PRESBYTERY OF YUKON

Presbyterian Church (U.S.A.)

Standing Rules

September, 1983 Amended: October, 2014 Proposed Amendments: February 2017 At the fall 2016 stated meeting, presbytery adopted a complete revision of the bylaws, which is a combination of updated corporation bylaws and provisions which reflect the new structure of presbytery. A number of provisions which appear in the still current, standing rules now appear in the new bylaws, which will take effect at the February presbytery meeting.

Presbytery will need to take action to amend the standing rules, by striking through those provisions which no longer apply, appear in the bylaws or are in conflict with the bylaws, or would better fit in a Manual of Operations. Deletions are marked with a strikeout; additions are underlined, and remaining provisions appear in red. The confusing number system should be changed to a simpler system.

Standing Rules should typically contain motions of lasting duration. There will be an attempt in the future to record enduring motions along with the approval date in the standing rules, so that motions are not forgotten or lost over the years with the changing of personnel.

PRESBYTERY OF YUKON
Presbyterian Church (USA)

STANDING RULES - SEPTEMBER 9, 1983

	ARTICLE I. NAME AND BOUNDARIES
1.1. Sec. 1.	The name of the Presbytery shall be "Presbytery of Yukon of the Presbyterian Church (USA)" hereafter referred to as "Presbytery."
1.2. Sec. 2.	The geographic territory of the Presbytery shall include all of the State of Alaska west of the 141 st Longitude.
1.3. Sec. 3.	The Presbytery shall be divided into four geographic areas.
1.3.1. a.	Greater Anchorage Area shall include the Susitna, Matanuska and Knik River Valleys (excluding the portion of the Susitna Valley east of the Talkeetna Mountains), the Greater Anchorage Borough and the Kenai Peninsula.
1.3.2. b.	The Central Fairbanks Area shall include the territory south of the Brooks Range, the Koyukyk River Valley north through Bettles, the Nowitna River Valley south to the north boundary of the Greater Anchorage Area to the Canadian border.
1.3.3. c.	The Arctic Area shall include all territory north of the Central Fairbanks Area.
1.3.4. d.	The Western Rural Area is that west of the Greater Anchorage and Central Fairbanks Areas.
	ARTICLE II. MEETINGS
2.1 Sec. 1.	Stated Meetings
2.1.1 a.	Stated Meetings of Presbytery shall be convened as follows: Spring Meeting Fourth Friday of February, at 9 a.m.

	Fall Meeting-First Friday after World Communion Sunday, at 9 a.m.
2.1.2. b.	The place of each meeting will be designated by Presbytery at the previous stated meeting.
2.1.3. c.	The place, the date and the time of each meeting may be changed with due notice by vote of the Presbytery Leadership Team.
2.2. Sec. 2.	Special telephonic or videoconferencing meetings shall be called in accordance with Presbytery's own rules, except that notice is to be mailed 15 days before the meeting.
2.3. Sec. 3.	The Lord's Supper will be celebrated at the Spring Stated Meeting.
	ARTICLE III. RULES OF ORDER
3.1. Sec. 1.	Presbytery shall be governed in its proceedings by the Constitution of the Presbyterian Church (USA), Robert's Rules of Order and the Standing Rules of Presbytery.
3.2. Sec. 2.	Presbytery, Presbytery Leadership Team, committees, and task forces may use mail, electronic mail, fax, or similar technology to act on time critical or non-controversial motions provided such means adhere to meeting guidelines.
	ARTICLE IV. MEMBERSHIP
4.1. Sec. 1.	Membership in the Presbytery shall be constituted according to the Form of Government.
4.2. Sec. 2.	Corresponding Members of Presbytery shall be enrolled according to the Form of Government.
4.3. Sec. 3.	Every ruling elder duly elected to be moderator or other officer, Chair of the Leadership Team, moderator of a permanent committee, or an area member of the Leadership Team, shall be enrolled as a member of Presbytery for the tenure of the office.
4.4. Sec. 4.	Two young adults between the ages of 16 and 22, from the same church, shall be elected as YOUNG ADULT ADVISORY DELEGATES to Presbytery Meetings. The Stated Clerk shall notify churches of the rotation to elect YAAD's.
	ARTICLE V. OFFICERS AND DUTIES
5.1. Sec. 1.	Officers of the Presbytery shall be Moderator,

Moderator-elect, Stated Clerk and Treasurer.

5.2. Sec. 2.

A moderator shall be elected at the Spring Stated

Meeting for a term of one year or until his/her

		successor is installed. S/he shall be installed and assume duties of office at the close of the Spring Stated Meeting.
5.2.1.	-a.	The Moderator shall perform the duties of the office as provided in the Form of Government and in Robert's Rules of Order.
5.2.3.	b.	The Moderator may preside at the Presbytery Leadership Team meetings when called upon by the Chair of the Leadership Team.
5.3. Sec. 3.		A Moderator-elect shall be elected by Presbytery at the Spring Stated Meeting following the election of the Moderator. The Moderator-elect will come from a geographic area of the Presbytery other than that of the Moderator or the previous Moderator. The Moderator-elect shall assume office at the same time the Moderator does.
5.3.1.	a.	The Moderator-elect may preside at Presbytery when called upon by the Moderator and take up the duties of the Moderator upon the absence, demise, or request of the Moderator.
5.4. Sec. 4.		Stated Clerk shall be elected for a term of three years ordinarily at the Spring Stated Meeting. S/he shall assume duties of the office at the close of the meeting in which elected.
5.4.1.	a.	The Stated Clerk shall perform the duties of the office as prescribed in the Form of Government and Roberts' Rules of Order.
5.4.2.	b.	The Stated Clerk shall notify each teaching elder, clerk of session of each church, and each candidate for the Gospel ministry, commissioned ruling elder (CRE), and committee chairpersons at least twenty five (25) days prior to the time and place of the Stated Meetings of Presbytery.
5.4.3.	-c.	The Stated Clerk shall arrange for review of session records and minutes.
5.4.4.	-d.	The Stated Clerk shall present for review the statistical report submitted to the General Assembly.
5.4.6.	-e.	A Recording Clerk may be appointed for each meeting of Presbytery to assist the Stated Clerk by recording the minutes and other such duties as shall be necessary. Such appointment shall be made by the Stated Clerk prior to the beginning of the Presbytery meeting. The host church shall assist in suggestions for this

5.5. Sec. 5. The **Treasurer** shall be elected for a term of three years ordinarily at the Spring Stated Meeting. S/he shall assume the duties of the office at the close of the meeting in which elected.

appointment. The term shall conclude when all records

are submitted satisfactorily to the Stated Clerk.

5.5.1.	a.	The Treasurer shall secure all monies belonging to the Presbytery and disburse the same under the direction of the Presbytery. S/he shall present at each Stated Meeting of Presbytery an itemized account of all funds and expenditures.
5.5.2.	b.	The Treasurer's salary, office expenses and travel shall be budgeted.
5.5.3.	- C.	The Treasurer shall be bonded.
5.5.4.	d.	The financial records shall be reviewed annually.
		ARTICLE VI. EXECUTIVE LEADERSHIP
6.1. Sec. 1.		The Executive Presbyter of the Presbytery shall serve as administrator in accord with the Form of Government; serving as head of staff; facilitating plans and goals; communicator of mission; pastor of pastors; takes responsibility for worship services during Stated Meetings of Presbytery; ex officio of all committees and task forces; and representing the Presbytery in ecumenical organizations.
6.2. Sec. 2.	-a.	The Presbytery Leadership team shall have a Personnel Committee for the Executive Presbyter and office staff and a Budget and Finance committee for fiscal matters. Personnel Committee members are nominated by the Chair of the Leadership Team in consultation with the Executive Presbyter and approved by the Leadership Team.
6.2.3	-b.	The Leadership Team shall appoint not less than four members to serve on three year rotating terms on the Personnel Committee.
6.2.4.	-C.	The Budget and Finance Committee shall be comprised of the Moderators of the following committees: Committee on Ministry, Interpretation and Stewardship, and Mission in Action; a representative of Presbytery Trustees; and a Moderator annually appointed by the Chair of the Leadership Team.
6.3. Sec. 3.		The Executive Presbyter shall be elected by the Presbytery at a Stated Meeting. Dissolution will be in accord with the Form of Government and the manual of Presbytery.
		ARTICLE VII. PRESBYTERY LEADERSHIP TEAM
7.1. Sec. 1.		The Leadership Team shall be constituted according to the Form of Government, with all general specific powers given it.
7.2. Sec. 2		The Chair of the Leadership Team shall be elected at

the Spring Stated Meeting for a term of three years. S/he shall be installed and assume the duties of office at the close of the Spring Stated Meeting. The Chair of the Leadership Team shall not be subject to reelection for a second term.

7.3. Sec. 3

The following shall be members of the Leadership Team:
Chair of the Leadership Team, Moderator of Presbytery,
Moderator elect of Presbytery, Moderators of Committee
on Preparation for Ministry, Committee on Ministry,
Mission in Action, Interpretation and Stewardship,
Native American Consulting Committee and Korean
American Consulting Committee; President of the
Presbytery Trustees; Moderator of Presbyterian Women
of the Presbytery and one ruling elder from each
geographic area. Ex-officio members without vote:
Stated Clerk, Treasurer and Executive Presbyter.

7.4. Sec. 4.

The term of the area ruling elders shall be divided into three rotating classes serving three year terms, each class elected in turn at the Spring Stated Meeting. Vacancies shall be filled according to the Form of Covernment.

7.5. Sec. 5.

The Leadership Team shall organize itself to carry out its duties most efficiently. The committees of the Leadership Team, according to the Manual of Administrative Procedures and Operations, shall be at least: Personnel Committee and Budget and Finance Committee.

7.6. Sec. 6.

The Leadership Team shall meet immediately prior to each Stated Meeting of Presbytery and on the second Saturday of January and July at a time and place designated by the Chair. The Leadership Team may meet at other times at the call of the Chair, or if three members from at least two different churches request a meeting of the Leadership Team.

7.7. Sec. 7.

Leadership Team expenses shall be budgeted.

ARTICLE VIII. PERMANENT COMMITTEES

8.1. Sec. 1.

The Permanent Committees of Presbytery shall be as follows: Committee on Preparation for Ministry, Mission in Action; Interpretation and Stewardship Committee; Committee on Ministry; Nominating Committee; Representation; Native American Consulting Committee; and Korean Consulting Committee.

8.1.1. a.

Members of permanent committees shall be elected for three years and divided into three classes. No member may serve consecutive terms, either full or partial, aggregating more than six years. They shall be elected at the Spring Stated Meeting.

8.1.2. b.

Representatives to Synod Divisions shall be ex-officio members of those permanent committees of Presbytery to which their Synod Division corresponds.

8.1.3.	С.	Members of permanent committees who do not attend or
3.2.3.	•	ask to be excused for at least one year, shall be
		presumed to have resigned the position and the
		moderator of the committee shall notify the Nominating
		Committee and the Stated Clerk prior to Spring Stated
		Meeting of Presbytery.
8.1.4.	_d.	Moderators of Permanent Committees shall call meetings
		not less than two times per year, and more often as
		required. Oversight and assurances of this minimum
		will be through quarterly conferences between the
		Presbytery Executive and the moderators.
		If a committee moderator is unable to fulfill the
		moderator duties, including the scheduling of
		meetings, the Presbytery Executive will discuss with
		him or her, the possible necessity of appointing a
		Temporary Moderator from within the committee. If a
		replacement moderator seems appropriate to the
		Presbytery Executive, he or she will contact the
		Presbytery moderator. The Presbytery moderator may
		appoint a temporary committee moderator to serve until
		the next stated meeting of Presbytery.
8.2. Sec. 2.		The Committee on Preparation for Ministry shall
		consist of the Moderator and five additional members.
		The four geographical areas shall be represented by
		the committee membership.
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8.2.1.	a.	The Committee shall carry out the duties prescribed in
		the Form of Government. Presbytery's administrative
		manual.
8.2.2.	-b.	This Committee shall have oversight of the Leadership
		Development Fund.
8.2.3.	c.	The Committee shall be responsible for selection and
		training of Commissioned Ruling Elders.
8.3. Sec. 3.		The Mission in Action Committee shall consist of nine
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		members including the Moderator and the Synod
		Peacemaking representative. Each geographic area
		shall have equal representation.
8.3.1.	a.	The function of the Committee shall be to assist and
- · - · - ·	<i>ټ</i> .	guide the Presbytery and the churches in their mission
		programs.
8.3.2.	-b.	The Committee shall be responsible for the camps and
		conferences program of the Presbytery. This committee
		may set up such committees as necessary for conducting
		camping programs.
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8.3.3.	.	The Committee shall have oversight of our denomination's
		participation in campus ministries within the Presbytery.

8.3.4.	_d.	The Committee shall be responsible to provide an
0.3.1.	a.	evangelistic emphasis to the Presbytery and to encourage
		sessions of churches to participate in evangelistic
		programs.
		programe.
8.3.5	-e.	The Committee shall oversee all new church development
		within the Presbytery.
8.3.6.	f.	The Committee shall work with all churches needing
		financial aid, assisting and guiding them in matters of
		program, leadership and finance. The Committee shall
		review all applications for aid from churches and other
		Presbytery approved programs. The Committee shall be
		responsible for the expenditure of all mission funds
		within the Presbytery. The Presbytery Executive shall be
		responsible for the administration of all mission funds
		received from the Synod.
8.3.7.	g.	The Committee shall notify the Committee on Ministry
		Moderator immediately upon the vacancy of an aid-to-field
		position as to its recommendation to Presbytery for
		continuance of the work.
8.3.8.	_h.	The Committee will be responsible for bringing to the
0.5.0.	11.	attention of the members of Presbytery, information and
		recommendations concerning social issues facing the
		Presbyterian Church (USA) at all levels.
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8.4. Sec. 4.		The Interpretation and Stewardship Committee shall
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		where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss teaching elders to other presbyteries, providing that the full report of such action is made to the next stated Presbytery meeting. See Form of Government G-3.0106, G-3.0301c.
8.5.2.	-b.	The Committee shall be the Presbytery's liaison to the Board of Pensions.
8.5.3.	-c.	The Committee shall submit a written report at each Stated Meeting concerning vacant churches.
8.5.4.	-d.	The Committee shall make yearly recommendations concerning minimum salary at the Fall Stated Meeting.
8.5.5.	-e.	The Committee shall have care and oversight of commissioned ruling elders, temporary supplies, teaching elders without pastorates, and military chaplains residing in the Presbytery.
8.6. Sec. 6.		The Committee on Nominations shall consist of six members, one of whom is the moderator. Members shall be chosen according to Presbytery guidelines and geographical areas of the Presbytery.
8.6.1.	a.	The Committee shall be responsible to place in nomination, persons to fill vacancies in Presbytery offices and committees, except for Nominating Committee; for Synod offices and committees; for General Assembly agencies; commissioners to General Assembly and Synod and ecumenical bodies.
8.6.2.	-b.	The Committee will aggressively seek to obtain qualified recommendations from all churches of Presbytery.
8.6.3	-C.	The Committee shall consult and receive the report of the Committee on Representation two weeks before a stated or called meeting of Presbytery.
8.6.4	_d. _ _	The committee shall provide to the Stated Clerk a written report of its activities at least five (5) days in advance of each stated or called meeting of Presbytery.
8.7. Sec. 7.		The Committee on Representation shall consist of a moderator and five members, following Presbytery guidelines and the geographical areas of the Presbytery.

a. The duties of the Committee shall be in accordance with

Nominations two weeks before a stated or called meeting

b. The Committee shall consult with the Committee on

the Form of Government (G-3.0103).

of Presbytery.

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vacant, to dissolve the pastoral relationship in cases

8.7.3. c.	The committee shall provide to the Stated Clerk a written report of its activities at least five (5) days in advance of each Stated meeting of Presbytery.
8.8. Sec. 8.	The Native American Consulting Committee shall consist of seven members: a moderator and six members at large from all geographic areas of Presbytery.
8.8.1. a.	The Committee will be responsible for bringing to the attention of Presbytery, or its committees, information and recommendations concerning Native American issues.
8.9. Sec. 9.	The Korean Consulting Committee shall consist of four members: a moderator and three members at large representing Korean congregations in the Presbytery.
8.9.1. a.	The Committee will be responsible for bringing to the attention of Presbytery, or its committees, information and recommendations concerning Korean constituency issues.
8.10. Sec. 10.	Each permanent committee shall submit a written report at each Stated Meeting of Presbytery, which will be distributed prior to adoption of the docket.
8.10.1. a.	All permanent committee expenses shall be budgeted. The permanent committee moderators shall be responsible for submitting requests for funding to the Budget and Finance Committee of the Leadership Team two weeks prior to the Fall Leadership Team Meeting.
8.10.2 b.	A quorum for a permanent committee shall be one-half (1/2) of its members, provided at least two geographical areas are represented.
8.11. Sec. 11.	A Permanent Judicial Commission, with seven members, shall be established. It shall include members from each geographical area.
8.11.1. a.	The Commission shall carry out the duties prescribed by the Rules of Discipline.
	ARTICLE IX. TEMPORARY COMMITTEES
9.1. Sec. 1.	The following temporary committees may be appointed by the Moderator at each Stated Meeting: Resolutions Mileage.
9.2. Sec. 2.	The Moderator shall appoint additional temporary committees as needed or as directed by Presbytery.
9.3. Sec. 3.	The Committee on Arrangements for each meeting shall consist of the session of the host church.

ARTICLE X.COMMISSIONERS - OTHER COUNCILS GENERAL ASSEMBLY

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10.1		COMMISSIONERS TO GENERAL ASSEMBLY
10.1.1		Teaching Elders
10.1.1	a.	The Nominating Committee shall be guided in nominating commissioners to General Assembly by consideration of who can best represent the Presbytery to the GA by advocating for churches and congregations without regard to their particular congregation or area of service.
10.1.1	b.	The principal commissioner and the one alternate commissioner are elected from different congregations or areas of service, including Honorably Retired.
10.1.1	C.	The Nominating Committee shall strive over time, to nominate commissioners who are representative of the gender, ethnic, and age diversity of the Presbytery.
10.1.1	d.	Other nominations are permitted from the floor.
10.1.1	е.	The commissioner shall have been active at a majority of the stated meetings of the presbytery for at least two previous years prior to their election, and must reside within the bounds of the Presbytery.
10.1.1	f.	For election of the teaching elder commissioner to General Assembly, the Stated Clerk shall keep for the Nominating Committee of Presbytery a record of teaching elder commissioners who have been elected to the past five GA's.
10.1.1	g.	At least every other GA, the elected Teaching Elder must be serving in active parish ministry.
10.1.1	h.	Principal and alternate teaching elder commissioners shall be elected at the Fall Stated Meeting.
10.1.2		Ruling Elders
10.1.2	a.	The Nominating Committee shall be guided in nominating commissioners to General Assembly by a rotation system based on the date of each church's organization or the last date the church provided a commissioner to General Assembly, whichever is closest to the present.
10.1.2	b.	For election of the ruling elder commissioner to General Assembly, the Stated Clerk shall keep a roll listing the organization date of each church in the Presbytery, the date each church provided a commissioner to General Assembly, and the name of the commissioner who attended General Assembly.
10.1.2	C.	The principal commissioner and the one alternate commissioner are elected from different congregations. The church whose turn it is to nominate the ruling elder

commissioner will nominate ruling elder as principal. The alternate will be from the next congregation in rotation. Other nominations are permitted from the floor.

10.1.2.	d.	Principal and alternate ruling elder commissioners shall be elected at the Fall Stated Meeting.
10.1.2	е.	The church session, rather than the Presbytery Nominating Committee, will decide which ruling elder in active ministry in a particular congregation is best qualified. Names should be submitted to the Nominating Committee.
10.1.2	f.	Churches who do not present the name of a ruling elder for election as commissioner for two General Assemblies, or whose elected ruling elder did not attend, will drop to the end of the rotation system.
10.1.3		Young Adult Advisory Delegates
10.1.3	a.	Young Adult Advisory Delegates must (per the <i>Book of Order</i>) be between the ages of 17 and 23 as of the date General Assembly convenes.
10.1.3	b.	The Nominating Committee shall be guided in nominating YAADs to GA by a rotation system based on the date of each church's organization or the last date the church provided a YAAD to General Assembly, whichever is closest to the present.
10.1.3	c.	For election of the YAAD to General Assembly, the Stated Clerk shall keep a roll listing the organization date of each church in the Presbytery, the date each church provided a YAAD to General Assembly, and the name of the YAAD who attended General Assembly.
10.1.3	d.	The principal YAAD and the alternate YAAD are elected from different congregations. Either may be from the same congregation as the elected Teaching or Ruling Elder Commissioners. The church whose turn it is to nominate the YAAD will nominate a young adult as principal. The alternate will be from the next congregation in rotation.
10.1.3	e.	Principal and alternate Young Adult Advisory Delegates shall be elected at the Fall Stated Meeting.

- 10.1.3 f. Other nominations are permitted from the floor.
- 10.1.3 g. The church session, rather than the Presbytery Nominating Committee, will decide which young adult in a particular congregation is best qualified. Names should be submitted to the Nominating Committee.
- 10.1.3 h. Churches who do not present the name of a YAAD for election for two General Assemblies, or whose YAAD did not attend, will drop to the end of the rotation system.

10.2		COMMISSIONERS TO SYNOD
10.2.1		Teaching Elders
10.2.1	a.	The Nominating Committee shall be guided in nominating commissioners to Synod by consideration of who can best represent the Presbytery to the Synod by advocating for churches and congregations without regard to their particular congregation or area of service.
10.2.1	b.	Each Teaching Elder shall be elected for a two year term with the possibility of one additional term, without possibility of re-election until at least one full term has elapsed.
10.2.1	C.	The principal commissioner and the one alternate commissioner are elected from different congregations or areas of service, including Honorably Retired.
10.2.1	d.	Other nominations are permitted from the floor.
10.2.1	e.	The Nominating Committee shall strive, over time, to nominate commissioners who are representative of the gender, ethnic and age diversity of the Presbytery.
10.2.1	f.	The Teaching Elder shall have voice [on the] Presbytery Leadership Team if not already a member.
10.2.1	g.	The Synod teaching elder commissioner shall be elected at the Fall Stated Meeting and attend the Stated Presbytery Meeting following the Synod he or she attended to present an oral report. A report is required, and exceptions shall be cleared with the Presbytery Leadership Team.
10.2.2		Ruling Elders
10.2.2	a.	The Committee shall be guided in nominating Ruling Elder commissioners to Synod by consideration of who can best represent the Presbytery to the Synod by advocating for churches and congregations without regard to their particular congregation or area of service.
10.2.2	b.	Each Ruling Elder shall be elected for a two year term with the possibility of one additional term, without possibility of re-election until at least one full term has elapsed.
10.2.2	c.	The Stated Clerk shall maintain a roll of congregations who have supplied Ruling Elder Synod Commissioners to assist the Nominating Committee in its work.
10.2.2	d.	The principal commissioner and the one alternate commissioner are elected from different congregations.
		Other nominations are permitted from the floor.

- 10.2.2 The Ruling Elder shall have voice at Presbytery e. Leadership Team [meetings] if not already a member.
- 10.2.2 f.
- The Synod ruling elder commissioner shall be elected at the Fall Stated Meeting and attend the Stated Presbytery 10.2.2 Meeting following the Synod he or she attended to present g. an oral report. A report is required, and exceptions shall be cleared with the Presbytery Leadership Team. The Stated Clerk and the Presbytery Executive shall be responsible for the orientation of commissioners and the Advisory Delegates to General Assembly and commissioners to Synod, as to procedures and issues involved-

ARTICLE XI. MISCELLANEOUS

- 11.1. Sec. 1. Articles of Incorporation and Bylaws of the Corporation are separate and distinct from the Standing Rules of Presbytery.
- 11.2. Sec. 2. Introduction of new business. Ordinarily new business not presented by a committee of Presbytery, to be considered at a Stated Meeting of Presbytery, shall be introduced for docketing purposes at the time of approval of the docket, and it shall be presented in writing.
- 11.3. Sec. 3. Concerning Presbytery finances.
- The per capita assessment from the churches of Presbytery 11.3.1. shall be due on or before the Spring Stated Meeting of Presbytery, unless other arrangements have been made.

ARTICLE XII. STANDING RULES

- 12.1. Sec. 1. Amending Standing Rules
- 12.1.1. A quorum being present, proposed amendments may be acted upon at any Stated Meeting or special meeting called for that purpose. Such action shall require a two thirds vote.

Any standing rules may be amended or rescinded at a later meeting by a majority vote of presbytery, provided notice was given, or by a 2/3 vote of presbytery, without previous notice. Actions that cannot be rescinded or amended are identified in the current edition of Robert's Rules of Order.

12.1.2. Written notice and copies of proposed amendments shall be sent to all teaching elders, elerks of sessions, and other members of Presbytery thirty (30) days prior to the date of the meeting.