Pueblo Presbytery.

4.11 Responsibilities of the Stated Clerk

4.11a Shall perform the duties as prescribed in the Book of Order (G-3.0104), these by-laws and the position description as enumerated in Appendix “C” of these by-laws.

4.11b Shall publish the Minutes of all Presbytery meetings and arrange for their distribution to the members of Presbytery. The Stated Clerk is authorized to make editorial and grammatical adjustments in producing the records of various presbytery actions as long as the substance is not thereby changed.

4.11c Shall serve as a member and secretary of the Coordinating Council with voice and vote.

4.11d Shall serve as Secretary of the Corporation of the Presbytery of Pueblo.

4.11e Shall have access to and be custodian of all the records of the Presbytery. This shall include Minutes of all kinds, Financial Records, Judicial Proceedings, Committee Reports, and any others that, for historical or legal purposes should be preserved. The Stated Clerk shall make available copies to appropriate parties upon request or when directed to do so by the Presbytery.

4.11f Shall provide for the annual publication and appropriate distribution of a Directory listing information of use to those doing the work of the Presbytery.

4.11g Shall maintain all the required rolls of the Presbytery as required by the Book of Order and any other rolls that would facilitate the business of the Presbytery.

4.11h Shall maintain a list of attendance at Presbytery meetings of ministers and elder commissioners.

4.11i Shall maintain a list of eligibility for Commissioners and Alternates to General Assembly.

4.11j Shall provide for the annual examination of the Session Records of the constituent churches of the Presbytery according to the guidelines approved by the Presbytery and in conformance with the Book of Order.

4.11k Shall maintain the Operations Manual of the Presbytery as required by G-9.0405.

4.11l The Stated Clerk shall convene the Permanent Judicial Commission upon the election of each new class of members for the purpose of electing from its members a moderator and clerk.

4.12 Accountability

4.12a The Stated Clerk shall be accountable to the Presbytery through the Coordinating Council for the implementation of duties and responsibilities assigned to the office. Any changes in the position description may be made by mutual agreement of the Stated Clerk and Presbytery Council and reported to Presbytery.

4.13 Compensation

4.13a The Stated Clerk may be a compensated office as approved by the Presbytery. Compensation for a Minister elected as Stated Clerk shall be commensurate with Presbytery minimum salary.

4.14 Absence of the Stated Clerk

4.14a When the Stated Clerk is not present at a Presbytery or Council meeting the moderator of the particular meeting shall appoint a Clerk Pro-Tem who shall perform the duties required at the meetings.

Treasurer

4.15 Nomination and election of the Treasurer

4.15a The Treasurer shall be a minister member of Pueblo Presbytery or an elder of a member congregation of the Presbytery.

4.15b The name for the Treasurer shall be placed in nomination by the Presbytery Nominating Committee, ordinarily at the last Stated Meeting of the year and if elected he/she shall take office January 1 of the following year or as agreed.

4.15c The Treasurer shall be elected for a three year term and may be reelected for additional three year terms.

4.16 Responsibilities of the Treasurer

4.16a The Treasurer shall perform the duties as described by these By-Laws.

4.16b The Treasurer shall serve as treasurer of the Corporation of Pueblo Presbytery.

4.16c Responsible for securing and allocating all funds of the Presbytery

4.16d Monitor and review the financial operations of the Office Administrator. Expenses of all entities of the Presbytery with budget limits and under \$500 shall be paid by the Office Administrator upon proper authorization by a designated person; checks over \$500 issued by the Office Administrator shall be signed by one of the following: Treasurer, Stated Clerk, Presbytery Executive, Presbytery Moderator.

4.16e Recommend and authorize funds investments and transfer of funds and report such action to Coordinating Council.

4.16f Provide for written financial reports to every Stated Meeting of the Presbytery.

4.16g Report in person at least annually to the Presbytery.

4.16h Make reports and recommendations to the Coordinating Council as requested.

4.16i Provide for an annual financial review of the Presbytery financial records as specified. (G-3.0113)

4.17 Accountability

4.17a The Treasurer shall be bonded when specified by the Coordinating Council and at the expense of the Presbytery.

4.17b The Treasurer shall be an ex-officio member of the Coordinating Council with voice but not vote.

4.17c The Treasurer shall be accountable to the Presbytery through the Council for the implementation of duties and responsibilities assigned the office. There shall be an annual performance and compensation review provided by the Personnel Committee.

4.18 Compensation

4.18a The Treasurer office may be a compensated office as approved by Presbytery.

SECTION V

PRESBYTERY STAFF

5.01 Authority to Employ

5.01a The Presbytery, through its Coordinating Council and in consultation with the Personnel Committee, may hire staff, both exempt (with the exception of the Presbytery Executive) and support (non-exempt), as it shall deem necessary in accordance with the Personnel Policy adopted by the Presbytery and the Book of Order. Requests for staff support services by committees beyond those already being provided shall be made to the Coordinating Council.

5.02 Positions Approved

5.02a Each exempt staff position shall be approved by Presbytery upon recommendation of Council before hiring occurs.

5.03 Contract Relationships

5.03a Council may contract with independent contractors/consultants in special cases; however, if compensation is involved, Council shall assure that all Internal Revenue Service criteria for independent contractors are met.

5.04 Equal Employment Opportunity/Affirmative Action

5.04a The Equal Employment Opportunity/Affirmative Action policies of the Presbytery shall apply to all staff, full or part time. It shall be the responsibility of Council's Personnel Committee or search committee to certify such compliance at the time a recommendation to hire is made.

5.05 Compensation

5.05a Compensation for minister members of Presbytery employed as exempt staff shall meet or exceed Presbytery's adopted minimum terms of call unless special arrangements are approved by Presbytery.

5.06 Exempt Staff

5.06a Provisions for exempt staff persons (salaried professional employees) as contained in the Presbytery Personnel Policy shall apply to compensated officers of the Presbytery (Stated Clerk and Treasurer) except that for purposes of supervision these officers shall receive direction from and are accountable directly to Presbytery and its Coordinating Council.

5.07 Presbytery Executive

5.07a The Presbytery Executive shall be elected ("called") by a majority vote of Presbytery upon nomination by an appropriately composed and elected Search Committee. The terms of original Call and annual changes in those terms shall be approved by the Presbytery. The Presbytery Executive shall be considered an exempt employee of the Presbytery for purposes of Presbytery's Personnel Policy.

5.08 Responsibilities of the Presbytery Executive

5.08a The Presbytery Executive shall perform the duties as may be described by these By-Laws and the position description in **Appendix “C” of these By-Laws.**

5.08b The Presbytery Executive is the Head of Staff but may delegate oversight of other Presbytery staff, minister or layperson, to an appropriate Presbytery committee. For purposes of Head of Staff relationships, the elected officers of Stated Clerk and Treasurer are not to be considered staff but receive direction from and are accountable directly to Presbytery and its Council.

5.09 Accountability

5.09a The Presbytery Executive shall be accountable to the Presbytery through the Coordinating Council for the implementation of duties and responsibilities assigned to the position. There shall be an annual performance and compensation review provided by the Personnel Committee and reported to the Coordinating Council. Any changes in the position description may be made by mutual agreement of the Presbytery Executive and Coordinating Council and reported to Presbytery.

5.10 Termination Procedure

5.10a The relationship between the Presbytery Executive and the Presbytery may be dissolved by a majority vote of the Presbytery at the request of the Presbytery Executive or upon recommendation of Coordinating Council and the Personnel Committee and in accordance with Presbytery Personnel Policy. Termination may or may not be for cause. Severance pay may be granted at Presbytery’s discretion, upon recommendation of the Coordinating Council and the Personnel Committee. When termination procedures are initiated by the Coordinating Council, the Coordinating Council shall provide for full due process as described in, and not necessarily in accordance with, the Form of Government (G-3.0110)

SECTION VI

COORDINATING COUNCIL

6.01 Purpose:

6.01a To facilitate the overall mission of Presbytery.

6.02 Membership of the Coordinating Council

6.02a Presbytery Moderator, Presbytery Past Moderator, Presbytery Moderator Elect, Presbytery Executive, Stated Clerk, Treasurer, Moderator of COM, Moderator of CPM, Moderator of Presbyterian Women, and one member from each Cluster and two Members at Large from the Presbytery. Pastor/Elder equalization shall take place when possible.

6.02b All members of the Coordinating Council may vote; however, the Treasurer shall not vote on financial matters.

6.03 Moderator

6.03a Moderator of Coordinating Council shall be the Moderator Elect of Presbytery for a one year term.

6.04 Meetings

6.04a Coordinating Council meets as needed at the call of the Moderator. Quorum of the Coordinating Council is 6 members.

6.05 Coordinating Council Responsibilities

6.05a Oversee the effectiveness of the covenantal partnerships between Sessions.

6.05b Serve as advisory committee to the Presbytery Executive in setting his/her missional forum for ministry.

6.05c Coordinate new church development projects with local congregations and/or multi church covenantal partnerships.

6.05d Recommend yearly budget to Presbytery.

6.05e Set Docket for Presbytery meetings.

6.05f Monitor and make any needed recommendations on Presbytery Insurance Program.

6.05g Recommend at the Fall Stated Meeting any needed Nominees for the next year's Nominating Committee.

6.05h Monitor the status of loan obligations of the constituent churches for which Presbytery has ultimate financial obligation and make any appropriate recommendations and take part, in an advisory capacity, in property or loan processes, initiated by constituent churches that, when approved by Presbytery, could become future Presbytery obligations.

6.05i Shall recommend to Presbytery, as needed, any new Salaried Lay Personnel in cooperation with the Personnel Committee.

6.05j Assure that the Personnel, Amendment and Budget Committees meet, make needed decisions and refer their committee reports, with any Coordinating Council recommendations, to Presbytery for action.

6.05k Annually review the functioning of all Presbytery Committees.

6.05l Complete any other tasks that may be requested or assigned by Presbytery.

6.06 Corporate Relations

6.06a The Coordinating Council shall also be the Board of Trustees for corporate purposes. When time constraints prevent Presbytery action on any matter, the Coordinating Council may authorize any Presbytery Officer or appropriate Committee Moderator to enter into any contract or execute any instrument for the Presbytery or Corporation. Such authority may be general or confined to a specific instance and said action shall be reported to Presbytery at the next Stated Meeting.

6.07 Sub-Committees of Coordinating Council

6.07a Amendment Committee

Appointed by the Presbytery Moderator and announced at the last Stated Meeting of the year. Composed of three members representative of the Presbytery: One Minister, One Elder Layman, One Elder Laywoman. Makes recommendations on G.A. Book of Order Amendments to Presbytery at the Spring Meeting.

6.07b Personnel Committee

Composed of Moderator of Presbytery (who shall be the Committee Moderator), Moderator Elect of Presbytery, Moderator of COM, Two of the Members at Large from Coordinating Council. Follows guidelines in the Presbytery Personnel Policy (copies available from Stated Clerk), and reports recommendations to Coordinating Council.

6.07c Budget and Investment Committee

The membership composition of the committee shall include:

- a. Staff of the Presbytery
- b. The Treasurer (Chair of the Committee)
- c. One representative from each of the 4 clusters, nominated by the pastors from each cluster. These persons should have some financial background or at least have experience in reading and understanding financial statements.

- d. An investment professional may be recruited by the committee, to be used as a consultant upon committee request.

Additional responsibilities of the committee shall include:

- a. Hold finance/investment meetings 3-4 times per year.
- b. Review monthly expense vs. income statements.
- c. Review budget allocations vs. actual
- d. Develop the annual budget to be presented at the February Stated Meeting of the year in question.
- e. Review, plan and project investments.
- f. Email monthly financials to the budget committee.
- g. Use graphs for clarity.

6.07d Stewardship Committee

The Coordinating Council shall appoint three Members of Presbytery to design a strategy for mission funding development for the Presbytery. This committee shall provide for stewardship training for the churches.

SECTION VII

COMMITTEES

7.01 Election of Committees

7.01a Each authorized Committee shall ordinarily be elected in three classes of three-year terms. The election to fill vacancies on committees shall take place at the last Stated Meeting of the year following nomination by the Nominating Committee. Those elected shall be installed at that meeting and assume office January 1 of the following year.

Members may serve consecutive terms not to exceed six aggregate years and thereafter are eligible for reelection after one year has elapsed.

7.01b Committee members and committee moderators shall be elected in accordance with G-3.0103. Ministers shall be members of the Presbytery in good standing (G-2.0503a &b) and laypersons shall be Elders except as may be specifically provided otherwise in these by-laws.

7.02 Moderators

7.02a The Presbytery, after hearing the recommendation of the Nominating Committee, shall elect one of the members of each committee, as Moderator unless otherwise provided in these by-laws. Each committee shall elect a Vice-Moderator.

7.03 Committees

7.03a Standing Committees mandated by the Book of Order.

7.03b Special Committees established by Presbytery of Pueblo.

7.04 Committee Structure and Responsibilities

7.04a The currently approved structure and responsibilities of all the approved committees are listed in **Appendix “B” of these By-Laws.**

7.05 Committee Review

7.05a The Coordinating Council shall yearly review the work of the Presbytery Committees and when appropriate recommend to the Presbytery any committee changes.

7.06 Committee Membership

7.06a Ordinarily, every minister on the Active or Member-at-Large roll of the Presbytery and residing within its bounds shall have the opportunity to serve on elected committees.

7.06b Honorably retired ministers, with their consent, may be elected to one of the committees.

7.06c New ministers in the Presbytery may be elected to a committee at any Stated Meeting.

7.06d Ordinarily, no member of the Presbytery, whether minister, elder or communicate member may serve on more than one of the elected committees, with the exception of the Judicial Commission.

7.06e Members of elected committees who are unable to perform their duties for whatever reason may be removed from the committee at the recommendation of the Nominating Committee at a Stated Meeting and at the same time the Nominating Committee shall nominate a replacement.

7.06f A vacancy occurs on an elected committee when the committee accepts the resignation or removal of one of its members. Vacancies shall be filled by vote of the Presbytery at the next Stated Meeting after hearing the recommendation from the Nominating Committee.

7.06g Election to fill an unexpired term shall not count as a full term of service and a person so elected shall be eligible for re-election to two full terms of service, not to exceed a total of seven years in that office.

7.07 Representation and Equality

7.07a Every effort shall be made in the membership of committees to maintain equal representation of women and men, ministers and elders, minority and handicapped.

SECTION VIII

PERMANENT JUDICIAL COMMISSION

8.01 Membership

8.01a The Permanent Judicial Commission of the Presbytery shall consist of not less than seven (7) members, three ministers of the Presbytery in good standing and three elders, of whom not more than one shall be a member of the same church. The seventh person may be either a minister or elder and if an elder, he/she must be from a different church than other elder members of the commission.

8.02 Vacancies, Term, Officers, Participation, Quorums

8.02 a The Permanent Judicial Commission shall adhere to all the provisions for terms, filling of vacancies, election of officers, recusal, necessary quorum and inability to reach a quorum as set forth in the Constitution of the Presbyterian Church (USA) in the Rules of Discipline D-50100.

8.03 Nomination and Election of Members

8.03a Ordinarily, commission members to fill vacancies shall be nominated and elected at the last Presbytery Meeting of the year and shall assume their duties on January 1 of the following year.

8.03b Members of the Permanent Judicial Commission are eligible to be elected to other standing committees of the Presbytery and Council. However, if at such time as the commission is presented with any matter for deliberation, in the judgment of any party to a case or commission member, membership on another Presbytery committee or Council presents a conflict of interest, that Permanent Judicial Commission member shall either recuse himself or herself or shall immediately resign from the other elected position within the Presbytery.

8.04 Expenses

8.04a All necessary expenses of the Permanent Judicial Commission shall be paid by the Presbytery.

8.05 Responsibilities and Powers

8.05a The scope of powers and responsibilities of the Permanent Judicial Commission shall be those assigned to it by the Constitution of the Presbyterian Church (USA) in the Rules of Discipline and elsewhere.

SECTION IX

COMMISSIONERS/DELEGATES TO GENERAL ASSEMBLY & SYNOD

GENERAL ASSEMBLY

9.01 Election

9.01a Election of Commissioners, Alternates and Young Adult Advisory Delegates shall be held at the first Stated Meeting of the year in which the General Assembly is held. Vote shall be by ballot if the number nominated exceeds the number of positions to be filled. Commissioners elected must give their consent to serve either orally or in writing at this meeting.

9.02 Number

9.02a For General Assembly the Committee on Nominations shall present to the Presbytery nominees for Minister and Elder Commissioners in number according to G-3.0501, and one Young Adult Advisory Delegate. The Nominating Committee shall also present the same number of Ministers and Elders as Alternates plus one Young Adult Advisory Delegate Alternate.

9.03 Method of Selection for GA

9.04 Ministers

9.04a A systematic order of nomination, maintained by the Stated Clerk, for Minister Commissioners and Alternates shall be established, listing installed Pastors of constituent churches as follows:

9.04b The name of the Minister who attended the most recent General Assembly Shall be placed at the bottom of the list, where it shall be preceded in order by the names of Minister Commissioners whose date of attendance was more remote in time, and whose names shall be preceded by a list of names of ministers who have never attended General Assembly as a commissioner, arranged in order of their ordination as a Presbyterian Minister of the Word and Sacrament.

9.05 Elders

9.05a Elder Commissioners and their Alternates, where applicable, shall be nominated by the church involved from among Elders who are active in Presbytery in such ways as Commissioners, Committee Members, Council or special Presbytery service.

9.05b A systematic order of nomination, maintained by the Stated Clerk, shall be established by rotation of the list of churches, with the church which provided the commissioner who most recently attended at the bottom of the list, preceded in order by those churches whose commissioners' attendance was more remote in time, and then by those who have never provided a commissioner.

9.06 Young Adult Advisory Delegates

9.06a The Youth Ministries Committee, using methods suitable to them, shall determine and furnish the names of the Young Adult Advisory Delegate and Alternate to the Nominating Committee.

9.07 Alternates

9.07a The person next in line on the rotation lists shall be nominated as Alternate Commissioner to General Assembly.

9.07b The Alternate Commissioner shall replace the Commissioner in the event the Commissioner-elect is unable to attend the meeting for which he/she was elected.

9.07c Ordinarily, the Alternate Commissioner shall be nominated as the commissioner to the succeeding meeting of the General Assembly, provided he/she meets the eligibility requirements herein.

9.08 Eligibility Requirements

9.08a Minister Commissioners/Alternates to General Assembly:

1. shall be serving a constituent church of the Presbytery in an Installed capacity;
2. shall have no unexcused absence from the last four meetings of Presbytery, including the meeting at which the commissioners are elected;
3. shall have been a member of the Presbytery of Pueblo for at least four years immediately prior to the date of elections, and shall have consented when asked to be a Commissioner or Alternate.
4. If a Minister declines a nomination without an excuse acceptable to Presbytery, his/her name shall be placed at the bottom of the rotation list after the name of the last member who has attended. If an excuse is accepted, the name shall remain at the established place on the rotation list and be nominated as appropriate.

9.08b Elder Commissioners/Alternates:

1. shall be active in Presbytery and familiar with current issues of the denomination;
2. shall represent a church which has had no unexcused absences from the last four meetings of Presbytery, including the meeting at which the Commissioners are elected.

3. If the church declines to provide a Commissioner/Alternate without an excuse acceptable to Presbytery, that church shall be placed at the bottom of the rotation list of churches. If an excuse is acceptable to Presbytery, that church shall remain at the existing position on the rotation list and provide nominees as appropriate.

9.09 Exceptions

9.09a Any exceptions to these procedures and eligibility rules shall be approved by Presbytery at a Stated Meeting.

COMMISSIONERS TO THE SYNOD OF THE ROCKY MOUNTAINS

9.10 Terms

9.10a The Presbytery will elect one Ruling Elder and one Minister member as commissioners to the Synod of the Rocky Mountains Assembly, for two-year staggered terms. (We no longer require that either commissioner be a member of the Coordinating Council.)

9.11 Election

9.11a Election of the Synod Commissioners shall ordinarily take place at the last Stated Meeting of the year upon nomination by the Presbytery Nominating Committee and their terms begin on January 1 of the following year.

9.11b Also at the appropriate times, the Nominating Committee shall propose names to the Presbytery to fulfill Synod requirements for Standing Committee members according to Synod By-Laws.

SECTION X

SUSPENSION AND REVISION

10.01 These By-Laws may not be suspended for any reason. They may be amended, revised, or rescinded in any part or whole at any Stated Meeting, by a two-thirds vote of the members present, provided that all Minister and elder members and constituent churches receive the wording of the proposed changes or actions ten days prior to the meeting at which changes are to be acted on.

10.02 The Coordinating Council shall review the By-Laws annually and propose any necessary changes.

SECTION XI

BY-LAWS OF THE CORPORATION

11.01 Historical Precedent

11.01a The Presbytery of Pueblo was incorporated May 23, 1881. (A copy of the original certificate is on file in the Presbytery office.)

11.01b The Presbytery of Pueblo by vote became a Colorado Non-Profit Corporation effective January 23, 1970. A copy of the Certificate and Election Articles are on file in the Presbytery office. The articles state in part “the corporation shall be governed by a Board of Directors who shall have the powers to alter, amend, or repeal the by-laws or adopt new by-laws and the by-laws may contain any provision for the regulation or management of the affairs of the corporation. The by-laws shall also provide for the time and place of the annual meeting of the members... The right of the members to vote shall be determined by the by-laws as adopted by the corporation.”

11.02 Name

11.02a The name of the corporation shall be The Presbytery of Pueblo.

11.03 Corporation Officers

11.03a The officers of the corporation shall be: the Moderator of the Presbytery, *President*; the Moderator Elect of the Presbytery, *Vice President*; the Treasurer of Presbytery, *Treasurer*; and the Stated Clerk, *Secretary*. The Board of Trustees of the Corporation shall be the Coordinating Council of the Presbytery of Pueblo.

11.04 Office and Agent

11.04a The registered office of the corporation shall be the Presbytery Office and the Registered Agent shall be the Stated Clerk.

11.05 Meetings of the Corporation

11.05a Meetings of the corporation shall be identical to the meetings of the Presbytery of Pueblo, and meetings of the Board of Trustees shall be identical to the meetings of the Coordinating Council.

11.05b The Annual Meeting of the Corporation shall be the Last Stated Meeting of the year of the Presbytery.

11.06 Seal

11.06a The seal of the corporation consists of the word “Seal” encircled with the legend “The Presbytery of Pueblo, Synod of the Rocky Mountains.”

11.07 Duties of the Board of Trustees (Coordinating Council)

11.07a The duties of the Board of Trustees shall be to:

- a) carry out the directives of the Presbytery that relate to the Corporation;
- b) receive, hold, encumber and transfer property, real or personal, for the Presbytery;
- c) manage the appropriate corporate civil affairs of the Presbytery in cooperation with the Coordinating Council.

11.08 Legal Signature

11.08a Following Presbytery corporate action and authorization, the signature of any officer of the corporation shall be valid and binding when affixed to legal documents.

SECTION XII

PRESBYTERY POLICIES

12.01 From time to time the Committees of Presbytery or the Presbytery as a whole may recommend the adoption of Policies that address certain procedures that will enhance the general functioning of the organization.

12.02 The current Policies are enumerated in **Appendix “A” of these By-Laws.**

12.03 Any future adopted policies shall be added to this Appendix by the Stated Clerk and the Clerk shall have the authority, without vote of Presbytery, to properly maintain this Appendix, including the elimination of those sections that, by the passage of time, are no longer applicable.