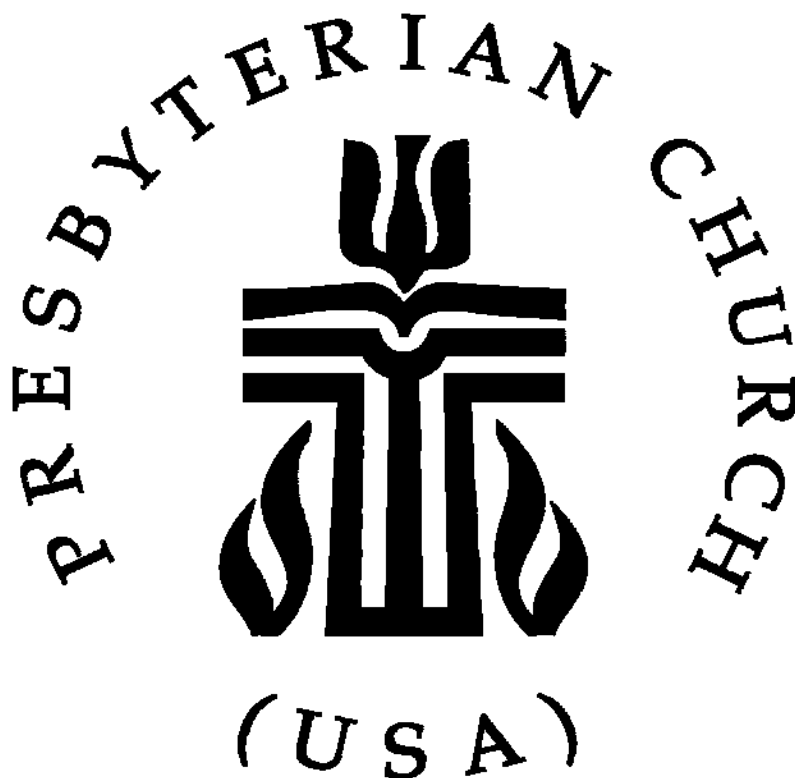


BY-LAWS



PRESBYTERY OF FLORIDA

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**“THE PRESBYTERY OF FLORIDA IS CALLED TO SERVE GOD
USING OUR GIFTS AND SKILLS
TO *EXCITE, ENCOURAGE, EQUIP, AND EMPOWER*
OUR CONGREGATIONS AND CLERGY
IN MISSION AND MINISTRY”**

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By- Laws of the Presbytery of Florida, Inc.

SECTION I: THE PRESBYTERY

The name of this governing body is the Presbytery of Florida, Inc.

The Presbytery of Florida, Inc. shall consist of all churches governed by the Constitution of the Presbyterian Church (USA) which are located in the counties of Escambia, Santa Rosa, Okaloosa, Walton, Washington, Bay, Jackson, Calhoun, Liberty, Gulf, Gadsden, Leon, Jefferson, Madison, Holmes, Franklin, and Walton, all in the State of Florida.

The Presbytery of Florida, Inc. is a presbytery of the Synod of South Atlantic of the Presbyterian Church (U.S.A.).

The Presbytery was incorporated under the laws of the State of Florida in 1986 following reunion.

SECTION II: MEMBERSHIP

The membership of the governing body shall consist of all churches of the Presbyterian Church (U.S.A.) located within the geographical bounds defined by the General Assembly of the Presbyterian Church (U.S.A.), and all ministers who are continuing members of the Presbytery. In addition, each elder elected Moderator or other officer of the Presbytery, each elder elected as a member of the Council of Presbytery or as Chairperson of the Nominating Committee, and each elder elected as Executive Presbyter or Associate Executive Presbyter (when applicable) and exempt staff (when applicable) shall be enrolled as a member of Presbytery for the term of his or her office, whether or not commissioned by his or her Session.

SECTION III: GOVERNMENT

1. The Government of the Presbytery of Florida shall conform to the *Book of Order* of the Presbyterian Church (U.S.A.).
2. The latest edition of *Robert's Rules of Order, Newly Revised* and the standing rules, hereinafter provided, shall be the rules of Parliamentary order for the guidance of the Presbytery of Florida.
3. To adopt, amend or rescind The Operations Manual, the proposed change(s) shall be introduced and approved at the first reading at any stated Presbytery meeting and adopted by a majority vote at the next stated Presbytery meeting at the second reading.
4. To suspend a standing rule shall require a three-fourths vote of the members present and voting at that time for that particular meeting only.
5. Certified Christian Educators / Certified Associate Christian Educators [G.14.0700] and all other persons employed as Christian Educators by churches in the Presbytery of Florida who have at least a B.A. in Christian Education or in a related field, and/or five or more years paid church related Christian Education experience currently employed with in a Presbyterian Church(es) within the bounds of the Presbytery of Florida shall be seated with voice at all Presbytery meetings. Any of the above who are Elders shall be seated with voice and vote at all Presbytery meetings.
6. Certified Church Business Administrators employed by the Presbytery or by any of its member churches, and past moderators of Presbytery shall be seated with privileges of the floor at all meetings of the Presbytery. Floor privileges do not include the right to vote or to make motions, except that a Council, Mission, Ministry, Committee or Task Force Chairperson may move consideration of his/her report and its recommendations. Visitors may be accorded the privilege of the floor when the governing body so desires.
7. The Presbyterian Women Moderator, the Moderator in Nomination and Youth Council member shall have voice on the floor of Presbytery.

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SECTION IV: TIME AND PLACE OF MEETINGS

1. The Presbytery of Florida shall ordinarily meet in Stated Session on the last Saturday in January, the last Tuesday in April, and the Second Tuesday in September, and the Second Tuesday in November, which shall be the annual stated meeting required by Book of Order (G-9.0301b). Each stated meeting shall begin at 9:00 a.m., Central time, with the place to be determined by the Presbytery. The time of adjournment shall be when all the business on the docket has been concluded.
2. Special meetings may be called as specified in the Book of Order (G-11.0201).
3. The quorum shall be six ministers and six elders, representing at least three member congregations.

SECTION V: OFFICERS OF PRESBYTERY

1. The Officers of Presbytery shall be a Moderator, a Stated Clerk, and a Treasurer. The Stated Clerk and the Treasurer shall be elected for three-year terms by the Presbytery upon nomination by the Council at the November meeting of Presbytery. The term of office begins January 1st. No one individual shall be elected to serve as more than one officer at the same time.
2. *A Moderator shall be elected at each November Meeting of the Presbytery for a term of one year and shall hold office until a successor is elected. The installation shall occur at the January Meeting of the Presbytery* The Moderator shall perform such duties as are prescribed by the Book of Order (G-9.0202), but he/she may delegate these duties to another person temporarily. The Moderator shall designate two members of the governing body to approve the minutes of each Presbytery meeting prior to their publication. These individuals should be "regular" attendees of Presbytery meetings and have agreed to serve prior to their appointment.
3. The Moderator-in-Nomination shall be elected at each November Meeting of the Presbytery. The Moderator-in-Nomination shall serve as the individual, who performs the duties of the Moderator should the Moderator be unable to fulfill his / her duties.
4. The Stated Clerk (Co-Stated Clerks) shall have the care of the official records and papers of the governing body, edit and file a full and accurate record of the Minutes of the Presbytery Meeting within one month after each meeting; send summaries of all actions taken by Presbytery to all Ministers, Clerks of Session, and to such other Elders of the Presbytery as may request them; present each year properly attested copies of the minutes to the Synod for its review and shall preserve said copies as the official records of the Presbytery; make and keep accurate rolls of the Ministers and Candidates of Presbytery; receive and review communications and assign them to appropriate groups for action; prepare, with the advice of Council, a docket for each meeting of Presbytery; prepare all reports required of the Presbytery by the General Assembly; and perform all other duties associated with the office. (Book of Order G-9.0203, G-11.0305, G-11.0306.) Any other tasks assigned by the Presbytery shall be under the supervision of the Executive Presbyter.
5. The Treasurer shall receive and disburse funds of the Presbytery as authorized, keep a detailed account of all receipts and disbursements, and report them to the Presbytery annually. The Treasurer shall be authorized, with the concurrence of the Budget / Finance and Stewardship Committee, to deposit the various funds of the Presbytery in appropriate financial institutions, and to open or close accounts as needed. The Treasurer and all employees of the Presbytery handling funds shall be bonded in an amount necessary to protect the Presbytery against loss because of misappropriation of funds.
6. Assistant Treasurer(s). In the exercise of his/her responsibilities the Treasurer, may recommend, for appointment by the Council, one or more persons to serve as Assistant Treasurer(s) with authority to sign checks and other instruments for the withdrawal or transfer of funds within such limits and on such accounts as the Treasurer may specify. The Assistant Treasurer(s) shall be bonded in the same manner as the Treasurer.
7. A Parliamentarian shall assist the Moderator in the orderly conduct of the business of the governing body. The Stated Clerk shall recommend to Presbytery someone to be elected and serve as Parliamentarian for a three year term that runs concurrently with his / her term as Stated Clerk. The Stated Clerk shall appoint a temporary Parliamentarian should the elected Parliamentarian be unable to attend a Presbytery meeting.

- 1 8. Assistant Clerk(s). This individual / these individuals shall be designated by the Stated Clerk and
2 approved by the Council. In the absence of the Stated Clerk, the Moderator or the Council of
3 Presbytery may appoint clerks as needed.
4 9. Special committees and commissions shall be appointed in accordance with Section IX of these
5 By-laws.
6

7 **SECTION VI: JUDICIAL PROCESS**

8 There shall be a Permanent Judicial Commission of the Presbytery which shall fulfill the requirements
9 of the BOO D-5.0000. The Commission shall consist of 9 members in three classes serving six-year
10 terms, elected by the Presbytery upon recommendation by the Nominating Committee in alternate
11 years as provided in BOO D-5.0102.
12

13 The Moderator shall, in consultation with the Stated Clerk, appoint Committees of Council and Special
14 Disciplinary Committees as necessary, when a complaint or accusation is received more than thirty
15 (30) days prior to a stated meeting of Presbytery. This appointment shall be reported and admitted to
16 record at the next meeting of Presbytery.
17

18 **SECTION VII: TRUSTEES**

19 The members of the Council shall serve as the Trustees of the Presbytery of Florida, Inc. The Board of
20 Trustees shall have such powers as given in the Articles of Incorporation. [See policies and
21 procedures manual]
22

23 Each Trustee, Director and Officer of the Corporation now serving and hereafter serving as such may
24 be indemnified by the Corporation by reason of the fact that he/she is or was a Director, Trustee,
25 Officer, Employee, or Agent of the Corporation or is or was serving at the request of the Corporation as
26 a Trustee, Director, Officer, Employee, or Agent of another Corporation, partnership, joint venture, trust
27 or other enterprise against all claims and liabilities to the full extent provided by the laws of the State of
28 Florida as amended from time to time.
29

30 **SECTION VIII: STAFF**

31 Presbytery shall employ such staff as necessary to carry out its functions, as recommended by the
32 Personnel Committee and provided for by the Presbytery annual budget. All staff shall carry out
33 those tasks and responsibilities contained in position descriptions developed by the Personnel
34 Committee. The Executive Presbyter and Associate(s) Executive Presbyter shall be employed by
35 call and vote of the Presbytery. The Program Associates shall be employed by the Presbytery upon
36 recommendation by the Council and they will be accountable to the Presbytery through the Council
37 and the Personnel Committee. Persons who are staff members by call or election of Presbytery or
38 Council shall serve only as advisory members to the Council and, *Mission, Ministry* and Committees
39 of Presbytery. No staff member shall serve on a Mission and Ministry, or Committee of Presbytery
40 except in an advisory capacity.
41

42 **SECTION IX: SPECIAL COMMITTEES AND COMMISSIONS**

43 **Investigating Committees:** When an accusation against an individual under the authority of the
44 Presbytery of Florida is received by the Stated Clerk, the Stated Clerk will notify the Presbytery
45 Moderator who, in consultation with the Stated Clerk and the Executive Presbyter, shall appoint an
46 Investigating Committee. If the Moderator is unable or unwilling to make appointments, the
47 Moderator in Nomination shall designate the committee [D-10.0201b]. Names of the Investigating
48 Committee shall be given to the next meeting of the Presbytery.
49

50 **Committee of Council:** When the Stated Clerk receives a complaint [G-6.0102], the Stated Clerk
51 shall notify the Presbytery Moderator who, in consultation with the Stated Clerk and Executive
52 Presbyter, shall appoint three members of Council. If the Moderator is unable or unwilling to make
53 the appointments, the Moderator in Nomination shall appoint the committee [D-6.0302a]. Names of
54 the members of the Committee of Council shall be given at the next meeting of the Presbytery.
55

56 **Administrative Commission:** If a Mission, Ministry, or Committee of the Presbytery deems it wise

1 for an Administrative Commission to be appointed, they shall, after consultation with the Moderator,
2 Stated Clerk, and Executive Presbyter, recommend such a Commission for the Presbytery's
3 approval. The purpose and power of such a Commission shall also be recommended to the
4 Presbytery. [G-9.0504 b(3),c,] [G-9.0505]
5

6 **SECTION X: AMENDMENTS**

7
8 Ordinarily any modifications to the By-Laws or Manual of Operations the process will be done by two
9 readings. The first reading is for comments, question, and discussion. The second reading is for
10 amendments and action to approve or not approve.
11

12 Proposed amendments shall be posted on the official web site and submitted to the Stated Clerk and
13 the Ecclesiastical Committee through the PC(USA) Ministry for counsel and review. The reviewing
14 body shall report its recommendations at the next stated meeting of the Presbytery.
15

16 No rule or policy shall be adopted that is contrary to these By-Laws or the Book of Order of the
17 Presbyterian Church (USA).
18

19 **SECTION XI: STANDING RULES**

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21
22 1.) *Presbytery shall use an Omnibus Motion for its Stated Meetings. (An explanation of*
23 *what an Omnibus Motion is shall be given at each meeting by the Stated Clerk.)*
24
25 2.) *Specific times shall be allotted to each report by Council when it sets the docket for each*
26 *Stated Meeting of Presbytery. A time keeper shall be used to insure that these times*
27 *are adhered to.*
28
29 3.) *Debate on all motions shall be limited to three (3) minutes on all issues for discussion /*
30 *action with speakers alternating between for / against the motion.*
31
32 4.) *Motions or amendments from the floor must be submitted in writing to the Stated Clerks.*
33