

Tidewater Presbytery Bylaws

PREAMBLE

The mission of Tidewater Presbytery is to promote the proclamation of the gospel of Jesus Christ to every man, woman, and child within our bounds by shepherding and governing the regional church, planting churches, and spreading God's Word.

We acknowledge that Christ – and Christ alone – is Lord and Head of the Church, in all of her expressions (Colossians 1:18). We recognize that Jesus declared that He would build His Church (Matthew 16:18), and that He perfectly modeled the diverse aspects of His ministry through the exercise of three distinct offices: Prophet, Priest, and King. Tidewater Presbytery will seek to reflect our Lord's headship by committing ourselves to holistic ministry, which values equally all three perspectives these offices represent, as defined by the *Westminster Larger Catechism* Questions 42-45 and *Shorter Catechism* Questions 23-26.

1. COMPOSITION AND GOVERNING DOCUMENTS

1.1. Composition: Tidewater Presbytery is composed of the local Churches of the Presbyterian Church in America (PCA), which are in the southeastern counties and cities of the Commonwealth of Virginia and in the northeastern counties of the State of North Carolina, including: (from Virginia) the counties of Surry, Southampton, James City, York, Gloucester, Mathews, Isle of Wight, Accomack, Northampton, and the cities of Williamsburg, Suffolk, Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, and Virginia Beach; and (from North Carolina) the counties of Currituck, Camden, Perquimans, Pasquotank, Chowan, Gates, Hertford, Bertie, and the area of Dare County east of Croatan Sound and North of Oregon Inlet.

1.2. Constitution: The constitution of the Tidewater Presbytery is the constitution of the Presbyterian Church in America: the *Westminster Confession of Faith*, the *Larger* and *Shorter Catechisms*, and the *Book of Church Order* (BCO).

1.3. Bylaws and Amendments: The Bylaws shall determine the structure, functions and operation of the Tidewater Presbytery in accordance with the constitution and the Rules of Assembly Operations of the PCA General Assembly where they apply.

1.4. Ratification of Bylaws: These Bylaws of the Tidewater Presbytery shall be approved by a two-thirds (2/3) vote of the commissioners at the first meeting of the Tidewater Presbytery.

1.5. Changes to the Bylaws: To amend the Bylaws of Presbytery, the proposed amendment shall be read, debated and voted upon at one meeting of

39 Presbytery, then docketed for the next Stated Meeting where it shall be
40 read again, debated and voted upon. A two-thirds (2/3) affirmative vote of
41 Presbytery present and voting is required at each reading. Suspension of
42 any provisions of the Bylaws or Rules requires an affirmative vote of two-
43 thirds (2/3) of the Presbytery present and voting.

44 **1.6. Rules:** The rules of order for all meetings of Tidewater Presbytery are the
45 Rules of Parliamentary Order of the General Assembly, when these apply,
46 and Robert's Rules of Order. Rules of Order require a two-thirds (2/3) vote
47 of Presbytery present and voting for their suspension.

48 **2. FUNCTION AND STRUCTURE**

49 **2.1. Meeting:** The Presbytery shall hold three Stated Meetings annually,
50 normally on the first Saturday in February, the first Thursday in May, and
51 the first Thursday in October. Special meetings shall be called in
52 accordance with BCO 13-12. The Presbytery meets as a court as well as for
53 fellowship and worship.

54 **2.2. Docket:** A docket of the Presbytery meeting is to be prepared by the
55 Executive Committee of Presbytery.

56 **2.3. Quorum:** A quorum of Presbytery may be set at each Stated Meeting of
57 Presbytery, but it shall not be less than four Teaching Elders (TEs) and
58 four Elders (REs). A minimum of four churches must be represented.
59 Business can only be transacted as long as such a quorum is present.

60 **2.4. Membership:** All TEs belonging to Tidewater Presbytery and the RE
61 representatives of its local churches comprise the membership of the
62 Stated Meetings. Ordinarily any ordained minister of another presbytery,
63 or any evangelical church, who is present is invited to sit as a visiting
64 brother. Guests and observers are welcome to all open meetings of the
65 Presbytery.

66 **2.5. Attendance:** Attendance by TEs and the RE commissioners from their
67 respective churches is expected at all Presbytery meetings.

68 **2.5.a.** The following guidelines are valid excuses from such meetings:

- 69 1. Immediate need for pastoral care: illness, funeral, crisis
- 70 counseling, and weddings.
- 71 2. Personal or family illness.
- 72 3. Business demands.
- 73 4. Extraordinary distance to travel by those laboring outside the
- 74 bounds of Presbytery.
- 75 5. Honorably retired.

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6. On Sabbatical.

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2.5.b. Written excuses for excused absences are to be received by the Stated Clerk no later than the beginning of Presbytery. TEs who meet the criteria of 2.5.a.4 or 2.5.a.5 do not have to submit written excuses. Excuses for early departures may be received until noon.

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2.6 Budget and Funding: Presbytery shall approve a General Operating Budget each year at the fall meeting. This budget shall be funded by gifts from churches and individuals.

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2.6.a Church Planting Fund: Separate from the General Operating Budget, the Presbytery shall establish a restricted Church Planting Fund that will be used for funding activities associated with church planting including support of church plants, demographic studies, recruiting and training of church planters. Funding for the Church Planting Fund shall come from donations from churches, individuals, special offerings, and unspent church planting finds from the General Operating Budget if all other budget obligations have been met in full. Churches are strongly encouraged to fully meet their obligations to the General Budget before contributing to the Church Planting Fund. All expenditures from the Church Planting Fund shall be approved by the Missions Committee and reported to Presbytery by the Treasurer.

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2.6.b Temporarily Restricted Funds: The Treasurer may establish temporarily restricted funds, separate from the General Operating Budget, for special presbytery projects such as retreats, special missions or other projects. All expenditures from these funds shall be approved by the committee overseeing the special project and shall be reported to Presbytery by the Treasurer.

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3. OFFICERS

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3.1. Moderator: The Moderator serves for a term of one year. A Moderator Elect shall be elected annually at the Fall Stated Meeting and installed at the next stated meeting as the first order of business. The Moderator will be guided by BCO 10-3. Any Elder, TE or RE, is eligible for the office of Moderator.

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112 **3.2. Stated Clerk:** The Stated Clerk shall be elected at the October meeting to a
113 three-year term. He may be re-elected by a two-thirds (2/3) vote of the
114 members of Presbytery present and voting at the meeting at which
115 elections are held. In the event he is a RE and not a representative from his
116 church, he may function as Stated Clerk with the privilege of the floor, but
117 without vote.

118 **3.2.a.** The Stated Clerk shall be allowed a compensation for his services,
119 a sum for the necessary expenses of the office and a sum for
120 secretarial support as fixed by the Presbytery.

121 **3.2.b.** The Duties of the Stated Clerk are:

- 122 1. To keep a record of all proceedings of Presbytery and to
123 submit the same annually to the General Assembly for review.
- 124 2. To refer all communications to the proper committees prior to
125 the meeting of Presbytery, when practical, and report such
126 referrals to Presbytery.
- 127 3. To report on requests for excused absences from meetings of
128 Presbytery with recommendations on how to handle them.
- 129 4. To prepare and post on the Presbytery's website an unofficial
130 copy of the minutes of Presbytery within forty-five (45) days
131 after each meeting.
- 132 5. To file one copy of the minutes of Presbytery with the Stated
133 Clerk of the General Assembly. Three copies will be retained
134 for the Review of Presbytery Records Committee of the
135 General Assembly.
- 136 6. To handle all correspondence addressed to the Presbytery and
137 for the Presbytery.
- 138 7. To serve as an ex-officio member of the Administrative
139 Committee.
- 140 8. To serve as Parliamentarian for Presbytery meetings, unless
141 the Moderator appoints someone else.
- 142 9. To distribute the docket, supporting documents, and notice of
143 meetings to include time, date, and directions to TEs and
144 Clerks of Session ten (10) days prior to the next meeting.
- 145 10. To prepare, keep current, and post on the Presbytery's
146 website a directory of the Presbytery.
- 147 11. To notify in writing fifteen (15) days after the meeting of
148 Presbytery each member who has been elected or appointed
149 to a committee of Presbytery.
- 150 12. To report to Presbytery all other communications intended for
151 the court.
- 152 13. To properly sign and issue all papers authorized by
153 Presbytery and to also cause to be signed all papers requiring
154 the signature of the Moderator or Trustees of the Presbytery.

155 14. To maintain the Presbytery rolls and to submit the annual
156 enrollment report to the Stated Clerk of the General Assembly.

157 **3.3. Recording Clerk and Assistant Recording Clerk:**

158 **3.3.a.** The Recording Clerk and the Assistant Recording Clerk shall be
159 elected at the October Meeting to a three-year term. The recording
160 clerks may be re-elected by a two-thirds (2/3) vote of the
161 members of Presbytery present and voting.

162 **3.3.b.** Duties of the Recording Clerk and Assistant Recording Clerk are:

- 163 1. To be responsible for taking accurate minutes of the
164 proceedings of the meetings of the Presbytery as directed by
165 the Stated Clerk.
- 166 2. To transmit a completed copy of the minutes to the Stated
167 Clerk within thirty (30) days after each meeting.
- 168 3. To oversee the webmaster for the Presbytery's website.

169 **3.4. Treasurer and Assistant Treasurer:**

170 **3.4.a.** The Treasurer and Assistant Treasurer shall be elected at the
171 October Meeting to a three-year term. The treasurers may be re-
172 elected by a two-thirds (2/3) vote of the members of Presbytery
173 present and voting at the meeting which elections are held.

174 **3.4.b.** Duties of the Treasurer and Assistant Treasurer are:

- 175 1. To keep accurate records of all income and expenses for the
176 Presbytery.
- 177 2. To disburse funds based on line items in the Presbytery
178 budget or other specific Presbytery action or adjustments
179 made by a Presbytery committee. A committee may adjust the
180 line item amounts in its portion of the budget as long as the
181 total amount budgeted to the committee is not increased and
182 the adjustment is approved by at least two-thirds (2/3) of the
183 committee present when a quorum exists. Budget adjustments
184 are to be communicated to the Treasurer and reported to
185 Presbytery at the next stated meeting.
- 186 3. To ensure that funding of the church plants and Reformed
187 University Fellowship (RUF) ministries is normally to be
188 distributed quarterly (March, June, September, December).

- 189 4. To maintain a balance of at least \$1000 in the Presbytery's
190 bank account(s). If there are insufficient funds to meet the
191 financial obligations of Presbytery, the Treasurer shall pay the
192 Stated Clerk's line items and then divide the remaining
193 available funds on an equal percentage basis between the line
194 items for church plants and RUF campus ministries. If
195 sufficient funds are available to fully pay church plants and
196 RUF campus ministries, the Administrative Committee will
197 determine the disbursement of remaining funds.
198 5. To serve as two individuals each authorized to sign checks.

199 **4. PERMANENT COMMITTEES (GENERAL STRUCTURE)**

200 **4.1. The Permanent Committees of the Presbytery are:**

- 201 1. Executive Committee
202 2. Administrative Committee
203 3. Membership Committee
204 4. Mission Committee
205 5. Shepherding Committee

206 **4.2. Membership of Permanent Committees:**

207 **4.2.a.** The Executive Committee shall consist of the Moderator, Stated
208 Clerk, and the Chairmen of the Administrative, Membership,
209 Shepherding and Mission committees. The Moderator Elect shall
210 be a member of the Executive Committee in the period between
211 the fall and winter stated meetings.

212 **4.2.b.** Membership in the Administrative, Membership, Shepherding and
213 Mission committees shall consist of three classes. There shall be
214 two TEs and two REs per class. Each class shall serve for three
215 years. Vacancies may be filled by Presbytery at any meeting.
216 Committee members may serve two terms. Service beyond a
217 second term requires approval by a two-thirds (2/3) majority vote
218 of Presbytery.

219 **4.3. Permanent Committee Chairmen and Clerks:**

220 **4.3.a.** The Moderator of Presbytery shall chair the Executive Committee.

221 **4.3.b.** Each of the other committees shall elect a chairman and a clerk at
222 the first meeting of the committee after the fall Presbytery
223 meeting.

224 **4.3.c.** The chairman of a committee may appoint a member of the
225 committee he serves to temporarily serve as chairman or to attend
226 an Executive Committee meeting in his place.

227 **4.4. Quorum:** A committee quorum shall include at least two TEs and two REs.

228 **4.5. Reports:** Committees are required by Presbytery to provide written
229 reports to the Stated Clerk a minimum of fifteen (15) days prior to a stated
230 meeting, to be produced and distributed by the Stated Clerk.

231 **4.6. Expenses:** The expenses of the committees are to be borne by the
232 Presbytery.

233 **4.7. Membership Rotation:** Terms of service for each class end and begin at
234 the adjournment of the October meeting of Presbytery.

235 **4.8. Attendance:** Attendance by TEs and REs is expected at all Presbytery
236 committee meetings.

237 **4.8.a.** The following guidelines are valid excuses from such meetings:

- 238 1. Immediate need for pastoral care: funeral, illness, crisis
239 counseling, and weddings.
240 2. Personal or family illness.
241 3. Business demands.
242 4. Extraordinary distance to travel by those laboring outside the
243 bounds of Presbytery.

244 **4.8.b.** Requests for excused absences are to be made to the chairman
245 prior to the meeting.

246 **5. PERMANENT COMMITTEE RESPONSIBILITIES**

247 **5.1. Executive Committee**

248 **5.1.a. The purpose of the Executive Committee** is to coordinate the
249 ministries and meetings of Presbytery and to assist the Presbytery
250 in focusing on its mission.

251 **5.1.b. Duties:**

- 252 1. To plan the docket and the schedule of activities for
253 Presbytery meetings.
254 2. To review the budget requests from the Presbytery
255 committees and prepare an annual budget for the expenses of
256 Presbytery.
257 3. To submit the budget to Presbytery for approval at the
258 October meeting.

- 259 4. To calculate the “Askings” required to fully fund the proposed
260 budget and include this with the budget submission.
261 5. To function as a commission of presbytery to represent the
262 Presbytery in any civil matters that come to Presbytery.
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264 **5.2. Administrative Committee**

265 **5.2.a. The purpose of the Administrative Committee** is to support the
266 work of Presbytery in shepherding and governing the regional
267 church by providing administration in the areas of stewardship,
268 nominations, reviewing church records, overtures and judicial
269 matters that come to Presbytery.

270 **5.2.b. Duties:**

- 271 1. To review carefully the records of each session within the
272 bounds of Presbytery once each year. Normally one-third
273 (1/3) of the minutes are to be reviewed prior to each of the
274 stated Presbytery meetings. The Administrative Committee
275 will determine when a session’s minutes are to be reviewed.
276 The committee is to report to Presbytery any exceptions of
277 substance of Sessions to observe the Constitution of the PCA
278 or rules of Presbytery.
- 279 2. To receive, consider, and report on all bills, overtures and
280 proposed amendments to the bylaws of Presbytery and
281 amendments to the BCO sent down from the General
282 Assembly. Such matters are to be submitted to the Committee
283 in writing at least one month before the stated meeting. It will
284 report to that meeting with its recommendations. To prepare
285 necessary resolutions for Presbytery action.
- 286 3. To receive complaints, appeals, referrals, and other judicial
287 matters for the Presbytery. The Administrative Committee
288 will bring these matters to Presbytery at the next stated
289 meeting. The Committee may bring such matters with or
290 without recommendations on how to process these items.
- 291 4. To nominate persons to fill any classes and vacancies on
292 committees; to nominate persons to Committee of
293 Commissioners of the General Assembly and Permanent
294 Committees of the General Assembly; to nominate the Stated
295 Clerk, Recording Clerk, and Treasurer when necessary; to
296 provide the Stated Clerk with accurate names of those elected
297 or appointed.
- 298 5. To provide oversight of the approved budget of Presbytery. If
299 the need arises due to a surplus or shortfall of funds, the
300 committee shall make recommendations to Presbytery for any
301 changes to the budget.

302 6. To oversee the work of the Treasurer.

303 **5.3. Membership Committee:**

304 **5.3.a. The purpose of the Membership Committee** is to examine,
305 shepherd and make recommendations to Presbytery concerning
306 candidates under care, candidates for licensure and ordination,
307 and ministers who would transfer into and out of the Presbytery.

308 **5.3.b. Duties:**

- 309 1. To be responsible for shepherding candidates, interns and
310 licentiates in their spiritual and academic preparation for the
311 gospel ministry. The committee shall assign a committee
312 member to shepherd each candidate who will meet with the
313 candidate regularly.
- 314 2. To carry out the provisions of BCO 19-2a, b, d for licensure
315 and internship and to receive letters on all licentiates
316 annually. A Committee that hears sermons of candidates shall
317 be selected by the Chairman of the Membership Committee
318 and be comprised of at least two TEs and two REs, of which at
319 least two elders are members of the Membership Committee.
320 The recommendation of this committee to approve the
321 sermon must be affirmed by a three-fourths (3/4) vote of
322 Presbytery in accordance with BCO 21-4.c.4."To oversee the
323 internship of candidates according to the plan approved by
324 the Presbytery."
- 325 3. To act as a commission of Presbytery (BCO 15) to dismiss
326 licentiates and candidates under care. The Committee will
327 inform the Stated Clerk of its actions immediately and will
328 report its actions to the Presbytery at the next Stated Meeting.
- 329 4. To examine candidates for ordination (BCO 17) and carry out
330 the provisions of BCO 21. The committee shall bring to
331 Presbytery recommendations concerning the time of
332 ordination and installation and the election of a commission to
333 act for Presbytery in this matter.
- 334 5. To examine ministers called to churches in the Presbytery or
335 to other approved ministries. To carry out the provisions of
336 BCO 21. To recommend a time for the installation service and
337 the election of a commission to act for Presbytery in the
338 matter (BCO 15).
- 339 6. To evaluate the terms of call for a candidate for ordination or
340 the call of a minister whose terms of call are being changed; to
341 recommend that churches develop compensation packages
342 that are in line with the guidelines set by the PCA Retirement
343 & Benefits, Inc. (RBI); to make recommendations to
344 Presbytery concerning approval or needed changes in a call.

- 345 7. To present ministers being called to the Presbytery after
346 verifying their credentials. The Presbytery will not
347 ordain/approve a man to work outside the bounds of
348 Presbytery until that work has been approved by the
349 Presbytery.
350 8. To act as a commission in regards to the dissolution of
351 pastoral relations between a church and her pastor.
352 9. To act as a Commission to approve transferring the
353 membership of a TE to another Presbytery of the PCA, to a
354 North American Presbyterian and Reformed Council
355 (NAPARC) presbytery, or to another denomination with which
356 the General Assembly has fraternal relations.
357 10. To receive any changes of views that a TE brings to Presbytery
358 and report the change in views at the next stated meeting with
359 recommendations.
360 11. To act as a commission to meet with the elders and
361 congregation of any church which inquiries concerning or
362 requests to join the Tidewater Presbytery of the PCA (BCO 13-
363 8). The commission will report to Presbytery its findings and
364 progress and make a recommendation to Presbytery
365 concerning the church's relationship to Presbytery."

366 **5.4. Mission Committee**

367 **5.4.a. Purpose of the Mission Committee** is to promote the sending out
368 of laborers to proclaim the Word of God. This will most normally
369 occur through *saturating* our bounds with churches through
370 church planting, *nurturing* RUFs on campuses in Virginia and
371 Northeastern North Carolina, and *encouraging* churches to reach
372 the nations.

373 **5.4.b. Structure of the Mission Committee:** The Mission Committee
374 will establish three teams from among its members. Each team
375 will be responsible for the work of the committee in the three
376 areas of mission.

- 377 1. The Church Planting Team will consist of three TEs and three
378 REs.
379 2. The RUF Team will consist of two TEs and two REs. Additional
380 TEs and REs will be added to this team and to the Missions
381 Committee as needed by the expansion of RUF to new
382 campuses in the Presbytery.
383 3. The Mission to the World (MTW) Team will consist of one TE
384 and one RE.

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5.4.c. Generally the Mission Committee shall be responsible:

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1. To oversee and shepherd the work of church planting and RUF within the bounds of Presbytery and making

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recommendations to Presbytery concerning these ministries.

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2. To be responsible for Presbytery's relation to mission work outside the Presbytery boundaries and function as

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Presbytery's point of contact with MTW.

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3. To delegate the specific duties of the Mission Committee to its teams, which report to the full committee.

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5.4.d. The duties of the Church Planting Team are:

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1. To work to identify potential target areas for church plants.

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2. To approve budgets for new mission works.

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3. To develop church planters from within our own Presbytery as well as recruit from outside.

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4. To assist local congregations in exploring the launch of daughter churches.

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5. To recommend to Presbytery the method for oversight of mission churches according to BCO 5-3.

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6. To confirm that mission churches seeking particularization meet the presbytery guidelines of: 1) a minimum of thirty (30) adult communing members; 2) the congregation provides seventy-five percent (75%) of the church's funding; 3) at least three Elders.

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5.4.e. The duties of the RUF Team are:

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1. To serve as the Tidewater Presbytery's representatives on the joint committee for RUF in Virginia.

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2. To pastorally care for the campus ministers within our bounds.

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5.4.f. The duties of the MTW Team are:

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1. To assist local churches in their involvement in local missions.

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2. To annually publish a list of missionaries supported by Tidewater Presbytery churches.

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3. To assist missionaries going forth from churches within our Presbytery, and to correspond with and encourage missionaries who are members of the Presbytery.

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4. To coordinate and communicate about missions trips/efforts that are open to Presbytery church members.

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5. To keep Presbytery informed of new developments in the program of the General Assembly's MTW Committee that are pertinent to Presbytery.

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5.5. Shepherding Committee

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5.5.a. The purpose of the Shepherding Committee is to encourage, guide, and equip our Presbytery's pastors and churches in prayer, relational integrity, and spiritual growth.

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5.5.b. Duties: In light of Christ's priestly office, the responsibilities of the Shepherding Committee include, but are not limited to, the following:

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1. To care for the needs of the TEs and churches within Presbytery through a sensitive and caring shepherding ministry.

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2. To organize monthly prayer meetings for sharing and prayer.

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3. To facilitate a Presbytery retreat emphasizing fellowship, encouragement, prayer, and relationship building, as well as vision and mission for church planting.

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4. To coordinate Presbytery-wide events encouraging worship and fellowship.

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5. To provide continuing education and officer training for Presbytery.

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6. To assist churches, at their request, with health and growth.

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7. To cultivate Stewardship commitment in the churches of Presbytery, encouraging churches to give the requested amount toward Presbytery Askings. The Committee shall keep the churches aware of financial needs of the General Assembly and the Presbytery.

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8. To provide oversight for all TE members of Presbytery serving out of bounds or without call and, at his request, any TE in the PCA who resides within the bounds of this Presbytery though his membership is elsewhere. A representative of the Committee shall contact the TE laboring out of bounds. The Shepherding Committee will receive the annual reports of TEs serving out of bounds (BCO 8-7).

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9. To contact personally any TE with two consecutive unexcused absences from Presbytery.

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10. To counsel a church without a pastor to carry out the provisions of BCO 20.

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a. Encourage churches in setting up a search committee and compensation package according to RBI.

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b. Refer qualified men to congregations seeking a pastor.

- 464 11. To inquire and offer counsel, at the invitation of the minister
465 or Session, or at the instruction of Presbytery, when a
466 congregation encounters problems or when a minister
467 encounters problems personally or in relationship with his
468 congregation. If it deem wise, the committee shall report on
469 the matter to Presbytery with recommendation for further
470 procedures.
- 471 12. To inquire and counsel with Sessions in church situations
472 where disorder is present (per BCO 13-9f).
- 473 13. To promote racial reconciliation in the churches and
474 communities within the Tidewater Presbytery, the
475 Shepherding Committee shall develop a Racial Reconciliation
476 Team consisting of two Teaching Elders and two Ruling
477 Elders. This team will be responsible for continuing to study
478 issues of facial reconciliation and to promote racial
479 reconciliation in our region.

480 **6. AD-INTERIM COMMITTEES AND COMMISSIONS**

481 **6.1.** The Presbytery may establish Ad-Interim Committees and Commissions to
482 deal with matters before it at any time.

483 **6.2.** Ad-Interim Committees and Commissions shall function according to the
484 following rules:

- 485 1. Each committee shall consist of at least two TEs and two
486 REs. Each commission shall consist of at least three TEs and
487 three REs.
- 488 2. A quorum shall consist of at least two TEs and two REs, except
489 for a committee of four members, in which case any three
490 members shall constitute a quorum. Presbytery may establish
491 a larger quorum so long as it consists of an equal number of
492 TEs and REs.
- 493 3. The Moderator shall appoint the members of a committee.
494 Presbytery shall elect the members of a commission.
- 495 4. The Moderator shall appoint the convener of a committee or
496 commission. At its first meeting, the committee or commission
497 shall elect its chairman and recording clerk.
- 498 5. No committee or commission may continue past the next two
499 stated meetings of Presbytery except as authorized by a
500 majority vote of Presbytery at the meeting during which the
501 term of the committee or commission is otherwise to expire.

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6. The committee or commission shall report to the next stated meeting of Presbytery and each such meeting thereafter until it has submitted its final report. The final report shall contain at least a summary of actions; conclusions; and recommendations and advice, if any. The committee or commission shall strive toward submission of its report no later than two weeks prior to the meetings.