

BYLAWS OF UPPER OHIO VALLEY PRESBYTERY
Presbyterian Church (U.S.A.)
Adopted on November 17, 2015
Revision: Adopted on January 27, 2018

(Note: citations in the format of "G-1.0000" refer to Part II of the *Constitution of the Presbyterian Church (U.S.A.)*, known as the *Book of Order*)

ARTICLE I: NAME

This presbytery shall be known as: Upper Ohio Valley Presbytery.

ARTICLE II: AUTHORITY AND JURISDICTION

These by-laws are adopted under this hierarchy of authority: First, scriptures of the Old and New Testaments; second, Part I of the Constitution of the Presbyterian Church (U.S.A.), known as the Book of Confessions, and third, the most current edition of Part II of the Constitution of the Presbyterian Church (U.S.A.), known as the Book of Order.

ARTICLE III. MEETINGS

- A. The presbytery shall ordinarily meet on the third Tuesday of November at 6:00 p.m. which shall be the Annual Meeting of Presbytery and at which the Lord's Supper shall be celebrated, and shall meet at least one other time during the calendar year as prescribed in G-3.0304. Officers shall ordinarily be installed at the Annual Meeting. Each church shall be represented by at least one Ruling Elder commissioned by its session as prescribed in G-3.0202 and G-3.0301
- B. Special meetings may be called in accordance with G-3.0304.
- C. Meetings of presbytery shall be conducted in accordance with the most recent edition of *Roberts Rules of Order, Newly Revised*.

ARTICLE IV. OFFICERS

The officers of the presbytery shall be moderator, vice-moderator, stated clerk, treasurer, journal clerk, and enrollment clerk.

A. MODERATOR:

1. The moderator shall have the duties as prescribed in G-3.0104.
2. The moderator shall be elected at the November stated meeting for a term of two years beginning the following January 1st and not shall serve consecutive terms.

B. VICE-MODERATOR:

1. The duties of the vice moderator shall be those prescribed by the moderator, or in case of the absence or incapacity of the moderator, those designated by *Roberts Rules of Order, Newly Revised*. The vice-moderator shall also serve as the Chair of the Round Table.
2. The vice-moderator shall be elected at the November stated meeting for a term of two years beginning the following January 1st and shall not serve consecutive terms.

C. STATED CLERK:

1. Duties of the Stated Clerk shall be those proscribed in G-3.0104, as well as those listed in the presbytery's manual of operations. The Stated Clerk shall also serve as the corporation secretary for the Presbytery.
2. The stated clerk shall be elected at the November stated meeting for a term of five years beginning the following January 1st and shall be eligible for re-election.
3. In case of the resignation, death, incapacity or removal of the stated clerk, the moderator shall call a meeting of the presbytery within two weeks for the purpose of electing a stated clerk for such term as the presbytery shall determine (G-3.0104).
4. The stated clerk shall be accountable to presbytery through Presbytery Round Table.
5. The stated clerk shall annually appoint a journal clerk.
6. The stated clerk shall annually appoint an enrollment clerk.

ARTICLE V. ROUND TABLE

- A. The voting members of the Presbytery Round Table shall be:

1. The chair of Round Table (RT) who shall be the vice-moderator (ARTICLE III B. 2). If the chair of the RT cannot serve for one or more meetings, the RT shall elect a chair from among its members, with first preference going to at-large RT members.
 2. The Moderator of the Presbytery, the Stated Clerk, the Treasurer, a representative of the Shepherding Team, a representative of the Pastoral Care Team, and two members at large with gifts as visionaries.
- B. Chairs and co-chairs of all Presbytery committees shall have voice and vote while attending a Round Table meeting. Representatives of all committees and passion driven groups shall have a standing invitation to attend Round Table meetings with voice but no vote; however, the Round Table may grant the privilege of voice and vote to anyone attending a Round Table meeting.
- C. Meetings: RT shall establish its own schedule of meetings.
- D. Quorum: Three (3) permanent members of the Round Table shall constitute a quorum.
- E. Duties:
The presbytery RT shall nominate the chair and the next class of members of the presbytery Nominating Committee at the November meeting of the presbytery; and,
Other responsibilities as assigned by the presbytery.
- F. The Presbytery RT shall have the following responsibilities between meetings of the presbytery, reporting its actions at the next stated meeting of presbytery:
1. To fill, on a temporary basis, vacancies that occur on committees of presbytery, until those persons are confirmed or others are elected at the next presbytery meeting;
 2. Act for presbytery as necessary, and conduct business referred to it by the presbytery;
 3. Determine the purpose and focus for Presbytery meetings;
 4. Plan and coordinate the mission and ministry of the Presbytery;
 5. Provide for the policy, guidance and resources to support, encourage and direct the work of committees and teams of the Presbytery;
 6. Consult with the Moderator and the Stated Clerk in the appointment of Investigating Committees as needed, and Administrative Commissions (other than for services of ordination and/or installation of pastors); and,
 7. Execute and oversee directions from the Presbytery.
- G. The RT shall be responsible for recommending places for meetings of presbytery.

ARTICLE VI. PRESBYTERY COMMITTEES

- A. The permanent Committees, and Commissions, etc., of Presbytery are:
1. Committee on Ministry
 2. Committee on Preparation for Ministry
 3. Committee on Representation
 4. Nominating Committee
 5. Stewardship Committee
 6. Permanent Judicial Commission
- B. Other committees, commissions and task forces with particular responsibilities may be established by the presbytery at its discretion or as required by the constitution of the Presbyterian Church (U.S.A.).
- C. The specific responsibilities, duties and authority of the committees and some commissions are contained in the presbytery manual.
- D. The Presbytery may also recognize "passion-driven" entities that seek to fulfill the Presbytery's mission.

ARTICLE VII. LEADERSHIP TEAMS

- A. Shepherding Team:
1. Presbytery shall elect members of a Shepherding Team to provide leadership, guidance, and support for some of the administrative functions of the Presbytery, following the process of nomination and election outlined in the Manual of Presbytery Operations.

2. The team shall include one person with responsibility and authority to supervise staff, in cooperation with the Personnel Committee.
3. The team shall include one person with responsibility and authority to provide references and conduct background checks as part of the Call Process. This person shall also serve as liaison with the Committee on Ministry.
4. The team shall include one person with responsibility and authority for communication within this presbytery, with other councils, and with other expressions of the Church of Jesus Christ.
5. The team shall select one of its members to serve on the Round Table with vote, while the other team members have a standing invitation to attend RT meetings with voice but no vote.
6. The team shall execute and oversee responsibilities as directed by the Presbytery.
7. The team shall be accountable directly to Presbytery.

B. Pastoral Care Team

1. Presbytery shall elect members of a Pastoral Care Team to provide leadership, guidance, and support for some of the pastoral care functions of the Presbytery, following the process of nomination and election outlined in the Manual of Presbytery Operations.
2. The team shall serve as the point of contact for pastoral needs of pastors and their families.
3. The team shall make referrals to colleagues and professionals for visitation, counseling, and support.
4. The team shall administer the Ministers' Emergency Relief Fund and WV Project (BOP).
5. The team shall provide liaison between members with the Board of Pensions when necessary.
6. The team shall execute and oversee responsibilities as directed by the Presbytery.
7. The team shall be accountable directly to Presbytery.

ARTICLE VIII. GENERAL MATTERS

- A. The chairperson or co-chairpersons of each permanent committee shall be elected for a one-year term at the November meeting of presbytery and shall begin the term on the following January 1st, and shall be eligible for re-election as long as he or she is a member of the committee.
- B. If a member-at-large of Round Table (RT) or a committee shall have three consecutive absences, the RT or committee may declare the office vacant and request the Nominating Committee to propose a nominee to fill the unexpired term.
- C. The terms of all officers, RT members, and committee members shall begin on January 1st. The retiring moderator shall preside at the annual meeting until the new moderator is installed.
- D. Any committee member who is not a minister or elder has the right of the floor without vote at any regular or special meeting of presbytery.
- E. In addition to the responsibilities enumerated in these bylaws, all committees shall also have the responsibilities enumerated in the manual of the presbytery.
- F. Commissioned Ruling Elders shall have the privilege of the floor and vote (counted as elders) at all regular and special presbytery meetings.

ARTICLE IX. QUORUMS

Quorums for the respective bodies shall be as follows:

- A. Presbytery: Not fewer than three ministers and the elders present, provided that at least three churches are represented by the elders, with Commissioned Ruling Elders counted as elders.
- B. Presbytery Round Table: Not fewer than three teaching elders and the ruling elders present, provided that at least three churches are represented by the ruling elders, with Commissioned Ruling Elders counted as elders.
- C. For all other presbytery bodies, the number required by the Book of Order or the manual of operations.

ARTICLE X. AMENDMENTS

Any changes in the above rules made necessary by action of the General Assembly shall be made known to the presbytery by the stated clerk, who shall present to the next stated meeting of this presbytery

amendments to the presbytery bylaws consistent with such General Assembly action. Any other proposal to amend these bylaws shall be presented in writing to a stated meeting of the presbytery for a first reading without debate, and it shall be presented for action at the next stated meeting of presbytery, and if adopted, it shall be effective at once.

ARTICLE XI. SUSPENSION OF RULES

Any rule of Presbytery, unless it is also a part of the Constitution of the Presbyterian Church (U.S.A.) (*Book of Order*), may be suspended at any stated meeting by a three-fourths vote of members present and voting.

REVISED AND AMENDED:

November 19, 1985

January 25, 1986

June 24, 1986

April 28, 1987

January 12, 1988

June 27, 1989

June 25, 1991 (General revision - included name change)

November 19, 1991 (June meeting to be on Saturday)

January 25, 1992 (Non-minister non-elder chairs, certain committees; rights of same to floor)

April 27, 1993 (Christian Camping Committee replaced Joint Camp Committee)

June 26, 1993 (Permanent Judicial Commission changed from seven to nine members)

November 16, 1993 (Change in Council: MACC representative replaced by Presbytery's Convener of Commissioners to Synod; change in electing synod commissioners to choose ministers and elders whose knowledge and skills best fit the responsibilities of office)

September 27, 1994 (effective January 1, 1995) (Reorganization of presbytery: most committees merged into units, change in the way of nominating and electing commissioners to General Assembly)

November 14, 1994 (Standby Special Disciplinary Committee added, Journal Clerk and Treasurer items edited)

June 24, 1995 (Changed Council's Budget Time-line to a single year plan)

January 27, 1996 (Added a procedure for appointing a Committee of Counsel)

June 22, 1996 (Added floor privilege for Commissioned Lay Preachers; also - effective July 5, 1996, changed Special Disciplinary Committee to Investigating Committee)

November 19, 1996 (Changed name, split Ministry Unit and Human Resources Unit into their respective committees, reduced certain unit sizes, changed Commissioned Lay Preacher to Commissioned Lay Pastor, replaced Administrative Committee with Stewardship Unit where not previously changed)

June 28, 1997 (Moved from Training and Development Unit to Council the responsibility for presbytery worship and to Committee on Ministry the responsibility for ordination and installation services)

September 23, 1997 (Added chair of Committee on Preparation for Ministry to membership on Council)

November 18, 1997 (Granted commissioned lay pastors the vote – counted as elders)

January 24, 1998 (Deleted requirement that General Assembly and synod elder commissioners be from churches that paid full per capita and supported denominational mission causes)

June 27, 1998 (Gave Council responsibility for considering requests for presbytery funds not already budgeted)

June 27, 1998 (Created Self Development of People Committee)

January 23, 1999 (Changed minimum number of members on Congregational Nurture Unit from 18 to 12)

September 28, 1999 (Confirmed current practice that the stated clerk is the corporate secretary of the presbytery)

September 26, 2000 (Removed committee job descriptions)

January 27, 2001 (Amended Council duties and meetings, Committee on Preparation for Ministry responsibilities)

June 23, 2001 (Presbytery Council responsibilities)

January 26, 2002 (Schedule of presbytery meeting dates)

November, 2004 (changed units to committees, clarified list of officers, revised process regarding Council chairperson, added treasurer and general presbyter, added Bills and Overture Committee, and other revisions)

September 22, 2007 (clarified role of Bills and Overtures Committee, clarified process of "first" and "second" readings for bylaws changes)

April 22, 2008 (changed day and time of September presbytery meeting, other changes to improve clarity of wording)

June 17, 2008 (added Evangelism Committee)

January 24, 2009 (changed Article IX on election of commissioners to General Assembly)

June 28, 2011 (merged Congregational Nurture Committee into Committee on Ministry)

September 25, 2012 (deleted general presbyter, changed officers, Council, committees, general matters, quorums, Commissioners to Synod & GA)

November 27, 2012 (changed Council quorum)

November 17, 2015 (changed just about everything)

September 27, 2016 (changed date of Annual Meeting, changed name of Discernment Committee)

January 28, 2017 (changed name of Executive Round Table to Round Table)

January 27, 2018 (changed Article V: Chairs and co-chairs voice and vote while attending RT; RT may grant privilege of voice & vote; changed RT quorum.)

-end of Bylaws-