

Standing Rules

MISSION STATEMENT

The mission of the Synod of the Rocky Mountains is to assist, affirm, and strengthen its presbyteries, incorporating to the greatest extent possible an emphasis on shared regional ministry, to discover, develop, and implement their unique and shared missions and ministries where they live and serve Jesus Christ.

CORE VALUES

As a Synod of the Presbyterian Church (U.S.A.), serving our Lord Jesus Christ, the Synod of the Rocky Mountains upholds these core values:

1. Participating in the mission of the Presbyterian Church (U.S.A.).
2. Encouraging and supporting the ministry of its Presbyteries, facilitating and celebrating connections among Presbyterian governing bodies, congregations, and individual members.
3. Seeking the involvement of persons with a broad range of experiences and interests in its work.
4. Creating structure to meet mission challenges so that form follows function.
5. Communicating and evaluating its service.
6. Recognizing God's grace at work among us and in other faith communities.

STANDING RULES

ARTICLE I - Meetings (See Bylaws, Article VI)

1. The Synod shall hold a stated meeting at least every other year, preferably in the Spring, and other meetings as necessary. The Synod may conduct whatever business it deems necessary to further the mission of the Synod.
 - a. The Synod may use email votes with confirmation of the results to be voted on at the next stated meeting of the Synod.
2. The Moderator shall be elected as a first order of business at the stated meeting. Corporate officers shall be re-affirmed annually.
3. A special meeting of Synod may be called as follows:
 - a. by the Moderator, at the request of or with the concurrence of three ruling elder commissioners and three teaching elder commissioners representing at least three presbyteries (G-3.0405).
 - b. by the Stated Clerk, if the Moderator is unable to issue the call, under the same conditions as listed above.

ARTICLE II – Commissioners and Participants
(See Bylaws, Article IV)

1. Commissioners shall be elected by the Presbyteries. It is recommended that at least one commissioner from each Presbytery be a member of that presbytery’s council or its equivalent. The other one may be from the broader pool within the Presbytery. Each commissioner’s term shall be for 2 years. A commissioner may be reelected to serve no more than six years consecutively.

ARTICLE III – Officers
(See Bylaws, Article III)

1. The officers of the Synod shall be the Moderator, Stated Clerk, and Treasurer.
 - a. The duties of the Moderator shall be as defined in the Bylaws, Standing Rules, and the *Book of Order* (G-3.0104).
 - b. The Moderator shall be elected from among the commissioners to Synod.
 - c. The Stated Clerk shall be nominated by the Synod Nominating Committee and elected to a four-year term by the Synod and shall be eligible for re-election to any number of consecutive terms upon review and favorable evaluation by the Synod. The Stated Clerk will normally take office within three months following election. The duties of the Stated Clerk shall be as defined in the Bylaws, Standing Rules and in the Stated Clerk's position description.
 - d. The Treasurer shall be nominated by the Synod Nominating Committee and elected to a four-year term by the Synod. The Treasurer shall be eligible for reelection to any number of consecutive terms upon review and favorable evaluation by the Synod. The duties of the Treasurer shall be as defined in the Bylaws, Standing Rules and in the Treasurer's position description.

ARTICLE IV - Organization of Synod
(See Bylaws, Article V)

1. The Synod Assembly is the governing body for the Synod of the Rocky Mountains.
 - a. The Assembly shall be composed of the following persons:
 - i. Two members from each of the eight Presbyteries
 - ii. Synod Stated Clerk (ex officio without vote)
 - iii. Synod Treasurer (ex officio without vote)
2. The Synod Assembly shall perform the following administrative and ecclesiastical duties:
 - a. serve as the Board of Directors and Board of Trustees of the Synod
 - b. elect persons to serve as members of the Synod Nominating Committee upon recommendation of the Presbyteries and appoint the moderator of the Nominating Committee who is elected for a one year term for a maximum of two years, in accordance with the *Book of Order* (G-3.0111).

- c. authorize and appoint special *commissions*, committees and task forces as needed in consultation with the Nominating Committee and Committee on Representation
- d. provide for Synod wide communications, for example: ; web resources, Synod news distribution, program publicity, physical presence, staff forum, and Presbyteries' information sharing
- e. update the Articles of Incorporation, Bylaws, Standing Rules and Administrative Manual of Operations in accordance with the *Book of Order* (G-3.0106) as needed
- f. review and evaluate operations of the Synod and plan for the future with vision and guidance.

3. The Synod Assembly is to:

- a. encourage partnership among Presbyteries, coordinate scheduling of special events and resources within the Synod; organize leadership development and training
- b. coordinate Synod ecumenical and interfaith relationships
- c. schedule and conduct budget consultations and training with Presbyteries in the process of Synod budget development
- d. provide oversight of the finances of the Synod
- e. review funding requests or grant and loan applications
- f. provide for unanticipated decreases in revenue or increases in cost
- g. advocate on behalf of the Synod for financial resources at General Assembly consultations
- h. review, as necessary, the Synod Personnel Policy and The Sexual Misconduct Policy.
- i. represent the Synod in relationships with Presbyteries and General Assembly
- j. support the work of the presbyteries within its bounds according to *Book of Order* (G-3.0403).
- k. determine its staffing needs and evaluate the work performance of all staff of the Synod according to the guidelines in the Synod Personnel Policy
- l. if invited by the presbyteries, resource the search process of the presbyteries for their staffing needs.

4. Commissions, Committees, and Task Forces

- a. Members of *Book of Order* mandated committees and commissions shall be elected by the Synod. The Synod Nominating Committee shall nominate the moderator and other members of the Committee on Representation and members of the Permanent Judicial Commission. Members of the mandated committees need not be commissioners to Synod.

- b. The Nominating Committee shall be established and shall function as set forth in the *Book of Order* (G-3.0111). It shall be composed of one member from each Presbytery. The Assembly will elect the moderator.
- c. The Committee on Representation shall be comprised of three members – one teaching elder and two ruling elders, nominated by the Synod Nominating Committee and elected by the Synod Assembly (G-3.0103). The Assembly will elect the Moderator.
- d. A Permanent Judicial Commission shall be established and shall function as set forth in the *Book of Order* (D-5.0000).
- e. Special commissions, committees, and task forces may be appointed for specific purposes and for limited periods of time. Such shall be dissolved upon the presentation of final reports or when the period of time established for its work has expired. Members need not be commissioners to Synod. The Synod will determine the makeup and number of each group so appointed. The Synod will appoint the moderator of each group.

ARTICLE V - Synod Administration
(See Bylaws, Article VII)

- 1. The Synod may have staff as necessary.
 - a. A Staff Forum, composed of the Presbytery Executives, the Synod Stated Clerk, and invited individuals is strongly encouraged. In the absence of a Synod Executive, the Stated Clerk shall convene the Staff Forum.
 - b. The purpose of the Staff Forum is to further communication and cooperation among the Presbyteries, and to facilitate the mission of the Synod and the Presbyteries.
 - c. The Staff Forum may present reports and proposals to the Assembly.

ARTICLE VI - Responsibilities of the Officers

- 1. Moderator of Assembly:
 - a. The Moderator shall preside at all meetings of the Synod Assembly.
 - b. The Moderator shall serve as the President of the Board of Trustees and Board of Directors of the Corporation.
 - c. When the Moderator is absent, he or she may appoint a Moderator Pro Tem. If none is appointed, the Assembly shall elect a Moderator Pro Tem from among those persons in attendance.
- 2. Stated Clerk:
 - a. The Stated Clerk shall record minutes of all Synod meetings; shall make provision for the editing, publication and distribution of the minutes within sixty days after each meeting of the Synod; shall preserve carefully the records of the Synod; and shall furnish extracts from those records when required by another governing body of the Presbyterian Church (U.S.A) to do so

(G-3.0104). Upon the recommendation of the Stated Clerk, the Synod may appoint a recording clerk to work under the Stated Clerk's supervision at each Synod meeting. Copies of the minutes shall be sent to the General Assembly for annual review (G-3.0406).

- b. The Stated Clerk shall keep the rolls of membership and attendance of the Synod (G- 3.0104). Following the initial roll call at meetings, the Stated Clerk shall advise the Moderator as to whether a quorum is present. The Stated Clerk shall present a summary report at each stated meeting of the activities of the office and serve as Parliamentarian.
- c. The Stated Clerk shall serve as an ex officio member of the Assembly without vote.
- d. In consultation with the Moderator, the Stated Clerk shall issue the call for the Synod to gather in stated and special meetings, prepare the agenda, and include necessary information to facilitate commissioners' participation.
- e. The Stated Clerk shall meet with the Stated Clerks of the member Presbyteries at least every other year for the purpose of conducting a review of the Minutes and records of the Presbyteries, in accordance with the *Book of Order* (G-3.0401c).
- f. The Stated Clerk shall process and respond to official correspondence.
- g. The Stated Clerk shall serve as a resource person for the Synod's Permanent Judicial Commission and fulfill all responsibilities related to the judicial process as required by the Rules of Discipline.
- h. The Stated Clerk shall fulfill all responsibilities assigned to that office under the *Book of Order* of the Presbyterian Church (U.S.A.), and shall assume other duties as requested by the Synod.

3. Treasurer:

- a. The Treasurer shall oversee the management of all Synod funds.
- b. The Treasurer shall serve as an advisor to the Synod staff regarding financial matters.
- c. The Treasurer shall provide for adequate and proper accounting of Synod's financial transactions.
- d. The Treasurer shall ensure that a full financial review of all financial records of Synod is conducted annually.
- e. The Treasurer shall serve as an ex officio member of the Synod Assembly without vote.

ARTICLE X - Amendments to the Standing Rules

1. The Standing Rules may be suspended in any particular provision by a three-fourths vote of the members of Synod present, except for this article, and except for the provisions found in the *Book of Order*.

2. The Standing Rules may be revised by a two-thirds vote at any meeting of Synod, provided written notice thereof shall have been included in the call for the meeting or presented in writing at a session of such meeting at least twenty-four hours in advance of action thereupon.
3. Any suspension or revision of this article can be acted on only if prior written notice has been included in the call for the meeting.
4. These Bylaws may not be amended so as to contravene the *Book of Order* of the Presbyterian Church (U.S.A.).

All *Book of Order* references in these articles are taken from the latest edition.

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