



# BYLAWS

ADOPTED November 13, 2005

ADOPTED November 3, 2013



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3 **PREAMBLE**

4 A. DEFINITION

5 The Presbytery of North Central Iowa is a part of the universal Church of Jesus Christ,  
6 with its roots in the Reformed Tradition, and is a Presbytery of the Presbyterian Church  
7 (U.S.A.). It serves the member churches within its bounds, subject to higher councils of  
8 the Church and is regulated by the Constitution of the Presbyterian Church (U.S.A.). Its  
9 mission is guided by the Scriptures, the *Book of Confessions*, and the *Book of Order*.

10 B. INCORPORATION

11 The Presbytery of North Central Iowa is incorporated under the laws of the State of Iowa  
12 as a corporation not for profit. Articles of Incorporation were approved by the Presbytery  
13 on April 28, 1959. Re-stated Articles of Incorporation were filed in November, 1984.  
14

15 C. BOUNDARIES

16 Member churches of the Presbytery of North Central Iowa consist of the Presbyterian  
17 Church (U.S.A.) congregations within the counties of Black Hawk, Boone, Bremer,  
18 Butler, Cerro Gordo, Chickasaw, Floyd, Franklin, Greene, Grundy, Hamilton, Hancock,  
19 Hardin, Howard, Humboldt, Kossuth, Marshall, Mitchell, Story, Tama, Webster,  
20 Winnebago, Worth, Wright, and within the communities of Jesup and Littleton in  
21 Buchanan County.  
22

23 D. MISSION STATEMENT

24 The mission of the Presbytery of North Central Iowa is to serve Jesus Christ by equipping  
25 its congregations for ministry and mission, providing encouragement, resources, and  
26 training for these congregations, and linking congregations with the broader Christian  
27 Church as it is expressed in the Presbyterian Church (U.S.A.) and its partner  
28 denominations.  
29

30 **SECTION 1**

31 **MEMBERSHIP OF THE PRESBYTERY**

32 MEMBERSHIP SHALL INCLUDE:

33 A. Continuing Members – All Teaching Elders on the active roll of the Presbytery.  
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35 B. Commissioned Ruling Elders– A ruling elder who has been granted a local commission  
36 by the Presbytery to serve as Commissioned Ruling Elder shall have voice and vote at  
37 Presbytery meetings during the period of service as specified in the commission.  
38

39 C. Ruling Elder Commissioners– Each church shall be represented by a ruling elder  
40 commissioned by the Session. Congregations with more than one full time teacher elder  
41 will be represented by an equal number of ruling elders.  
42

43 D. Other members – Every ruling elder elected by the Presbytery as Moderator, Vice  
44 Moderator, or other officer, Presbytery Executive Staff, moderator of a commission,  
45 committee, or task force, or a member of the Presbytery Council not included in the  
46 above classes, shall be enrolled as a member with voice and vote for the tenure of his or  
47 her office.  
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- 1  
2 E. Corresponding members –Teaching and ruling elders in good standing in other councils  
3 of the Presbyterian Church (U.S.A.) or in any other Christian Church (including ministers  
4 who are laboring within the bounds of the Presbytery) who are present at any meeting of  
5 the Presbytery may be invited to sit as corresponding members, with voice but without  
6 vote.  
7  
8 F. Minister/Ruling Elder Balance– The Stated Clerk shall annually report to the Presbytery  
9 the number of resident Teaching Elder members entitled to vote and the number of ruling  
10 elders so entitled. When the number of resident Teaching Elder entitled to vote is greater  
11 than the number of ruling elders so entitled, the Stated Clerk shall recommend to the  
12 Presbytery a method for redressing this imbalance by providing for the election,  
13 appointment, or selection of additional ruling elders, paying special attention to the  
14 concerns within G-3.0103 of the *Book of Order*.  
15  
16 G. Resignations and Removals – Any member of the Council, a Council committee, or  
17 Presbytery committee or commission who is absent three consecutive meetings without  
18 requesting an excused absence shall be considered to have resigned and the position shall  
19 be filled at the next regular meeting of the authorizing body.  
20

21 **SECTION 2**  
22 **MEETINGS OF THE PRESBYTERY**

- 23  
24 A. STATED MEETINGS: The Presbytery shall hold a minimum of two stated meetings  
25 each year. The last meeting of the year will serve as the Annual Meeting of the  
26 Presbytery. The date and time of the meetings shall be recommended by the Presbytery  
27 Council at least six months prior to the beginning of the year.  
28  
29 B. SPECIAL MEETINGS: The Moderator shall call a special meeting at the request, or  
30 with the concurrence of, at least two Teaching Elders and two ruling elders, the ruling  
31 elders being of different churches. Should the Moderator be unable to act, the Stated  
32 Clerk, under the same conditions, shall issue the call. If both the Moderator and the  
33 Stated Clerk are unable to act, any three Teaching Elders and three ruling elders, the  
34 ruling elders being of different churches, may call a special meeting. The Synod may  
35 direct the Presbytery to convene a special meeting for the transaction of designated  
36 business. Notice of a special meeting shall be sent not less than 10 days in advance to  
37 each minister and to the Session of every church. The notice shall set out the purpose of  
38 the meeting, and no business other than that listed in the notice shall be transacted.  
39  
40 C. QUORUM: A quorum of the Presbytery shall be any three Teaching Elder members and  
41 ruling elders present, provided that at least three churches are represented by ruling  
42 elders.  
43  
44 D. PARLIAMENTARY PROCEDURE: The latest version of *Robert's Rules of Order* shall  
45 be the standard parliamentary procedure, except when the Constitution of the  
46 Presbyterian Church (U.S.A.) or these bylaws provide otherwise.  
47  
48 E. VOTING BY PROXY: Voting by proxy shall not be permitted at any annual, stated, or  
49 special meeting of the Presbytery.

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2 F. ABSENTEE VOTING: Absentee voting shall not be permitted at any annual, stated, or  
3 special meeting of the Presbytery.  
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5 **SECTION 3**  
6 **OFFICERS**

- 7  
8 A. OFFICERS: The officers of the Presbytery of North Central Iowa shall be the  
9 Moderator, Vice Moderator, Stated Clerk, and Treasurer. Moderator and Vice Moderator  
10 shall be nominated by the Nominating Committee. Stated Clerk and Treasurer are  
11 nominated by the Council. (See Section 4, D9). Nominations may be made from the  
12 floor. Nomination, election, and installation shall take place at the Annual Meeting of the  
13 Presbytery.  
14  
15 B. DIRECTORS: The directors of the corporation shall be the same as the voting members  
16 of the Council and shall perform the duties of directors as prescribed by the Articles of  
17 Incorporation of the Presbytery and the Laws of the State of Iowa.  
18  
19 C. TERMS: The Presbytery year shall be from January 1 to December 31, and officers and  
20 committee members elected and installed at the Annual Meeting shall take office on  
21 January 1 of the following year. The term of office for the Moderator and the Vice  
22 Moderator shall be one year, or until a successor has been elected and installed.  
23 Ordinarily, the Vice Moderator will be nominated as Moderator at the end of his or her  
24 term as Vice Moderator. The term of office for the Stated Clerk and Treasurer shall be  
25 five years and both shall be eligible for re-election.  
26  
27 D. DUTIES: Duties of all officers shall be set forth in the Administrative Manual.  
28

29 **SECTION 4**  
30 **THE PRESBYTERY COUNCIL**

- 31  
32 A. MEMBERSHIP:  
33 1. Members – The Presbytery Council shall consist of the following persons: Presbytery  
34 Moderator, Presbytery Vice Moderator, Presbytery Moderator from the previous year;  
35 moderators or their designees from Presbytery committees; Bi-Presbytery Camp  
36 Board; Presbyterian Women of the Presbytery of North Central Iowa; and six at-large  
37 members. The Presbytery Moderator from the previous year shall serve as the  
38 Council Moderator. The current Presbytery Moderator will serve as Council  
39 Moderator in the temporary absence of the Council Moderator. If the Presbytery  
40 Moderator from the previous year is unable to serve as Council Moderator, the  
41 current Presbytery Moderator will serve as the alternate.  
42  
43 2. Members At-Large – Members At-Large shall be elected in classes of three for three-  
44 year terms, divided as equally as possible between Teaching Elders and members of  
45 congregations. At-Large members may serve two consecutive terms.  
46  
47 3. Other members – Ex-officio members, with voice but no vote, include the Executive  
48 Staff, the Stated Clerk, the Treasurer, and the Executive Director of the Presbyterian

1 Camp on Okoboji, Inc. (Lakeshore Center at Okoboji; a Ministry of the PCUSA). The  
2 Council is authorized to add ad hoc members without vote as it deems wise.

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4 4. Committee representatives may attend a Council meeting at the request of the Council  
5 or the committee's initiative, but are not members of the Council.

6  
7 5. The Presbytery's commissioners to the General Assembly and the Synod may attend  
8 Council meetings, but are not members of the Council.

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10 B. MEETINGS: The Council shall meet at least once prior to each Stated Meeting of the  
11 Presbytery. Special meetings of the Council may be called by the Council Moderator and  
12 shall be called when requested in writing by two members of the Council from two  
13 different congregations. These meetings shall be called with at least seven days advanced  
14 notice and business shall be conducted only as specified in the call. A conference  
15 telephone call, video conference call, or electronic mail may be used for conducting a  
16 special Council meeting providing notice of time, date, and agenda is given to each  
17 member in advance of the special meeting.

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19 C. QUORUM: A quorum of the Presbytery Council shall be five, with at least two Teaching  
20 Elders and two ruling elders from at least four congregations present.

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23 D. RESPONSIBILITIES:

- 24 1. Act on behalf of the Presbytery on specific areas of responsibility as the Presbytery  
25 shall deem appropriate.  
26 2. Coordinate the adoption and distribution of the annual program calendar.  
27  
28 3. Provide for periodic review of the following:  
29 a. Presbytery Bylaws;  
30 b. Administrative Manual.  
31  
32 4. Review and approve any financial appeal to churches and/or the Presbytery beyond  
33 those directed by the Synod or the General Assembly.  
34 5. Arrange for Presbytery meetings, with the assistance of the Stated Clerk, including:  
35 docket, worship, facilities, and program.  
36 6. Serve as the Board of Trustees of the Presbytery with the authority to act in matters  
37 related to the encumbrance of property.  
38 7. Provide recommendations to the Presbytery regarding the adoption of any policy  
39 statements related to church and/or society, including information regarding any  
40 related policy of the General Assembly and/or the Synod, and with careful provision  
41 for open discussion of issues prior to the vote by the Presbytery of any recommended  
42 policy statement.  
43 8. Nominate members and the moderator of the Nominating Committee.  
44 9. Nominate persons to fill the positions of Stated Clerk and Treasurer.  
45 10. Coordinate and provide for communication within the Presbytery.  
46 11. Coordinate denominational, ecumenical, and agency relationships.  
47 12. Set mileage rates.  
48 13. Determine which areas of responsibility shall be assigned to each committee when  
49 they have not already been designated by the Bylaws.  
50 14. Create and assign temporary committees as needed.

- 1 15. Supervise and carry out such administrative and promotional activities as may be  
2 referred to by the Presbytery, Synod, or the General Assembly.  
3 16. Change the date of any Presbytery meeting in case of emergency with advance notice  
4 being given to it by the members of the Presbytery.  
5 17. Report at each regular meeting of the Presbytery every item of business conducted by  
6 it. Its decisions shall be immediately operative wherever power has been conferred,  
7 but may be reviewed and reversed by the Presbytery.  
8 18. Provide for orientation of commissioners, Council members, and committees.  
9

10 E. COMMITTEES OF THE COUNCIL:

- 11 1. The Council shall have the authority to establish committees as it deems appropriate.  
12 The committees of the Council shall be accountable to the Council and not to the  
13 Presbytery as a whole. The Council may request that the Nominating Committee  
14 recommend members of Council committees. The chairperson shall be a member of  
15 the Council. Their general responsibility shall be to carry out specific aspects of the  
16 work of the Council.  
17 2. The Council may add additional persons to serve on Council committees as it deems  
18 appropriate. In determining the make-up of Council committees, insofar as possible,  
19 the Council shall apply the principles of inclusiveness in accordance with Section G-  
20 3.0103 of the *Book of Order*.  
21 3. Duties and responsibilities for committees of the Council shall be maintained in the  
22 Administrative Manual.  
23

24 **SECTION 5**  
25 **COMMITTEES OF THE PRESBYTERY**

26  
27 A. MEMBERSHIP:

- 28 1. The membership of each committee shall be composed of three classes, as equal in  
29 number as possible, one of which shall be elected each year. Each class shall be  
30 composed as nearly as possible of an equal number of Teaching Elders and ruling  
31 elders or other lay persons.  
32 2. No one shall serve as the moderator of more than one committee at the same time,  
33 and no person shall serve concurrent terms as a voting member of more than two  
34 committees.  
35 3. Nominations for the Nominating Committee and moderator of the Nominating  
36 Committee shall provided by the Presbytery Council.  
37 4. The Nominating Committee shall provide nominations for committee personnel and  
38 committee moderators. Moderators of the committees shall be elected annually by  
39 the Presbytery. A committee moderator shall be eligible for re-election, although a  
40 person shall not serve more than three consecutive years moderating the same  
41 committee. Opportunity for nominations from the floor shall always be provided.  
42 5. Other persons, both lay and ministers, may be added for temporary assignments or to  
43 serve as a task force member by vote of the elected members of the committee. Such  
44 persons shall be full members with vote on the temporary committee or task force for  
45 which they are added. All task forces and ad hoc members of committees shall be  
46 reported to the Presbytery Council.  
47

- 48 B. TERMS: Unless otherwise provided, terms shall be for three years. The election shall  
49 take place at the Annual Meeting of the Presbytery for the calendar year, and the term of

1 office shall begin January 1 of the following year. No person shall serve on the same  
2 committee for consecutive terms, either full or partial, aggregating more than six years.

- 3
- 4 C. VACANCY: A vacancy in an unexpired term shall be filled at the next stated meeting of  
5 the Presbytery after the vacancy occurs. The Presbytery Moderator may, in consultation  
6 with the Nominating Committee, appoint persons to fill vacancies until election at the  
7 next Presbytery meeting.
- 8
- 9 D. RESPONSIBILITIES: Each committee shall annually present to the Presbytery Council  
10 a review of the work done during the previous year and their plans for the coming year,  
11 along with the projected procedures for implementation. Duties and responsibilities for  
12 committees of the Council shall be maintained in the Administrative Manual .
- 13
- 14 E. QUORUM: A quorum for conducting business shall consist of a majority of the  
15 members of the committee. One-third of the voting members of the committee, plus the  
16 moderator, except for the Committee on Ministry, which shall be a majority of the  
17 members.
- 18
- 19 F. COMMITTEE POWER AND RESPONSIBILITY: The basic responsibilities of each  
20 committee shall be set forth under each committee in these Bylaws, but shall not be  
21 limited to these. Responsibilities may be shifted by action of the Council where allowed  
22 by the *Book of Order*. The work of each committee may be carried out by subcommittees  
23 or task forces.
- 24
- 25 G. ACCOUNTABILITY: Committees, commissions, and task forces of the Presbytery shall  
26 be accountable to the Presbytery as a whole. They shall report to the Presbytery, seek its  
27 advice, and consent to their work. Every subcommittee and task force of a committee  
28 shall be accountable to the committee as a whole of which it is part.
- 29
- 30 H. A conference telephone call, video conference call, or electronic mail may be used for  
31 conducting a special Council meeting providing notice of time, date, and agenda is given  
32 to each member in advance of the special meeting. A conference telephone call, video  
33 conference call, or electronic mail may be used for conducting committee business  
34 providing notice of time, date, and agenda is given to each member in advance of the  
35 telephone call, normally at least five days.
- 36
- 37 I. Committees shall always have access to other committees regarding mutual concerns.
- 38

39 **SECTION 6**  
40 **TRANSFORMATIONAL COMMITTEES**

- 41
- 42 A. MISSION AND MINISTRY BOARD
- 43 1. Membership: Nine members elected by the Presbytery.
- 44 2. Responsibilities: The Mission and Ministry Board shall be responsible for planning  
45 and administering the Mission and Ministry Consultation, receiving mission plans,  
46 and enlisting a planning team for each project. In addition, the Mission and Ministry  
47 Board shall be responsible for coordinating all Mission projects at the Presbytery  
48 level.
- 49

- 1 B. VITAL MINISTRIES INITIATIVE BOARD  
2 1. Membership: Nine members elected by the Presbytery.  
3 2. Responsibilities: The Vital Ministries Initiative Board shall be responsible to provide  
4 pastors and church leaders with information, mutual support, encouragement, and  
5 accountability as the Church worships and serves in the present reality. The Board  
6 shall govern the Vital Ministries Initiative Academy, which is to provide courses in  
7 transformational leadership for pastors and congregations.  
8

9 **SECTION 7**  
10 **ECCLESIASTICAL COMMISSIONS AND**

11 **COMMITTEES**

- 12 ~~A. COMMITTEE ON PREPARATION FOR MINISTRY~~  
13 ~~1. Membership: Twelve members, all of whom shall be ministers and ruling elders.~~  
14 ~~2. Responsibilities: Maintain and administer mechanisms to guide, nurture, and oversee~~  
15 ~~the process of becoming a minister of the Word and Sacrament and a commissioned~~  
16 ~~lay pastor, plus the following duties:~~  
17 ~~a. Shall have the authority to examine all prospective candidates for ministry to~~  
18 ~~determine whether or not to enroll them as Inquirers, to dismiss candidates to~~  
19 ~~another presbytery, and to certify Candidates as ready for examination for~~  
20 ~~ordination, with the provision that all such actions be reported to the next~~  
21 ~~Stated Meeting of the Presbytery.~~  
22 ~~b. Shall be responsible for the oversight of Applicant Lay Pastors and Eligible~~  
23 ~~Lay Pastors prior to their commissioning.~~  
24 ~~c. The Bi-Presbytery Lay Academy shall be accountable to the Presbytery~~  
25 ~~through the Committee on Preparation for Ministry.~~  
26 ~~d. All duties prescribed in the 2009-2011 Book of Order (G-14.0401-G-14.0485).~~  
27

- 28 ~~B. COMMITTEE ON MINISTRY~~  
29 ~~1. Membership: Twenty-one persons, all of whom shall be Teaching Elders and ruling~~  
30 ~~elders, and shall be representative of the geographic areas of the Presbytery.~~  
31 ~~2. Responsibilities:~~  
32 ~~a. Shall facilitate the Presbytery's reception and oversight of ministers of the Word~~  
33 ~~and Sacrament.~~  
34 ~~b. Shall consider approval of calls for pastoral services and invitations for temporary~~  
35 ~~pastoral services.~~  
36 ~~c. Shall have oversight of congregations without pastors.~~  
37 ~~d. Shall dissolve pastoral relationships and dismiss minister members.~~  
38 ~~e. Shall appoint a moderator of Session for any church without a pastor.~~  
39 ~~f. Shall approve administrative commissions for installation of ministers to~~  
40 ~~permanent pastoral positions.~~  
41 ~~g. Shall be responsible for the oversight of Commissioned Ruling Elders and~~  
42 ~~Eligible Ruling Elders who are currently or have been previously commissioned.~~  
28 ~~h. All duties prescribed in the 2009-2011 Book of Order (G-11.0501-G-11.0504).~~  
44

- 29 A. COMMISSION ON MINISTRY  
1. Membership: Twenty-one persons, all of whom shall be Ministers of the  
Word and Sacrament (Teaching Elders) and Ruling Elders, and shall be  
representative of all geographic areas of the Presbytery.

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2. Responsibilities;

- a. Maintain and administer mechanisms to guide, nurture and oversee the process of becoming a Minister of the Word and Sacrament and a Commissioned Pastor. The Commission has authority to dismiss candidates to other presbyteries. The Commission has responsibility for the nurture and training of Commissioned Pastors.
- b. Shall facilitate the Presbytery's reception and oversight of Ministers of the Word and Sacrament and Commissioned Pastors.
- c. Shall consider approval of calls for pastoral services and invitations for temporary pastoral services.
- d. Shall have oversight of congregations without pastors.
- e. Shall dissolve pastoral relationships and dismiss minister members.
- f. Shall appoint a moderator of Session for any church without a pastor.
- g. Shall approve administrative commissions for installation and ordination of Ministers of the Word and Sacrament and commissioning Commissioned Pastors.

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45 ~~C~~B. NOMINATING COMMITTEE

- 46 1. Membership: Six persons nominated by the Council and elected by the Presbytery.
- 47 2. Responsibilities:
- 48 a. Shall diligently seek out, receive permission from, and place in nomination,
- 49 persons for:

1. Moderator and Vice Moderator of the Presbytery, giving consideration to both ruling elders and teaching elders who have provided outstanding leadership.
2. The Members At-Large of the Presbytery Council.
3. Members of committees.
4. Moderators of committees.
  - a. Special consideration shall be given to the leadership style of moderators of committees. The preferred style is that of an enabler: that is, one who helps in both the task and the job to be accomplished and the relationships among the people doing the task.
  - b. Normally, persons nominated as Moderator will have served at least one year on the committee they will moderate.
5. Members of the Permanent Judicial Commission.
6. Commissioners to the meetings of the General Assembly and the Synod, including principals, alternates, and Youth Advisory Delegates.
7. Vacancies on Synod and General Assembly boards, agencies, or committees, where eligible; and ecumenical or related bodies.
8. Readers for the cooperative ordination examinations.
- b. Shall make nominations to fill unexpired terms as needed, such persons to be nominated and elected for the unexpired term at the first Stated Meeting of the Presbytery after such vacancy occurs.
- c. Shall maintain, insofar as possible, a balanced representation of churches of the Presbytery, and of lay persons and ministers with attention to full participation as outlined in Section G-3.0103 of the *Book of Order*.
- d. Shall solicit names of eligible nominees from every available source, including church Sessions and individuals.
- e. Shall circulate the names of nominees to the Presbytery along with the distribution of the docket for stated meetings.

**DC.** COMMITTEE ON REPRESENTATION

1. Membership: Six persons other than those presently serving on the Nominating Committee, elected by the Presbytery.
2. Responsibilities: Convene at least once each year to fulfill the duties assigned to this committee in Section G-3.0103 of the *Book of Order*

E. PERMANENT JUDICIAL COMMISSION

1. Membership: Seven members elected by the Presbytery, all of whom must be ministers and elders.
2. Responsibilities: There shall be a Permanent Judicial Commission whose purpose and responsibilities are mandated by the *Book of Order* (D-5.0202). It shall adhere to all sections of the *Book of Order* which relate to its task, especially the Rules of Discipline.

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**SECTION 8  
OTHER COMMITTEES**

- 25 A. REPRESENTATIVES TO THE BI-PRESBYTERY BOARD FOR THE  
26 PRESBYTERIAN CAMP ON LAKE OKOBOJI inc. (Lakeshore Center at Okoboji; a  
27 ministry of the PCUSA)
- 28 1. Membership: As outlined in the Covenant Agreement currently in effect between the  
29 Presbytery of North Central Iowa and the Presbytery of Prospect Hill, and in the  
30 Bylaws of the Presbyterian Camp on Lake Okoboji, Inc.
- 31 2. Responsibilities:
- 32 a. Shall be those responsibilities outlined in the Covenant Agreement currently in  
33 effect between the Presbytery of North Central Iowa and the Presbytery of  
34 Prospect Hill, and in the Bylaws of the Presbyterian Camp on Lake Okoboji, Inc.
- 35 b. Shall be accountable to the Presbytery through the Presbytery Council, providing  
reports and interpretation to the Council, and to meetings of the Presbytery.
- c. Shall cooperate with other committees of the Presbytery to develop camping  
programs enriching to the life of the Presbytery.
- d. Shall caucus at least annually as a committee of the Presbytery to plan for the  
effective cooperation among the camp, the Presbytery, and the congregations of  
the Presbytery.

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**SECTION 9  
AMENDMENTS AND SUSPENSION OF RULES**

- A. These Bylaws may be amended or new Bylaws adopted by a two-thirds vote of the  
Presbytery, providing the proposed changes have been distributed at least 10 days prior to  
the Presbytery meeting where action is taken.
- B. Any rule of the Presbytery may be temporarily suspended at any stated or special meeting  
by a two-thirds vote of the members present and voting, so long as the suspension is not  
in violation of the *Book of Order*.
- C. These Bylaws shall become effective upon the adjournment of the November ~~13,~~  
2005, 2018  
Stated Meeting of the Presbytery and shall supersede all previous rules.