

#### IV. Standing Rules of the Presbytery of Carlisle

1. Standing rules of the presbytery and the permanent entities elected by the presbytery may be adopted or amended by a majority vote of those members present and voting at any stated meeting of the presbytery when the complete substance of such action has been proposed in writing at the previous stated meeting of the presbytery or due notice of the proposed action has been given to each member of the presbytery with the call of the present stated meeting. No proposed action may conflict with the *Constitution of the Presbyterian Church (U.S.A.)* or the Bylaws of the Presbytery of Carlisle. Standing rules of the presbytery and the permanent entities elected by the presbytery may be suspended for the duration of any meeting of the presbytery by a two-thirds vote of those members present and voting with the provision that such action does not conflict with the *Constitution of the Presbyterian Church (U.S.A.)* or the Bylaws of the Presbytery of Carlisle.
2. The February and December stated meetings of the presbytery shall convene at 9:30 a.m. It is suggested that fellowship and registration begin at 9:00 a.m., lunch be served beginning at 12:30 p.m. and ending at 1:30 p.m., and meetings adjourn by 3:30 p.m.
3. The May and September stated meetings of the presbytery shall convene at 6:00 p.m. It is suggested that supper fellowship begin at 5:00 p.m. and end at 5:30 p.m., registration begin at 5:30 p.m., and meetings adjourn at 9:00 p.m.
4. The location of stated meetings will rotate throughout the presbytery, allowing for all congregations to host the presbytery meeting in their own church facilities or in nearby community facilities. Host churches shall be limited to serving a simple meal.
5. The docket of each stated meeting will be planned by the Coordinating Council, utilizing action teams to plan a variety of worship experiences using different musical traditions and varieties of prayer forms. All stated meetings of the presbytery will include worship. The worship at the first stated meeting of the calendar year will ordinarily include the Sacrament of the Lord's Supper as well as the necrology of Ruling Elders who died in the previous year and the installation of the new Moderator and Vice Moderator. (2/27/2018)
6. Stated meetings of the presbytery shall be conducted making maximum use of consent agendas and omnibus motions. The conduct of the meeting shall comply with orders of the day. In order to insure the accuracy and understanding of motions and amendments from the floor of a presbytery meeting, the Moderator, at his or her discretion, may ask for said motions and amendments to be in writing using the "Motion/Amendment Form". There will be a supply of these forms in the presbytery packets and at the Stated Clerk's table.
7. The proposed docket or special meeting notice and any accompanying materials will be distributed as follows: (a) one copy of all items to each church which shall be responsible for the reproduction and distribution of these items to its staff members and elder commissioners prior to the presbytery meeting; and (b) one copy of all items to all other members of the presbytery.
8. The Moderator shall call a special meeting at the request of two Teaching Elders and two Ruling Elders, the Ruling Elders being of different churches. Should the Moderator be unable to act, the Stated Clerk shall under the same conditions, issue the call. The purpose of the special meeting shall be clearly stated in the call. These may be called for the purpose of education, interpretation, or preliminary study of essential topics as stated in the notice of the meeting.

9. Regular and punctual attendance at presbytery meetings is expected of all its members. The roll shall be established by registration. Requests for a full day leave of absence shall be submitted to the stated clerk prior to the presbytery meeting and will constitute an excused absence. The stated clerk shall record the names of persons present, excused and absent in presbytery minutes.
10. Annually, the Administration Committee shall recommend and presbytery shall approve an amount for custodial services and child care that shall be paid to churches hosting stated meetings. Also annually, the Administration Committee shall recommend and presbytery shall approve an amount for meals that individuals shall pay to churches hosting presbytery meetings. The presbytery shall maintain a list of these amounts in the Leadership Handbook entitled Fee and Reimbursement Schedule.
11. The presbytery shall pay the necessary expenses of the moderator and the stated clerk for special meetings.
12. At each stated meeting, the presbytery shall authorize a two-person committee to review the minutes of that meeting on behalf of the presbytery and report to the next stated meeting. The Coordinating Council shall nominate the two persons for the committee. Minutes of special meetings shall be approved at the close of the special meeting.
13. To affirm the skill and dedication of certified lay employees, they shall be invited to presbytery meetings and granted the privilege of the floor as per the *Book of Order*.
14. The cost of meals for committee members shall not be reimbursed unless the executive presbyter gives approval.
15. The membership number used for determining a church's commissioners to presbytery for a given year shall be as follows: Church Membership 0-500- 1 Elder Commissioner, Church Membership 501-1000- 2 Elder Commissioners, Church Membership 1001-1500- 3 Elder Commissioners, Church Membership 1501-2000- 4 Elder Commissioners, Church Membership 2001 +, 5 Elder Commissioners. In addition, annually the Presbytery shall consider any additional Elder Commissioners to be assigned to churches in order to redress any imbalance of ministers and elders who are entitled to vote at presbytery meetings.
16. All members of an administrative commission to ordain and/or install shall participate in the service. Additional ministers and elders may be invited to participate, including persons from outside the presbytery, taking care that the balance of Teaching Elders and Ruling Elders is maintained.
17. A committee of the moderator, stated clerk, executive presbyter and the chair of the Committee on Ministry, or any three of those four in the event that one is not available, shall act on behalf of the presbytery to appoint persons to serve on an investigating committee and on a committee of counsel.
18. During the time a judicial case is in process, the moderator, stated clerk, executive presbyter and the chair of the Committee on Ministry may develop strategies for communication within the presbytery and, if necessary, with the news media for the purposes of risk management and assisting the presbytery to deal with the aftermath of a case. Said persons shall respect the integrity of the judicial process while fulfilling their duties.

19. Proposed overtures to the General Assembly or the Synod of the Trinity require the endorsement of the session of a church or the individual endorsements of not less than three Teaching Elders and three Ruling Elders, the Ruling Elders being of different churches. Authors of proposed overtures are encouraged to contact the stated clerk to obtain information and specific instructions regarding the correct format and procedures for the preparation of a proposed overture and deadlines for consideration. Upon receipt of a proposed overture the stated clerk shall refer it to the Coordinating Council. The Coordinating Council shall appoint an action team, which shall review the proposed overture and shall make recommendations to the presbytery relating thereto.
20. Proposed overtures to the General Assembly which would amend the *Constitution of the Presbyterian Church (U.S.A.)* shall be submitted to the stated clerk not later than September 30<sup>th</sup> of the year immediately preceding the next meeting of the General Assembly. The action team appointed by the Coordinating Council to review the overture shall make recommendations to the presbytery relating thereto for consideration by the presbytery at its next stated meeting in December of the year immediately preceding the next meeting of the General Assembly. Proposed overtures to the General Assembly which would not amend the *Constitution of the Presbyterian Church (U.S.A.)* shall be submitted to the stated clerk by November 30<sup>th</sup> of the year immediately preceding the next meeting of the General Assembly. The action team appointed by the Coordinating Council to review the overture shall make recommendations to the presbytery relating thereto for consideration by the presbytery at its next stated meeting in February of the year of the next meeting of the General Assembly.
21. Materials included in presbytery packets and distributed prior to or at the Presbytery of Carlisle meetings are provided for general information purposes and to facilitate discussion; they are not intended to imply recommendation or endorsement by the Presbytery of Carlisle.
22. Each Church's Session shall submit annually for review, their minutes and registers for review by the Presbytery (G-3.0108 a.). The Stated Clerk shall be responsible for this review and establishing procedures and dates of review.

Adopted 6/25/2002, Amended 11/18/2008, Amended 11/15/2011. Amended 09/27/2016. Amended 2/27/2018