

Restructure of the Standing Rules of the General Assembly

Standing Rules for Meetings of the General Assembly



Sources of Business for the Meeting

1. **Papers in General**
 - a. Papers to Be Considered
 - b. Received Less Than 60 Days Prior to General Assembly
2. **Reports of Entities, Commissions, and Committees**
 - a. Reports Deadline
 - b. Budget Consultation
 - c. Appropriate Background Information
 - d. Report Length
3. **Overtures**
 - a. Definition
 - b. Writing Overtures
 - c. Submitting Overtures
 - d. Distributing Overtures
 - e. Overture Advocate
4. **Communications and Resource Material**
 - a. Provide Comment or Advice
 - b. Forty-five Day Deadline
 - c. Resource Materials
 - d. Advice and Counsel Memoranda
5. **Advisory Committee on the Constitution Report**
 - a. Report
 - b. Presented Directly to General Assembly
6. **Entity and Synod Minutes**
 - a. Submit for Review
 - b. Review Process
7. **Presbytery Reports**
8. **Commissioners' Resolutions**
 - a. Who May Propose
 - b. Deadline
 - c. Existing General Assembly Policy
 - d. May Not Amend *Book of Order*
 - e. Already Before Assembly
 - f. Same Issues as Previous Assembly
 - g. Referral
 - h. Referral Declined

1. Papers in General

Papers to Be Considered

a. The General Assembly shall consider only those papers delivered to the Stated Clerk in compliance with Standing Rule A and any other papers whatsoever that have been delivered to the Stated Clerk. Ordinarily, such papers shall have been forwarded to the Stated Clerk post-marked no later than sixty days prior to the convening of the General Assembly.

Received Less Than 60 Days Prior to General Assembly

b. All papers intended for consideration by the General Assembly that are forwarded to the Stated Clerk and postmarked less than sixty days, but no later than forty-five days prior to the convening of the General Assembly, shall be reviewed by the Stated Clerk, who shall determine whether or not to refer them to the Assembly Committee on Business Referral. The Stated Clerk shall report to the committee regarding those papers not referred.

2. Reports of Entities, Commissions, and Committees

Reports Deadline

a. All reports from entities, commissions, and committees of the General Assembly shall be delivered to the Stated Clerk on or before 120 days prior to the convening of the General Assembly. The Stated Clerk shall publish these reports (print or electronic) and distribute them so that they shall reach the commissioners thirty days before the convening of the General Assembly.

Budget Consultation

b. An entity, commission, or committee submitting a report with a recommendation that affects the work or budget of another entity(ies) shall submit evidence that a consultation has been held with the affected entity(ies).

Appropriate Background Information

c. Committees, agencies, or corporations presenting reports shall provide the appropriate background information necessary to interpret or understand the recommendations or responses to referrals to the members of the General Assembly committees to which the business is referred. Any and all documents or publications referred to in these reports that require approval by the assembly for publication and distribution to the church, including but not limited to curriculum, study papers/guides, position papers, and program resources, shall be made available to commissioners at the time the reports are published.

Report Length

d. All reports shall be limited to ten thousand words except the report of the General Assembly Council, the length of which shall be determined by the Stated Clerk and the Executive Director of the General Assembly Council. A request for an exception to the length of a report shall be submitted to the Stated Clerk no later than forty-five days prior to the deadline for the submission of the report and shall include the anticipated length of the report. The Stated Clerk may assess a fee of the entity or committee whose report exceeds ten thousand words for the costs incurred in printing and distributing the excess pages. Payment of the fee shall be submitted to the treasurer of the Presbyterian Church (U.S.A.), A Corporation. If the Stated Clerk and the representatives of any body are unable to agree, the Committee on the Office of the General Assembly shall determine the length of the report.

3. Overtures

Definition

a. Overtures are items of business that must have been approved by a presbytery or a synod and shall request the General Assembly to take a particular action, or approve or endorse a particular statement or resolution. (See *Book of Order*, G-11.0103t(3).)

Writing Overtures

b. The stated clerk of a presbytery or synod considering an overture to the General Assembly shall:

(1) Examine the most recently published *Minutes of the General Assembly* to determine if a similar overture has already been passed.

(2) Consult with the Office of the General Assembly to determine whether the desired action has been voted by any previous General Assembly.

(3) Consult with the Office of the General Assembly to determine whether a similar overture has already been proposed in order that the presbytery or synod may concur with the existing overture.

(4) Draft the overture in the following form:

“The Presbytery of _____ overtures the [# of the assembly] General Assembly [(year)] of the PC(USA) to [state the specific action the General Assembly is asked to take].”

To this shall be appended a rationale, stating the reasons for submitting the overture.

**Submitting
Overtures**

c. Submitting Overtures

(1) Overtures proposing an amendment to the *Constitution* or requiring an interpretation by the General Assembly of the *Book of Order* (see *Book of Order*, G-18.0301a and G-13.0112c) must be delivered in writing to the Stated Clerk postmarked no later than 120 days prior to the convening of the General Assembly, and shall be promptly referred to the Advisory Committee on the Constitution (see *Book of Order*, G-13.0112d and G-18.0300).

(2) All overtures that have financial implications for current or future years' budgets must be delivered in writing to the Stated Clerk postmarked no later than sixty days prior to the convening of the General Assembly. Overtures with financial implications not received within the designated time limit shall not be considered, but shall be returned to the originating governing body.

(3) All other overtures intended for consideration by the General Assembly shall be forwarded to the Stated Clerk, postmarked no later than forty-five days before the convening of the General Assembly.

(4) Overtures not received within the designated time limits shall not be considered, but shall be returned to the originating governing body for reconsideration.

(5) Presbyteries or synods submitting overtures with a recommendation(s) that affects the work or budget of a General Assembly entity(ies) shall submit evidence that the affected entity(ies) has (have) been consulted. If such evidence is not submitted, the Stated Clerk shall recommend that the overture be received and referred to a future session of the General Assembly so that consultation may take place.

(6) In the event that the Stated Clerk of the General Assembly receives an overture similar to one already proposed (excluding the rationale), she or he shall inquire of the presbytery or synod in question whether it would be willing to concur with that existing overture or desires to withdraw the overture. A presbytery or synod concurring with an overture may submit additional rationale for its action, provided that it does not duplicate the rationale provided by the overturing body. The concurrence and any additional rationale will be printed with the original overture in the Reports to the General Assembly.

**Distributing
Overtures**

d. Overtures that do not propose constitutional amendment or interpretation, and that are postmarked at least sixty days prior to the convening of the General Assembly, shall be published (print or electronic) in the reports distributed by the Stated Clerk. Overtures received in the same manner, postmarked no later than forty-five days prior to the convening of the General Assembly, shall be distributed to the commissioners before the convening of the General Assembly.

**Overture
Advocate**

e. Overture Advocate

(1) Each presbytery or synod that submits an overture shall notify the Stated Clerk of the name of a commissioner or some other person in attendance at the General Assembly who has been designated as the advocate for the overture. The overture advocate shall be available to provide information on the background and intent of the overture to any assembly committee to which the overture may be referred. (See Standing Rule E.2.)

(2) In the event that the assembly refers an overture to a General Assembly entity for further consideration (and not simply for implementation), the presbytery or synod submitting the overture shall be invited by the Stated Clerk to designate an overture advocate for the assembly meeting at which the entity's response to the overture is presented. The overture advocate shall be available to provide information on the background and intent of the overture to any assembly committee to which the overture may be referred. (See Standing Rule E.2.)

4. Communications and Resource Material**Provide
Comment or
Advice**

a. Communications and resource material provide comment or advice on business already under consideration by the assembly and shall neither contain nor constitute business to be considered by the assembly. Communications may be directed to the General Assembly

(1) by entities of the General Assembly that desire to comment on a single item of business coming before the General Assembly from any source other than their own entity, but which do not introduce new business,

(2) by organizations in which the Presbyterian Church (U.S.A.) holds membership, and

(3) by other denominations in correspondence with the General Assembly.

**Forty-five Day
Deadline**

b. All communications intended for consideration by the General Assembly shall be forwarded to the Stated Clerk, postmarked no later than forty-five days before the convening of the General Assembly.

**Resource
Materials**

c. Resource material (except for previously published books), including advice and counsel memoranda from advocacy and advisory committees, shall be prepared as necessary by entities of the General Assembly and shall not exceed 1,000 words on each item of business referred. This material shall be submitted to the Stated Clerk, postmarked no later than forty-five days before the convening of the assembly meeting, who shall then publish (print or electronic) and distribute the material to all commissioners prior to the assembly.

**Advice and
Counsel
Memoranda**

d. Advice and counsel memoranda are resources prepared by the Advisory Committee on Social Witness Policy, Advocacy Committee for Racial Ethnic Concerns, and the Advocacy Committee for Women’s Concerns for the purpose of providing information about existing policy, current work on specific topics, recent developments, and other factors useful to commissioners as they consider issues before the assembly.

5. Advisory Committee on the Constitution Report

Report

a. The Advisory Committee on the Constitution shall report to the General Assembly its findings along with its recommendations on all questions requiring an interpretation by the General Assembly of the *Book of Order*, including proposals for constitutional change. “The General Assembly shall vote on the recommendations, and may amend or decline to approve them” (*Book of Order*, G-13.0112d). The Advisory Committee on the Constitution shall report any editorial changes made to the *Book of Order* since its last report to the General Assembly.

**Presented
Directly to
General
Assembly**

b. The report of the committee shall be presented directly to the General Assembly. The General Assembly may take action on the recommendations immediately, or it may refer them to an assembly committee for consideration by that committee and report to the General Assembly for action later during the same session of the General Assembly.

6. Entity and Synod Minutes

**Submit for
Review**

a. Entities and synods required to submit minutes for review by the General Assembly shall submit such minutes on a calendar year basis so as to present minutes of all meetings for the calendar year (from January 1 through December 31) preceding the year in which is held the session of the General Assembly to which such minutes are submitted. The minutes shall contain the attestation that they have been approved by the entity or synod submitting them in the manner regularly in use within that body.

Review Process

b. Minutes of General Assembly entities will be reviewed in accordance with the “Guidelines for Preparation of Minutes of Agencies” as printed in the *Manual of the General Assembly*. Minutes of the synods will be reviewed in accordance with “Guidelines for Reviewing Synod Records” as printed in the *Manual of the General Assembly*. In addition, the provisions of *Book of Order*, G-9.0409, shall apply, including whether:

- (1) The proceedings have been correctly recorded;
- (2) The proceedings have been regular and in accordance with the *Constitution*;
- (3) The proceedings have been prudent and equitable;
- (4) The proceedings have been faithful to the mission of the whole church;
- (5) The lawful injunctions of the General Assembly have been obeyed. (*Book of Order*, G-9.0409)

7. Presbytery Reports

Each presbytery shall act upon all papers sent to the presbytery to be voted upon in ample time to permit the stated clerk of the presbytery to mail the results to the Stated Clerk so that they are received no later than two weeks before the convening of the General Assembly. The response of the presbytery shall be mailed to the Stated Clerk by certified mail.

8. Commissioners' Resolutions

- Who May Propose** a. Any two commissioners may propose an item of new business, known as a commissioners' resolution, for assembly consideration by delivering it in writing to the Stated Clerk or the Stated Clerk's designee. No commissioner may sign more than two resolutions.
- Deadline** b. The Stated Clerk shall determine and announce at the first meeting at which business is conducted the deadline for receipt of commissioners' resolutions. The deadline shall not be earlier than twenty-four hours after the assembly has convened.
- Existing GA Policies** c. In the preparation of a resolution, commissioners are urged to be aware of existing General Assembly policies relevant to their proposal and, where appropriate, to make reference to these policies.
- May Not Amend Book of Order Already Before Assembly** d. Commissioners' resolutions shall not contain business that requires an amendment to or interpretation of the *Constitution* (see *Book of Order*, G-18.0301(a)).
- e. The Stated Clerk shall not transmit as new business any resolution that deals with matters of business already before the General Assembly, nor transmit any resolution whose purpose can be achieved by the regular process of amendment and debate.
- Same Issues as Previous Assembly** f. Should the commissioners' resolution deal with substantially the same issue considered by one of the two previous sessions of the General Assembly, the Stated Clerk shall recommend that the Assembly Committee on Bills and Overtures take one of the following actions on the commissioners' resolution: "refer to a subsequent assembly," "decline for consideration," or "take no action."
- Referral** g. If the proposed resolution does deal with new business, the Stated Clerk shall transmit it to the Assembly Committee on Bills and Overtures with a recommendation for its referral.
- Referral Declined** h. The Assembly Committee on Bills and Overtures may decline to refer proposed items of new business if it decides that the matters proposed are already before the assembly or that the purpose of the proposals can be reached by the process of amendment and debate. Proposed items of business not referred, whether declined by the Stated Clerk or the Assembly Committee on Bills and Overtures, shall be identified in the first report of the Assembly Committee on Bills and Overtures distributed to commissioners after the period docketed for committee meetings, with a brief description of the content and a statement of the reasons for declining the proposed business. Twenty-five percent of commissioners present and voting is required to overturn action of the Assembly Committee on Bills and Overtures to decline, take no action, or refer a commissioners' resolution to a subsequent assembly. If a commissioners' resolution affects a substantial change in an existing social witness policy, the Stated Clerk should recommend to the Assembly Committee on Bills and Overtures that it be referred to the next General Assembly.

B

Commissioners, Delegates, and Other Participants at the Meeting

1. **Commissioners**
 - a. Election
 - b. List Delivered by 120 Day Deadline
 - c. Able to Attend
 - d. Entitlements, Expenses
 - e. Newly Created Presbytery's Commissioners
 - f. Missionary Advisory Delegate
 - g. Ecumenical Advisory Delegate
 2. **Advisory Delegates**
 - a. Definition
 - b. Categories
 - c. Voting Privileges
 - d. Youth Advisory Delegates
 - e. Theological Student Advisory Delegates
 - f. Missionary Advisory Delegates
 - g. Ecumenical Advisory Delegates
 3. **Corresponding Members**
 - a. Definition
 - b. Entitled to Speak, Not Vote
 4. **Advisory Committee on the Constitution**
 5. **Other Participants**
 - a. Special Guests
 - b. Ecumenical Representatives
 - c. Resource Persons
 - d. Presbytery Staff
 - e. Ecumenical Visitors
 6. **List of Participants**
-

1. Commissioners

- Election** a. Each presbytery shall elect commissioners to the General Assembly in accordance with *Book of Order*, G-13.0102. The number of commissioners attending General Assembly will be based on the number of active members, including resident clergy members of presbytery. The figures for active members will be taken from the information recorded in *Minutes of the General Assembly*, Part II, *Statistics* of the year in which per capita apportionment is assessed for the year in which General Assembly meets.
- List Delivered by 120 Day Deadline** b. Presbyteries shall elect commissioners in sufficient time to permit the list of commissioners to be delivered to the Stated Clerk of the General Assembly 120 days prior to the convening of the session of the General Assembly to which they are commissioned.
- Able to Attend** c. Ministers and elders considered for election as commissioners must be able to be in attendance for the duration of the General Assembly.
- Entitlements, Expenses** d. Commissioners shall be entitled to speak under the rules, and to vote and present motions in meetings of the General Assembly and of assembly committees to which they are assigned. Commissioners shall be reimbursed for approved expenses.
- Newly Created Presbytery's Commissioners** e. In the case of a newly created presbytery, the presbytery shall be entitled to elect commissioners to the General Assembly if the qualifying enrollment of ministers and congregations in that presbytery shall have been completed by December 31 of the year preceding the assembly meeting (see *Book of Order*, G-13.0102).
-

Alternates f. Presbyteries may elect alternates in number up to, but not exceeding, the number of commissioners to which the presbytery may be entitled. Such alternates shall be seated with other visitors to the assembly.

2. Advisory Delegates

Definition a. Advisory delegates are persons who are active members in one of the constituent churches or governing bodies of the General Assembly (or, in the case of ecumenical advisory delegates, of a denomination of Christians designated by the General Assembly) who are selected to attend the meeting of the General Assembly in an advisory role so that the assembly may be assured of hearing and taking cognizance of their special viewpoints.

Categories b. There shall be four categories of advisory delegates: youth, theological student; missionary, and ecumenical. The expenses of each advisory delegate shall be paid by the General Assembly (see Standing Rule I.3.) on the same basis as the expenses of commissioners (see Standing Rule B.2.f.(2) below for exception).

Voting Privileges c. Advisory delegates shall be assigned to assembly committees as voting members and shall have the privilege of the floor of the General Assembly without vote. Only voting members shall have the privilege of proposing or seconding a motion. When certain issues come before a plenary session of the General Assembly, the advisory delegates may be polled prior to the vote of commissioners to determine their advice.

Youth Advisory Delegates d. Youth Advisory Delegates
(1) Each presbytery shall appoint an active member of the Presbyterian Church (U.S.A.), who shall be between the ages of seventeen and twenty-three years on the date the General Assembly convenes, to be a youth advisory delegate.

(2) Each presbytery will request each candidate for youth advisory delegate to submit an application/questionnaire and be interviewed by an appropriate presbytery committee in order to ensure the selection of the best qualified person to serve as youth advisory delegate. The youth ministries staff shall prepare and distribute to each presbytery a sample/suggested questionnaire for use in reviewing candidates for election as youth advisory delegates.

Theological Student Advisory Delegate e. Theological Student Advisory Delegates
There shall be a delegation of theological student advisory delegates each year: two from each of the theological institutions of the Presbyterian Church (U.S.A.); one from each of the theological institutions in a covenant relationship with the Presbyterian Church (U.S.A.); and one each from three selected other theological seminaries. The selection process for these delegates is as follows:

(1) Each theological institution of the Presbyterian Church (U.S.A.) shall nominate three students who, at the time of the General Assembly, will have at least one year of study remaining in their degree program. Two of these students shall be designated by the institution as delegates and the other student shall be designated as the alternate. Such a student must be either an inquirer or a candidate in preparation for ministry under care of a presbytery, or a student nominated by the Presbyterian School of Christian Education. These nominations shall be forwarded to the Stated Clerk, who shall transmit the names of the two students to be delegates to the presbytery of jurisdiction for election. The presbyteries shall then certify the election to the Stated Clerk when completed.

(2) Each theological institution in covenant relationship with the Presbyterian Church (U.S.A.) shall nominate two students who, at the time of the General Assembly, will have at least one year of study remaining in their degree program. One of these students shall be designated by the institution as the delegate and the other student as the alternate. Such a student must be either an inquirer or a candidate in preparation for ministry under care of a presbytery. These nominations shall be forwarded to the Stated Clerk, who shall transmit the name of the delegate to the presbytery of jurisdiction for election. The presbyteries shall then certify the election to the Stated Clerk when completed.

(3) All non-Presbyterian theological school represented by corresponding members on the Committee on Theological Education and one additional non-Presbyterian theological seminary shall be asked to nominate one theological student advisory delegate and one alternate. The additional non-Presbyterian seminary shall be chosen on a rotating basis, descending alphabetically, from those that have at least twelve Presbyterian enrollees (either inquirers or candidates under the care of a presbytery) as of October 1 in the year preceding the assembly.

(4) Nominated students shall have at least one more year of study following the assembly remaining in their degree program. The Stated Clerk shall forward the name of the nominated students to the presbyteries of jurisdiction for election and confirmation.

**Missionary
Advisory
Delegates**

f. Missionary Advisory Delegates

(1) There shall be eight missionary advisory delegates who shall be chosen by the Worldwide Ministries Division from persons who are members of the Presbyterian Church (U.S.A.) and mission personnel assigned by the Presbyterian Church (U.S.A.) in another country in which this church is engaged in mission. To the degree possible, the selection shall provide a global geographical representation with no two delegates representing the same country or geographical area and rotating the geographical representation. The Worldwide Ministries Division shall notify the Stated Clerk at the time these persons are named.

(2) The expenses to the General Assembly of each missionary advisory delegate shall include transportation only from the point of entry or domicile of the delegate in the United States and return.

**Ecumenical
Advisory
Delegates**

g. Ecumenical Advisory Delegates

There shall be up to fifteen ecumenical advisory delegates. Ten of these delegates shall be from churches outside of the United States. No more than five shall be from member churches of the World Alliance of Reformed Churches. Ecumenical advisory delegates shall be selected by the highest ecclesiastical authorities of their churches, in response to the invitation of a previous General Assembly. The assembly shall extend such invitations at the recommendation of the General Assembly Council upon nomination by the General Assembly Committee on Ecumenical Relations.

3. Corresponding Members

Definition

a. The following persons shall be corresponding members: Moderators of earlier General Assemblies; the Stated Clerk, Associate and Assistant Stated Clerks, and other members of the staff of the Office of the General Assembly as designated by the Stated Clerk; the members of the Committee on the Office of the General Assembly; the members of the GAC Executive Committee and staff of the General Assembly Council, and of the divisions and related entities designated by the council; all members of the Advisory Committee on the Constitution; the executives of synods; one person designated by each entity reporting directly to the General Assembly, including permanent, special, and advisory committees (additional persons may be designated by such bodies if authorized by the Moderator of the preceding General Assembly in consultation with the Committee on the Office of the General Assembly); and the presidents (or their designee) of the theological institutions of the Presbyterian Church (U.S.A.), and seminaries related by covenant agreement.

**Entitled to
Speak, Not Vote**

b. Corresponding members shall be entitled to speak, under the rules, in meetings of the General Assembly and of assembly committees on matters related to the work of the body represented, but they may neither vote nor present motions.

4. Advisory Committee on the Constitution

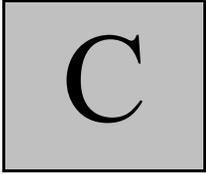
During the General Assembly, three or more members of the Advisory Committee on the Constitution [this committee] shall be present at the session of the General Assembly to advise the General Assembly and its Moderator on constitutional matters (*Book of Order*, G-13.0112e).

5. Other Participants

- Special Guests** a. The assembly, out of honor, courtesy, recognition, and the need for information and resource material, may recognize other persons as guests or observers. As such, they may be invited by the General Assembly to speak to the assembly for the purpose of conveying greetings or messages, or bringing enlightenment or information germane to the decision-making process. An assembly committee may extend a similar invitation at its own meeting.
- Ecumenical Representatives** b. Ecumenical representatives are individuals sent at the initiative of another church to be the official representative of that church. The Stated Clerk shall announce to member churches of the World Alliance of Reformed Churches the date and place of the next meeting of the General Assembly. When officially certified through appropriate ecclesiastical channels at least forty-five days prior to the convening of the General Assembly, these persons shall be welcomed as guests of the General Assembly and introduced to the governing body through the report of the assembly committee addressing ecumenism. The assembly shall assume the expense and housing of such guests on the same basis as the expense of commissioners, but shall not reimburse any travel expenses to the assembly site.
- Resource Persons** c. The assembly may welcome persons invited by the General Assembly Council or another entity of the General Assembly for the purpose of establishing or affirming particular ecumenical, mission, or program relationships, or assisting the entity in the presentation of particular items of business. Any expense reimbursement shall be the responsibility of the inviting entity.
- Presbytery Staff** d. The presbytery's executive staff person (or designee) and the presbytery's stated clerk shall be supplied with all reports and materials related to the General Assembly, but shall not be entitled to speak in plenary meetings or in meetings of assembly committees unless called upon by a moderator to provide information.
- Ecumenical Visitors** e. Ecumenical visitors are individuals attending a session of the General Assembly at their own initiative. These persons are welcomed to the assembly as unofficial visitors. The assembly shall assume no expenses for these ecumenical visitors.

6. List of Participants

Upon request, the Stated Clerk shall make available the list of participants registered for a session of the General Assembly to entities of the General Assembly, governing bodies of the denomination, educational institutions, ministers of the Word and Sacrament, elders, and independent organizations composed primarily of members of the Presbyterian Church (U.S.A.). A fee will be charged for lists or mailing labels to cover the costs incurred for printing, postage, and handling.



Formation of Committees and Referral of Business

1. **Assembly Committee Structure**
 - a. Number and Designation of Assembly
 - b. Committee Assistants
 - c. Assembly Committee Moderator and Vice Moderator
 - d. Assembly Committee on Business Referral
 - e. Orientation
2. **Assigning Commissioners to Assembly Committees**
 - a. Committee Assignments
 - b. Notification of Assignment
 - c. Assignment List Provided
 - d. Random Selection Process
3. **Referring Business**
 - a. Recommendation for Referral of Business
 - b. General Assembly Action on Referrals
 - c. How Referred
 - d. Referral Considered by One Committee
 - e. Referring Overtures to Committees
4. **Tentative Document**

1. Assembly Committee Structure

Number and Designation of Assembly Committees

a. The Stated Clerk shall propose the number and designation of assembly committees to the General Assembly. The Stated Clerk shall present the proposed committee structure to the General Assembly for consideration and ratification at the first assembly meeting at which business is transacted. In making these proposals, the Stated Clerk shall consult with the appropriate General Assembly entity or entities, and may consult with other persons.

Committee Assistants

b. The Stated Clerk shall propose to the General Assembly for appointment the names of persons to serve as committee assistants for the duration of the General Assembly. The Stated Clerk shall consult with the Committee on the Office of the General Assembly before recommending persons to serve as committee assistants. Persons proposed shall not be commissioners to the General Assembly or staff members of entities of the General Assembly or any person who is a member of the General Assembly Council or any person who is a member of any other entity of the General Assembly. A committee assistant shall be appointed to provide staff services to each assembly committee. The appointments shall be made in accordance with *Book of Order*, G-4.0403.

Assembly Committee Moderator and Vice Moderator

c. The Moderator of the preceding General Assembly shall appoint a commissioner to be moderator and a second to be vice moderator of each committee. Final appointment shall be made only after consultation with the Committee on the Office of the General Assembly, and then also with representatives of the General Assembly Committee on Representation regarding the inclusivity mandated in the *Book of Order*, G-4.0403 and G-9.0104. The moderators of at least one-half of the assembly committees, including any committees dealing with finance and budgets, shall be elders. The moderators of at least one-half of the assembly committees should be women. No more than one person from any one presbytery may be appointed to serve as a moderator or vice moderator. All synods shall be equitably represented.

Assembly Committee on Business Referral

d. The moderators and vice moderators of the assembly committees, as a group, shall function as the Assembly Committee on Business Referral. The moderator and vice moderator of the Assembly Committee on Bills and Overtures shall function as the moderator and vice moderator of this committee as well. This committee shall report to the assembly for its action at the first meeting of the General Assembly for the transaction of business.

Orientation e. The Stated Clerk shall conduct an orientation for moderators, vice moderators, and committee assistants of assembly committees no less than three weeks prior to the convening of the General Assembly. The orientation shall include information regarding business likely to be referred to each committee; suggested procedures for dealing with business referred to committees, especially the use of *Robert's Rules of Order, Newly Revised*; utilization of available resources, both persons and materials; and preparation and presentation of assembly committee reports. The Stated Clerk, following consultation with the General Assembly Council, may invite persons designated by the council as General Assembly resource coordinators to participate in the orientation. During this orientation, the Assembly Committee on Business Referral shall meet and carry out the duties given it by these rules. The Assembly Committee on Business Referral shall also meet, if necessary, just prior to the convening of the assembly and its function shall end at the convening of the assembly.

2. Assigning Commissioners to Assembly Committees

Committee Assignments a. Forty-five days before the convening of the General Assembly, the Stated Clerk shall assign each commissioner and advisory delegate to one of the assembly committees by the random selection process described in this standing rule.

Notification of Assignment b. No later than thirty days before the convening of the assembly, commissioners shall receive the number and designation of committees. At the same time that the number and designation of committees is communicated, the Stated Clerk shall notify each person of the assignment, the time of their first meeting, and the necessity to confirm appropriate housing and travel arrangements.

Assignment List Provided c. The Stated Clerk shall provide a list of the assignments to those who need it to facilitate the work of the General Assembly.

Random Selection Process d. Commissioners and advisory delegates shall be assigned to assembly committees by random selection as follows:

(1) The Stated Clerk shall divide the presbyteries into six regional districts. Each district shall be composed of one or more presbyteries so arranged that, insofar as possible, the presbyteries in the district have contiguous boundaries and the numbers of commissioners in the several districts are approximately equal. Within each district the presbyteries shall be arranged alphabetically. The commissioners from each presbytery shall be listed alphabetically in two parallel lists: the first containing the names of the ministers of the Word and Sacrament; the second, the elders. In those cases where the presbytery has not designated commissioners, the position shall be listed as vacant so that the name may be inserted later when the Stated Clerk is notified. The names of moderators and vice moderators of assembly committees shall be removed from the list and the names below them shall be moved up to fill the vacated positions. The minister commissioners and vacant positions for minister commissioners shall be numbered in sequence. The list of elder commissioners in each district shall be rotated downward so that no elder commissioner is opposite a minister commissioner from the same presbytery. Separate lists of groups identified in *Book of Order*, G-4.0403, shall be prepared, insofar as it may be practical, to assure the most equitable distribution of such commissioners to the various committees in accordance with *Book of Order*, G-4.0402.

(2) The Stated Clerk shall list the youth advisory delegates in one list arranged in the alphabetical order of the presbyteries that designated the delegates. In any case where the presbytery has not designated a youth advisory delegate, the position shall be listed as vacant so that the name may be inserted later when the Stated Clerk is notified.

(3) The Moderator shall pick by lot a number from one to ten. This number shall identify the number of the name in the first column of names in each district in which the assignment will begin. It will also identify the number of the youth advisory delegates in which assignment will begin.

(4) The Moderator shall then pick by lot a second number equal from one to the number equaling the total number of committees. This number shall identify the assembly committee in the order in which the committees are arranged in the standing rules to which the first assignment of members shall be made.

(5) The assignment of members of the assembly committees shall then proceed in sequence. When initial assignments have been made to all committees in sequence so that the committees with the fewest number of commissioners are full, additional assignment shall be made to the other committees in the same manner, until all commissioners and youth advisory delegates have been assigned to committees.

(6) The Stated Clerk shall assign missionary advisory delegates and ecumenical advisory delegates to assembly committees in consultation with those delegates. Ordinarily not more than two persons in each of these categories shall be assigned to any one assembly committee.

(7) Theological student advisory delegates will be assigned to committees at the same time and in the same way as are commissioners to ensure their full participation and attendance.

(8) Names of commissioners and advisory delegates received after these assignments have been made shall be inserted in the appropriate position in the original list and assigned to the committee to which that position was assigned.

3. Referring Business

Recommendation for Referral of Business

a. The Stated Clerk shall submit to the Committee on the Office of the General Assembly a recommendation for the referral of all items of business coming before the General Assembly.

General Assembly Action on Referrals

b. After making any necessary changes, this committee shall present the prepared referrals to the Assembly Committee on Business Referral so that it may recommend referrals to the first meeting of the General Assembly for the transaction of business. Ordinarily, this committee shall recommend referrals to the General Assembly for its action. When the General Assembly is not scheduled to meet in time to act on its recommendation, the committee may refer business. Such referrals shall be reported to the General Assembly at its next business meeting.

How Referred

c. Items of business to be considered by the General Assembly shall be referred in one of the following ways:

(1) for consideration by an assembly committee and recommendation for action by the General Assembly;

(2) for consideration and action by an assembly committee with a report of the action to the General Assembly;

(3) for consideration by the General Assembly through its inclusion in a consent agenda;

(4) for consideration by the General Assembly in a plenary business session.

Referral Considered by One Committee

d. Each item of business referred to a committee shall ordinarily be considered by only one assembly committee, but in no case should there be more than one committee making a recommendation on an item of business. Business of a related nature shall be assigned to a single committee insofar as possible.

Referring Overtures to Committees

e. The Stated Clerk shall present such items of business to the Assembly Committee on Business Referral, along with a recommendation for their referral. In the event that the presbytery or synod disagrees with the referral recommendation, this procedure shall be followed: The presbytery or synod shall be entitled to submit a written statement regarding the background and intent of the overture at the time the overture is initially being considered for re-

ferral by the Assembly Committee on Business Referral. If, after that committee makes its recommendation, the presbytery or synod still disagrees with the referral recommendation, the presbytery or synod shall notify the Stated Clerk, in writing, of its disagreement. The overture advocate will then be entitled to speak to the background and intent of the overture at a special meeting of the Assembly Committee on Business Referral that shall be held no more than twenty-four (24) hours prior to the convening of the assembly.

4. Tentative Docket

a. The Stated Clerk shall submit to the Committee on the Office of the General Assembly a tentative docket. After making any necessary adjustments, this committee shall present a proposed docket to the Assembly Committee on Business Referral so that it may recommend the docket to the first meeting of the General Assembly for the transaction of business.

b. The reports and recommendations of the Committee on the Office of the General Assembly regarding the initial docket of the General Assembly and referrals of business shall be referred to the Assembly Committee on Business Referral, along with any items of business not included in them. Following the convening of the assembly, such matters shall be directed to the Assembly Committee on Bills and Overtures.



Beginning of the General Assembly Meeting

1. Registration and Seating

- a. Registration of Commissioners and Delegates
- b. Commissioners with Disabilities
- c. Assigned Seats
- d. Alternates
- e. Ecumenical Representatives
- f. Presbytery Staff Seating
- g. Access to Commissioner and Advisory Delegate Seating

2. Quorum

3. Committee Moderators and Overture Advocates Meeting

1. Registration and Seating

Registration of Commissioners and Delegates

a. The Stated Clerk shall enroll commissioners and delegates on the opening day of the General Assembly and at such other times as may be necessary. The Stated Clerk shall determine any question that may arise regarding registration of commissioners and delegates. Any complaints regarding such decision shall be received by the Assembly Committee on General Assembly Procedures.

Commissioners with Disabilities

b. A commissioner certified by his or her presbytery as having a disability warranting assistance shall be entitled to designate a person to function as an assistant without vote during all proceedings of the General Assembly, including executive sessions and committee meetings, in order that the commissioner may fully participate in those proceedings. The expenses of the assistant shall be paid for by the General Assembly on the same basis as expenses of commissioners. The Stated Clerk shall also enroll assistants to commissioners who have been certified by his or her presbytery as having a disability warranting assistance.

Assigned Seats

c. The Stated Clerk shall assign each commissioner, advisory delegate, and corresponding member to a seat in advance of the meeting. They shall occupy the assigned seats during each meeting of the General Assembly at which business may be transacted. An assistant to commissioner who has been certified by his or her presbytery as having a disability warranting assistance shall be assigned a seat adjacent to the commissioner. The Stated Clerk shall assign seats to commissioners and delegates in a manner that shall assure that the most favorable seats, with regard to the platform, will be assigned to delegations from the various presbyteries in turn through an annual rotation of space assignments.

Alternates

d. When a principal commissioner is replaced by an alternate prior to or during the course of an assembly session, whether for the remainder of the session or for a period of time during the session, the alternate shall assume that assembly committee position and seat assignment.

Ecumenical Representatives

e. Ecumenical representatives shall be seated on the floor of the assembly in a section clearly designated for such guests.

Presbytery Staff Seating

f. The presbytery's executive staff person (or designee) and the presbytery's stated clerk shall be provided assigned seating in proximity to the area that corresponding members are seated.

**Access to
Commissioner
and Advisory
Delegate Seating**

g. The only persons who shall be permitted access to the commissioner and advisory delegate seating area during plenary sessions are commissioners, advisory delegates, assistants enrolled by the Stated Clerk to assist commissioners having a disability warranting assistance, the Stated Clerk, Associate and Assistant Stated Clerks, and other staff and assembly assistants who are assigned responsibilities that require access to this area, including assisting at the floor microphones, delivery of official messages to commissioner and advisory delegates, and locating commissioners who are needed on the platform. The Stated Clerk will provide special credentials for the particular staff and assembly assistants who are authorized to enter the commissioner/advisory delegate seating area.

2. Quorum

At the first meeting of the General Assembly for the transaction of business, the Stated Clerk shall recommend to the General Assembly that the roll call of commissioners be established by registration. Alternately, the Stated Clerk may call the roll of commissioners and advisory delegates by calling the names of absentees as they appear on the roll. After any needed corrections have been made, the Stated Clerk shall announce whether or not a quorum is present (see *Book of Order*, G-13.0105). When commissioners and advisory delegates subsequently register, they shall be seated by the General Assembly. A commissioner who has not registered may not be seated and may not vote.

3. Committee Moderators and Overture Advocates Meeting

The Office of the General Assembly shall, on the first business day of the assembly, before committees meet to consider business, organize a forum where assembly committee moderators shall meet with overture advocates to discuss procedures for participation in committee discussion of business related to the overture that they are advocating.

E

Committee Meetings

1. **Committee Leadership and Support**
 - a. Moderator and Vice Moderator
 - b. Recorder
 - c. Committee Assistant
2. **Procedures for Assembly Committees**
 - a. Open Meeting
 - b. Parliamentary Procedures
 - c. Use of Resources
 - d. Preparation of Resource Material
 - e. Privilege of Floor
 - f. Overture Advocates/
Signer of Commissioners' Resolution
 - g. Responsibilities of Overture Advocate
3. **New Business**
 - a. Consider Only Matters Referred
 - b. Proposing Amendment to *Constitution*
 - c. Constitutional Matters
 - d. Approval Requirement
 - e. Presentation of
 - f. Referral to Advisory Committee
4. **Organizational Meeting**
5. **Public Hearings**
 - a. Schedule
 - b. Time Limits for Presentations
 - c. Hearing Form
6. **Assembly Committee on Bills and Overtures**
 - a. Responsible for Referral of Business
 - b. Coordination Between Committees
 - c. Distribution of Materials
 - d. Requests to Schedule Event
7. **Reports of Assembly Committees**
 - a. Writing the Report
 - b. Content
 - c. Fiscal Implications
 - d. Identify Entity
 - e. GAC to Determine Entity
 - f. Votes Recorded
 - g. Confer with Entity Affected by Action
 - h. Minority Report

1. Committee Leadership and Support

Moderator and Vice Moderator

a. The moderator shall preside over the committee's deliberations. The moderator may request the vice moderator to preside and to assist in the work of the committee.

Recorder

b. Each committee shall have available to assist in its work a recorder appointed by the Stated Clerk. The recorder shall be appointed from a pool of individuals who will already be attending the General Assembly, including staff members, local volunteers, and others. The recorder shall keep an accurate record of the actions of the committee with the votes on each indicating the number of committee members voting in the affirmative, or negative, or those abstaining; and shall assist in drafting the committee report.

Committee Assistant

c. Each committee shall have available to assist in its work a committee assistant. The committee assistant may address the committee offering suggestions regarding procedure, but shall not participate in its deliberations on any issue before the committee as an advocate of one position or view regarding its action. The committee assistant shall assist the committee in securing desired resources.

2. Procedures for Assembly Committee Meetings

- Open Meetings** a. Meetings of assembly committees shall be open to the public (as space permits) provided, however, that the committee may go into executive session at any time in accordance with the Open Meeting Policy, printed in the *Manual of the General Assembly*. Ordinarily, the committee assistant will be expected to remain with the committee in executive session.
- Parliamentary Procedure** b. The deliberations of the committee shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.
- Use of Resources** c. Each committee shall determine the use to be made of the resource material or resource persons available to assembly committees. Each assembly committee shall determine whether or not to permit the distribution of particular materials to the committee members.
- Preparation of Resource Material** d. Resource material (except for previously published books or interpretive brochures), including advice and counsel memoranda, that provides background or advice on items of new business, including commissioners' resolutions, shall be prepared as necessary by entities of the General Assembly and shall not exceed 1,000 words on each item of business referred. This material shall be submitted to the assembly committee leadership team prior to presentation to the assembly committee to which the business has been referred. A hard copy of this resource material, accompanied by a disk copy, shall be submitted to the Stated Clerk. The Assembly Committee on Bills and Overtures shall consider any request that is made to distribute this resource material to the full assembly.
- Privilege of Floor** e. During the deliberations of the committee, in contrast to public hearings, only the following persons may speak:
- (1) Members of the committee;
 - (2) Committee assistant, when recognized by the committee moderator;
 - (3) Persons with special expertise, including elected members or staff members of General Assembly entities;
 - (4) Overture advocates and signers of commissioners' resolutions (see below in this standing rule) who shall be entitled to speak when the overture or resolution or response to the referral of an overture is first considered by the committee; and then shall have the same privilege of the floor as other persons with special expertise listed in Standing Rule E.2.e.(3) above;
 - (5) Persons invited by the committee through a majority vote of the committee; and
 - (6) Representatives of the Advisory Committee on the Constitution, who may speak to overtures, commissioners' resolutions, or other business on which the Advisory Committee on the Constitution has presented advice or recommendations, or matters that propose amendments to the *Constitution*, or that affect compatibility with other provisions of the *Constitution*.
 - (7) In the event that business being considered by an assembly committee has been referred to the Advisory Committee on the Constitution for advice, representatives of the Advisory Committee on the Constitution shall be entitled to speak.
 - (8) The committee moderator shall provide that the total time allotted to persons, other than members of the committee, who speak for or against a recommendation be equal so far as possible.
- Overture Advocates/ Signer of Commissioners' Resolution** f. Overture advocates and one signer of each commissioners' resolution shall be responsible for being available at the time selected by any assembly committee considering the matter. The overture advocate or one of the signers of a commissioners' resolution shall be entitled to speak to the background and intent of the overture or resolution immediately after the motion is made and seconded, placing the overture or resolution on the floor of the committee or subcommittee, or immediately after any motion that might logically be expected to affect the

overture or resolution is moved and seconded, and during debate of such motions to correct misunderstandings or to clarify.

**Responsibilities of
Overture
Advocate**

g. Overture advocates who have been designated by their presbytery or synod to speak to the response from a General Assembly entity to a referral of an overture shall be responsible for being available at the time selected by the assembly committee considering the response. The overture advocate shall be entitled to speak to the background and intent of the overture immediately after the motion is made and seconded, placing the response to the referral of the overture on the floor of the committee or subcommittee, or immediately after any motion that might logically be expected to affect the response is moved and seconded, and during debate of such motions to correct misunderstandings or to clarify.

3. New Business

**Consider Only
Matters Referred**

a. Each assembly committee shall consider only matters referred to it by the General Assembly. No assembly committee may initiate new business except as it relates to the business of the particular assembly committee.

**Proposing
Amendment to
Constitution**

b. New business initiated in an assembly committee proposing an amendment to the *Constitution* or requiring an interpretation of the *Constitution* by the General Assembly (*Book of Order*, G-18.0301b and G-13.0112c) shall be referred to the Advisory Committee on the Constitution, which shall report its findings and recommendations to the General Assembly.

**Constitutional
Matters**

c. Any other new business initiated in an assembly committee that touches upon constitutional matters (*Book of Order*, G-13.0112e) shall be communicated in writing to the Advisory Committee on the Constitution and the Stated Clerk. The Advisory Committee on the Constitution shall consider each matter so referred and report its findings and recommendations, which may include proposals for constitutional change, to the assembly committee and the Stated Clerk. The assembly committee shall vote on the recommendations and may amend or decline to approve them. The advice of the Advisory Committee on the Constitution on these matters shall be transmitted to the General Assembly with the report of the assembly committee.

**Approval
Requirement**

d. Recommendations and reports to the assembly regarding such new business must be approved in assembly committees by three-fourths of the committee members voting on the matter.

Presentation of

e. New business, other than that described in this standing rule, must be presented in accordance with Standing Rule A.8.

**Referral to
Advisory Com-
mittee on the
Constitution**

f. New business initiated in an assembly committee proposing an amendment to the *Constitution* (*Book of Order*, G-18.0301a and b) or requiring an interpretation of the *Constitution* by the General Assembly (*Book of Order*, G-13.0112c) shall be referred to the Advisory Committee on the Constitution, which shall report its findings and recommendations to the General Assembly. Any other new business initiated in an assembly committee that touches upon constitutional matters (*Book of Order*, G-13.0112e) shall be communicated in writing to the Advisory Committee on the Constitution and the Stated Clerk. The Advisory Committee on the Constitution shall consider each matter referred and report its findings and recommendations (which may include proposals for constitutional change) to the assembly committee and the Stated Clerk. The advice of the Advisory Committee on the Constitution on these matters shall be transmitted to the General Assembly with the report of the assembly committee.

4. Organization Meeting

a. Ordinarily, the initial meeting of each assembly committee shall be an organizational meeting in private session for up to one hour for the purpose of developing intergroup dynamics and determining procedural matters, such as approval of the committee's agenda and consideration of the style in which the committee plans to operate.

b. During this executive session, business items before the committee shall not be discussed or acted upon.

5. Public Hearings

Schedule

a. Each committee, with the exception of the Assembly Committee on Bills and Overtures, shall schedule at its convenience one or more public hearings on matters before it.

Time Limits for Presentations

b. The committee may limit the time for the presentation by any person during a public hearing, including an elected member or staff member of an entity of the General Assembly. If the time allotted for the public hearing is not sufficient to accommodate all the persons wishing to speak, a method shall be approved by the assembly committee that ensures that an equal number of persons on each side of an issue have an opportunity to speak. Any person denied the right to speak at the hearing may appeal to the Assembly Committee on Bills and Overtures on the basis that the method employed in selecting speakers was not fair.

Hearing Form

c. Any person who wishes to be heard in a public hearing shall sign up on a hearing form, posted in a public place in the building in which the assembly is being held, no later than the close of business on the second day of the General Assembly or one hour after the subsequent referral of business to the committee by the General Assembly. The location of hearing forms shall be announced during the first session of the assembly. In the event that an issue is expected to be controversial, those wishing to speak shall be asked to indicate whether they wish to speak for or against the recommendation.

6. Assembly Committee on Bills and Overtures

Responsible for Referral of Business

a. This committee shall neither retain any items of business for its own consideration, nor suppress any matter that comes before it. However, business that substantially duplicates matters already before the assembly may be declined by this committee and reported to the assembly with a statement of the committee's action.

Coordination Between Committees

b. This committee shall keep itself informed of the subjects being considered by the other assembly committees, and, when any subject is taken up by more than one committee, this committee shall advise the moderators of those committees regarding ways to avoid redundant or inconsistent recommendations.

Distribution of Materials

c. This committee shall determine whether or not particular materials may be distributed to the commissioners and delegates to the General Assembly, and specify the time and manner of distribution of any authorized by it. Particular materials distributed in assembly committees shall not be distributed to the full assembly without the approval of the Assembly Committee on Bills and Overtures, including the time and manner of distribution.

Requests to Schedule Event

d. The committee shall review requests from entities of the General Assembly, governing bodies, other entities related to the Presbyterian Church (U.S.A.) in any way, or coalitions in which this denomination or any of its entities participate, to schedule meetings, briefings, hearings, or other events of any kind during those hours when the General Assembly or its committees are in session.

7. Reports of Assembly Committees

Writing the Report

a. The moderator, vice moderator, committee assistant, and recorder, together with such other persons as the moderator may designate, shall draft the report of the committee following the sample form provided by the Stated Clerk.

Content	b. The reports of assembly committees shall contain only (1) the recommendations to be submitted to the General Assembly, and, where necessary, a brief statement of the committee's reasons for such recommendations, and (2) the actions taken by the committee on items referred to the committee for action. Material necessary to identify the item of business and brief explanations may be included in the report. Extensive background information and detail contained in other documents in the hands of the commissioners shall not be included.
Fiscal Implications	c. Each assembly committee shall include with each recommendation or action in its report statements advising the General Assembly whether or not the recommendation or action has fiscal implications affecting any budget under consideration by the assembly.
Identify Entity	d. Recommendation for assembly action, or action taken by the committee, shall identify the entity that is directed to carry out and report back to the General Assembly regarding the matter dealt with by the recommendation or action.
GAC to Determine Entity	e. When the entity to which an assembly action is directed is a part of the General Assembly Council, such as a division or related entity, the Stated Clerk shall automatically amend the language so that the action is directed to the General Assembly Council. The council shall determine which entity shall carry out the responsibility and report to the assembly on the matter.
Votes Recorded	f. The votes recorded in the assembly committee on each recommendation or action shall be included in the report for the information of the commissioners, but shall be omitted from the <i>Journal</i> of the General Assembly.
Confer with Entity Affected by Action	g. If the report of an assembly committee proposes or records an action affecting the interests of an entity of the General Assembly or of a governing body other than the General Assembly, it shall be the responsibility of that assembly committee to confer with the representative(s) designated by the entity or governing body concerned before proposing such action to the General Assembly or taking such an action.
Minority Report	h. Minority Report <p>(1) A minority of the members of an assembly committee, or an individual member of an assembly committee, may submit in writing views that differ from those in the committee report. If the moderator of the committee shall affirm in writing that the positions expressed as recommendations for action by the assembly in a written minority report were presented to the whole committee during its consideration of the matter, the Stated Clerk shall reproduce the minority report and distribute it with the report of the committee.</p> <p>(2) A minority report must be appropriate for consideration as a substitute motion (see <i>Robert's Rules of Order, Newly Revised</i>, 2000, p. 510).</p>

F

General Assembly Plenary Meeting

- 1. Assembly Committee on Bills and Overtures Reports**
 - a. Report at Beginning of Each Meeting
 - b. Limits on Debate/Changes in Docket
 - c. Review Minutes
 - d. Requests for Communicating with Assembly
 - e. Referral of Protests
- 2. Reports of Assembly Committees**
 - a. Distribution
 - b. Adequate Docket Time
 - c. Committee Moderators
 - d. Financial Implication
- 3. Minority Reports**
 - a. Must Stand as Full and Complete Substitute
 - b. Reasons Supporting Committee's Recommendation
- 4. Committee Reports on the Budget**
 - a. Per Capita Budget
 - b. Amended Per Capita Budget
- 5. Plenary Meeting Procedures**
 - a. Debate
 - b. Voting Methods
 - c. Mindful of Effort Required to Fulfill Recommendations
 - d. Constitutional Questions
 - e. Cellular Telephones
 - f. Emergency Messages
 - g. Confidentiality
- 6. General Assembly Nominating Committee**
 - a. Presentation of Nominations
 - b. May Decline to Submit Nomination
 - c. Nominating from the Floor
- 7. Docket Time for Special Greetings**
 - a. Head of Communion
 - b. Assignment of Docket Time
- 8. Announcements and Nonofficial Printed Materials**
 - a. Approval for Announcements
 - b. Nonofficial Printed Material
- 9. Distributing Study Documents**
 - a. Distribution
 - b. Responsible Entity Identified
- 10. Forming Social Policy**
- 11. Peaceful Demonstrations**
 - a. Where Allowed
 - b. Prohibited in Building

1. Assembly Committee on Bills and Overtures Reports

Report at Beginning of Each Meeting

a. The Assembly Committee on Bills and Overtures shall report at the beginning of each meeting, recommending any necessary changes in order of business and any referrals it may have considered since its last report.

Limits on Debate/Changes in Docket

b. The Assembly Committee on Bills and Overtures may, at any time, recommend limits on debates or changes in the docket to facilitate the handling of business. The reports of the committee shall take precedence over any other business, including orders of the day.

Review Minutes	c. This committee shall review the minutes of the General Assembly daily, report to the General Assembly any suggested corrections, and recommend approval of the minutes. The minutes shall be posted on the church’s website and two printed copies of the minutes shall be posted in different places during the following day for examination by commissioners. The minutes of the meetings of the General Assembly during the last two days of its session shall be submitted for review and approval within ten days after the adjournment of the General Assembly to a subcommittee of the Assembly Committee on Bills and Overtures.
Requests for Communicating with Assembly	d. Requests for the privilege of communicating with the General Assembly shall be referred to this committee, which shall confer with persons making such requests about the time and the manner in which their concerns may be brought to the attention of the General Assembly. The Assembly Committee on Bills and Overtures shall recommend to the General Assembly a response regarding any possible presentation to the assembly. At the time any such recommendation is acted upon, any commissioner may request that an opposing view be heard, and the assembly shall consider and act upon the matter.
Referral of Protests	e. Protests expressing disagreement with an action or failure to act on the part of the General Assembly shall be referred to the Assembly Committee on Bills and Overtures, which shall decide whether or not the protest is decorous and respectful. Should the committee decide the protest is decorous and respectful, the protest shall be entered in the Minutes. The committee may prepare an answer to be printed with any protest so entered (see <i>Book of Order</i> , G-9.0304).
2. Reports of Assembly Committees	
Distribution	a. Copies of the reports of assembly committees (print or electronic) shall ordinarily be distributed to commissioners no later than the close of the meeting prior to the one at which they are to be considered. The Stated Clerk shall arrange for the reproduction and distribution of reports.
Adequate Docket Time	b. The Committee on the Office of the General Assembly, in consultation with the Stated Clerk, shall docket adequate time for the reports of committees, including ample time for debate and action. If a report requires more time than docketed, the Assembly Committee on Bills and Overtures shall consult with the committee for additional time to complete consideration of the report.
Committee Moderators	c. Committee moderators should move the approval of recommendations with minimum comment, and material in the commissioners’ printed resources shall not be read.
Financial Implication	d. The financial effect of each recommendation on budgets previously approved or under consideration shall be clearly presented at the time that the recommendation is considered by the assembly.
3. Minority Reports	
Must Stand as Full and Complete Substitute	a. In order to be considered by the assembly, a minority report shall not only set aside the majority report but also be able to stand as a full and complete substitution for the majority report recommendations. A minority report shall be moved as a substitute only after the majority report has first been moved. When this happens, the assembly shall first consider (and may amend) the majority report. When consideration of the majority report is completed, the assembly may then consider (and may amend) the minority report. Further efforts to perfect each report shall be held to a minimum in order that the assembly can concentrate instead on the issue of whether to make the proposed substitution.
Reasons Supporting Committee’s Recommendation	b. The moderator of the committee, or another member of the committee, shall present reasons supporting the committee’s recommendation. They may be presented before any minority report is moved or presented during the narrative report of the committee, or presented during debate on the question of whether or not the substitution shall become the main motion. (See also Standing Rule E.7.h.)

4. Committee Reports on the Budget

Per Capita Budget

a. At the first meeting of the General Assembly for the transaction of business following the meetings of assembly committees, the assembly shall hear a report on the per capita budget from the committee that has reviewed that budget.

Amended Per Capita Budget

b. On the final day of the assembly, an amended per capita budget that incorporates the financial implications of actions taken by the assembly shall be presented to the assembly for approval.

5. Plenary Meeting Procedures

Debate

a. In debate on any pending matter, no commissioner or delegate shall be allowed to speak more than three minutes until all other commissioners or delegates who desire to speak on the pending matter have been heard.

Voting Methods

b. The General Assembly shall ordinarily decide questions by electronic voting. The Moderator may also call for unanimous consent by voice vote or show of hands. Assembly committees may recommend the use of a consent agenda for portions of their reports. In all cases, the right of any commissioner to call for one of the other forms of voting or to remove any item from the consent agenda shall be preserved.

Mindful of Effort Required to Fulfill Recommendations

c. In view of the relative ease in which studies and programs may be approved, commissioners and other assembly committee members are cautioned to be mindful of the effort required of staff and elected members to carry out the General Assembly's instructions.

Constitutional Questions

d. When the General Assembly is in plenary session, questions that touch upon constitutional matters, including rulings on questions of order involving constitutional matters requested by the Moderator, shall be handled in accordance with *Book of Order*, G-13.0112e. These questions shall be referred in writing by the Moderator to the Advisory Committee on the Constitution, which shall consider each matter referred and make recommendations directly to the General Assembly through the Moderator.

Cellular Telephones

e. Use of cellular telephones is prohibited during meetings of the General Assembly and meetings of the assembly committees. During these meetings, pagers may be used only in the silent mode.

Emergency Messages

f. Emergency messages will be relayed to a commissioner or advisory delegate during plenary meetings by way of a written message delivered by one of the Stated Clerk's designated staff or assembly assistants.

Confidentiality

g. Any person permitted to remain during any executive session is expected to agree to be bound by the confidentiality required of commissioners.

6. General Assembly Nominating Committee

Presentation of Nominations

a. Unless the General Assembly shall have made some other provision, the nominating committee shall present to each session of the General Assembly a nominee for election to each vacancy on the entities of the General Assembly that shall exist because of a scheduled end of term, resignation, death, incapacity to act, change of residence, or any other reason.

May Decline to Submit Nomination

b. The General Assembly Nominating Committee may decline to submit a nomination(s) to a particular vacancy(s) when requested to do so by the affected entity because of an expected merger of entity or a transfer of duties between entities in order to reduce the number of persons serving on a particular entity(s).

Nominating from the Floor

c. Nominating from the Floor

(1) Nominations by commissioners shall be in order unless the vacancy is required to be filled upon nomination from some other source.

(2) When any nomination for service on a General Assembly committee, council, or board comes from the floor of the assembly, the commissioner making the nomination will provide the General Assembly Nominating Committee, at least twenty-four hours in advance of the nomination being made from the floor, with pertinent information about the person whose name is being presented, as well as the name of the particular person nominated by the nominating committee whose nomination is being challenged. Such information shall be provided on the “Nomination by Commissioner Form” provided for use at the assembly and available from the Stated Clerk.

(3) In the event that there are nominations from the floor, the election shall proceed as follows:

(a) The General Assembly will deal with one challenged position at a time.

(b) The name of the General Assembly Nominating Committee’s nominee shall be placed in nomination by its moderator. The Moderator of the General Assembly shall call upon the commissioner who is placing a nomination from the floor to put that name in nomination.

(c) Once the names are placed in nomination, the order of speaking shall be first, the commissioner or a designee speaking on behalf of the floor nominee and second, the General Assembly Nominating Committee member or a designee speaking to its nominee. Both the commissioner (or designee) and the General Assembly Nominating Committee member (or designee) shall speak from the platform. Such speech shall not exceed three minutes in length. There shall be no other speeches seconding the nomination of any nominee.

(d) Without further discussion or debate, the General Assembly will move to vote.

7. Docket Time for Special Greetings

Head of Communion

a. When the Head of Communion of a member church of the World Alliance of Reformed Churches, the World Council of Churches, or the National Council of Churches is in attendance at a session of the General Assembly as an ecumenical advisory delegate or as an ecumenical representative, and proper notice is provided, the assembly shall provide up to five minutes of docket time to each such Head of Communion to present a greeting to the assembly.

Assignment of Docket Time

b. The placing of this greeting on the docket will be assigned by the Stated Clerk.

8. Announcements and Nonofficial Printed Materials

Approval for Announcements

a. Only announcements connected directly with the business of the General Assembly shall be read from the platform and all notices shall be submitted either to the Moderator or the Stated Clerk for approval. Telegrams and special letters shall be reported to the General Assembly only at times to be designated by the Moderator.

Nonofficial Printed Material

b. Printed materials that are not official business before the General Assembly may be distributed at authorized booths in the General Assembly Exhibit Hall. Other distribution is permitted in the mailboxes provided for commissioners and advisory delegates, and also can be handed out twenty-five feet or more from entrances to the building in which the General Assembly meets.

9. Distributing Study Documents

Distribution

a. Whenever the General Assembly itself shall require the distribution of a document for study (whether the proposal originates through the recommendation of an entity, the presentation of an overture or resolution, or arises during the conduct of the assembly's business) with a request for a response (whether the response is sought from individuals, congregations, governing bodies, organizations of any kind, or any combination of these), the study document shall be accompanied by resource materials, bibliography, and aids as set forth in the document "Forming Social Policy," Section 5, printed in the *Manual of the General Assembly*. Along with a response instrument and the resource materials, bibliography, and aids, the document shall be distributed on a schedule that provides for the study guide and all accompanying material to be in the possession of the proposed respondents for a minimum of twelve months before the due date of the response.

Responsible Entity Identified

b. The entity to be responsible for receiving the responses and reporting to the General Assembly the summary of the responses shall be identified in the material. The report on the responses to the study may be presented no earlier than to the General Assembly that convenes in the second year after the session of the General Assembly that approves the study.

10. Forming Social Policy

The entities of the General Assembly, including its committees, commissions, and special committees, shall be governed by the document, "Forming Social Policy" printed in the Manual of the General Assembly, when that entity is considering making a social witness policy.

11. Peaceful Demonstrations

Where Allowed

a. Peaceful demonstrations shall be allowed twenty-five or more feet outside of the entrances to the building in which General Assembly meets.

Prohibited in Building

b. Spontaneous or planned demonstrations by individuals or groups are prohibited inside the building where the General Assembly meets. The Moderator of the General Assembly shall declare all demonstrations that occur in plenary session out of order and, if demonstrators fail to immediately disband and desist, may recess the General Assembly to a fixed time and place. This rule does not prohibit the spontaneous or planned celebration of an action of the General Assembly or of any event in the life of the church.



General Assembly Meeting Worship

Services of Worship

- a. Moderator of Preceding General Assembly Responsible for Planning
- b. Ecumenical Worship
- c. In Conformity with Directory for Worship

Services of Worship

Moderator of Preceding General Assembly Responsible for Planning

a. The Moderator of the preceding General Assembly shall plan daily worship at the General Assembly, and a worship service including the celebration of the Lord's Supper; and shall provide, in advance, suitable leadership for these periods of worship. The Lord's Supper shall be celebrated at the first service of worship of the General Assembly session, and the Moderator shall preside on this occasion and preach a sermon or deliver an address. The Moderator shall seek advice to ensure inclusivity in the planning of appropriate daily worship periods. The Moderator shall assure adequate transmittal of information about the planning of worship periods to the Committee on the Office of the General Assembly.

Ecumenical Worship

b. The Stated Clerk shall plan an ecumenical period of worship and provide, in advance, suitable leadership for this period of worship.

In Conformity with Directory for Worship

c. The various acts of worship planned for the session of the General Assembly shall be in conformity with the requirements of the Directory for Worship, and shall be developed and led according to the guidance of the document, "Presbyterians at Worship in Mass Assemblies." In the preparation and conduct of all worship services, care shall be taken that all language, sight, hearing, accessibility, and other barriers be eliminated so that there can be full participation of all attendees. [Example: That printed orders of service also be printed in braille and that signing be available.]



Officers and Elections

1. **Moderator of the General Assembly**
 - a. Title/Functions
 - b. Election
 - c. Vice Moderator
 - d. Vacancy

2. **Stated Clerk of the General Assembly**
 - a. Title/Functions
 - b. Election
 - c. Acting Stated Clerk
 - d. Associate Stated Clerks

1. Moderator of the General Assembly

Title/Functions

- a. Title and Functions of the Moderator at the General Assembly

(1) The Moderator of the General Assembly is an ecclesiastical officer, along with the Stated Clerk, of the Presbyterian Church (U.S.A). The ministry of the Moderator is grounded in the ministry of baptized persons and in the particular ordained ministry of elders and ministers of the Word and Sacrament.

(2) The title of the Moderator is “The Moderator of the [number] General Assembly [(year)] of the Presbyterian Church (U.S.A.)”

(3) The Moderator of the General Assembly is a commissioner of the General Assembly.

(4) When the Moderator presides at the assembly, it is to be a sign of the bond of unity, community, and mission in the life of the church. During the period between assemblies, the Moderator serves as an ambassador of the unity of the Spirit in the bonds of peace, telling the story of the church’s life and upholding the people of God through prayer.

(5) The Moderator shall preside over the General Assembly that elects him or her, and over the meetings of the next General Assembly until a successor is elected. The Moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the governing body (*Book of Order*, G-9.0202).

(6) The Moderator and the Vice Moderator shall submit a written report of their work to the session of the General Assembly at which their successors are installed.

Election

- b. Election of the Moderator

(1) Each person nominated to serve as Moderator of the General Assembly must be a commissioner to the General Assembly. Action by presbyteries to endorse candidates for Moderator of the General Assembly shall not take place until after the adjournment of the immediately preceding assembly. The Office of the General Assembly shall provide resourcing and orientation for Moderatorial candidates.

(2) Ordinarily, no later than forty-five days prior to the convening of the assembly, the Moderatorial candidates will announce the name of a commissioner each has selected to offer to the assembly to confirm as Vice Moderator.

(3) The following campaign procedures shall be observed:

(a) Candidates should budget campaign spending of no more than \$1,500, excluding travel and meeting expenses related to their candidacy. Each candidate shall submit to the Stated Clerk an itemized statement of expenses, including travel and meeting expenses related

to his/her candidacy and in kind contributions. This statement shall be submitted to the Committee on the Office of the General Assembly prior to the convening of the General Assembly. This information shall be distributed to commissioners and advisory delegates prior to the election of the Moderator. The statement of expenses of all candidates shall be kept on file in the Office of the General Assembly following the meeting of the General Assembly. The Office of the General Assembly shall not reimburse a candidate for campaign expenses, but shall assume expenses involved in printing and distributing material submitted for information packets as outlined in Standing Rule H.1.b.(3)(e).

(b) In order to encourage reliance on the leading of the Holy Spirit in the selection of the Moderator, no candidate shall send a mailing of any campaign materials, print or electronic, to commissioners and/or advisory delegates or permit such a mailing to be sent, nor shall candidates or their advocates contact commissioners and/or advisory delegates by telephone.

(c) Distribution of written campaign materials at General Assembly outside of the candidate's room shall be limited to printed materials placed in mailboxes.

(d) On the day of the convening of the General Assembly, the Stated Clerk shall provide a room for each candidate where commissioners and advisory delegates may meet and talk with the candidate.

(e) Not less than fifteen days before the convening of the General Assembly, the Stated Clerk shall distribute to commissioners and advisory delegates an information packet containing the following material regarding each candidate for Moderator (and Vice Moderator) who is known to the Stated Clerk and who wishes to be included:

(i) A photograph, a biographical sketch, a personal statement by the candidate, including a statement regarding the candidate's sense of call to the office,

(ii) A written presentation by the presbytery having jurisdiction over the candidate, if that governing body has endorsed the candidate,

(iii) An announcement of the commissioner each candidate has selected to be presented to the assembly for confirmation as Vice Moderator if the candidate is elected,

(iv) The responses of the candidate to a questionnaire developed by the Stated Clerk.

The material submitted shall be typewritten on paper 8 1/2 x 11 inches in size. The layouts for the presentation under this standing rule (as outlined above) may be chosen by the candidates, but the copy submitted for each presentation shall be provided in one color on one side of one sheet. The material shall be submitted to the Stated Clerk no less than forty-five days before the convening of the General Assembly for reproduction and distribution, and shall be accompanied by a statement indicating the willingness of the candidate to serve as Moderator, if elected.

(4) The Moderator of the General Assembly shall be elected in the following manner:

(a) When the General Assembly is ready to elect its Moderator, only one speech shall be made placing in nomination the name of each nominee. The speech shall be made by a commissioner to the General Assembly. Such speech shall not exceed five minutes in length. There shall be no speeches seconding the nomination of any nominee. The order of speaking shall be determined by lot, the drawing conducted by the most recent Moderator attending the General Assembly.

(b) After nominations are closed, each nominee shall be afforded an opportunity to address the General Assembly for a time not to exceed five minutes, expressing the concerns that nominee feels to be the most important for the church. The nominees shall speak in the same order as the presentation of nominating speeches.

(c) At the conclusion of all the presentations by the nominees, they shall respond to questions from the floor. The first question shall be addressed to the nominee who spoke first in the original presentation, and the same question shall then be put to the other nominees in

the same order in which they spoke earlier. The second question shall be directed to the second nominee in this order and then to each of the other nominees in sequence. Each nominee shall be afforded an opportunity to answer each question. This process shall continue for a period not to exceed the number of nominees times fifteen minutes, or for one hour, whichever is shorter, unless terminated earlier by vote of the General Assembly.

(d) Where there is only one nominee for Moderator, the election may be by acclamation. Where there is more than one, the election may be by secret ballot in one of the following ways:

(i) Each commissioner shall vote by means of an electronic voting system. The Stated Clerk shall advise the Moderator of the totals. The Moderator shall announce the result of the vote as tabulated. If no nominee has received a majority of the whole vote, another vote shall be taken in the same manner. When one nominee shall have received a majority, the Moderator shall announce the result and declare the nominee to be elected.

(ii) If the assembly votes to use paper ballots, the Stated Clerk shall provide ballots and assign no fewer than ten commissioners to act as tellers, collecting and counting the ballots. The results shall be given to the Stated Clerk who shall report the totals to the Moderator who shall announce them to the assembly.

(5) The Stated Clerk shall provide a service of installation for the newly elected Moderator as the last item of business at the session in which the Moderator is elected. The family of the newly elected Moderator and all present previous Moderators shall be invited to the platform. The service shall use the order of service for “Installation of Governing Body Officers and Staff” from the *Book of Occasional Services*. The processional banner of the Moderator shall precede the newly elected Moderator into the assembly. The Moderator’s cross and stole shall be presented by the most recent serving Moderator. A representative of the presbytery of the Moderator’s membership shall ask the questions of installation. The newly elected Moderator invites a person to lead the prayer of installation. The most recent serving Moderator gives the charge, a hymn is sung by the assembly, and the newly elected Moderator gives the benediction.

Vice Moderator

c. Vice Moderator

(1) Ordinarily, no later than forty-five days before the convening of the assembly, a Moderatorial candidate shall announce the selection of a commissioner who will be proposed to serve as Vice Moderator. At the next business session of the assembly following the election of the Moderator, the Moderator shall propose to the assembly the name of the commissioner for Vice Moderator. After a brief speech by the person selected, the assembly shall immediately proceed to vote on his or her confirmation. Should there be no confirmation, the Moderator shall bring another commissioner’s name for confirmation to the next business session of the assembly. The Stated Clerk shall provide a service of installation for the newly elected Vice Moderator.

(2) The Vice Moderator represents the assembly at the request of the Moderator. When the Vice Moderator serves in this capacity, all those duties incumbent on the Moderator shall be expected of him/her.

(3) The Moderator may request the Vice Moderator to preside and to assist in the performance of other functions of the Moderator during and following the General Assembly.

Vacancy

d. Vacancy in the Office of the Moderator or Vice Moderator

(1) Should the office of the Moderator of the General Assembly become vacant, the Vice Moderator shall fulfill the functions of the Moderator. In such circumstance, all constitutional obligations and functions as prescribed by the Standing Rules of the General Assembly and the *Book of Order* shall be incumbent upon the Vice Moderator of the General Assembly.

(2) Should the office of the Vice Moderator of the General Assembly also become vacant, the most recent living Moderator shall fulfill the functions of the Moderator as specified in the *Constitution* of the church.

2. Stated Clerk of the General Assembly

Title/Functions

a. Title and Functions of the Stated Clerk at the General Assembly

(1) The title of the Stated Clerk is “The Stated Clerk of the General Assembly of the Presbyterian Church (U.S.A.)” and may be used by the incumbent until a successor is elected and takes office.

(2) The Stated Clerk is accountable, through the Committee on the Office of the General Assembly, to the General Assembly for the performance of the duties of the office, and shall present to each meeting of the General Assembly a report on the state of the church.

(3) The Stated Clerk is responsible for all matters related to the sessions of the General Assembly and all other matters relative to and arising from the General Assembly for which no other assignment has been made.

(4) The Stated Clerk shall also be responsible for guidance of the procedures for candidates seeking the office of Moderator, and for supervision of the election of each Moderator.

(5) In accordance with directives from previous General Assemblies and in consultations with the Committee on the Office of the General Assembly, the General Assembly Council, and other General Assembly agencies, the Stated Clerk is authorized to decide on matters pertaining to facilities and special events that must be established before the first meeting of the Assembly Committee on Bills and Overtures.

(6) The Stated Clerk shall receive all reports, communications, overtures, and any other materials appropriate for General Assembly consideration. The Stated Clerk shall recommend to the Committee on the Office of the General Assembly, for presentation to the Assembly Committee on Business Referral, a referral of such items of business coming before the General Assembly (Standing Rule C.3.e.).

(7) The Stated Clerk shall prepare for consideration of the Committee on the Office of the General Assembly a proposed docket for the General Assembly’s consideration of its business (Standing Rule C.4.a.). The Committee on the Office of the General Assembly shall present the proposed docket to the first meeting of the Assembly Committee on Bills and Overtures so that it may recommend a docket to the commissioners at the first business session. The docket presented to the Assembly Committee on Bills and Overtures shall provide a time early in the General Assembly for a report by the Stated Clerk on the state of the church, and for a report by the Committee on the Office of the General Assembly.

(8) The Stated Clerk shall propose to the General Assembly the number of assembly committees and a name for each committee after consultation with the Committee on the Office of the General Assembly and the appropriate General Assembly entity or entities (Standing Rule C.1.). The Stated Clerk shall present the committee structure to the General Assembly for ratification at the first business session. Each commissioner and advisory delegate shall be assigned by random selection to one assembly committee at least forty-five days before the opening date of the General Assembly (Standing Rule C.2.).

(9) The Stated Clerk shall provide opportunity for orienting the commissioners, advisory delegates, and others taking part in the session of the General Assembly. The use of *Robert’s Rules of Order*, sources of parliamentary advice, and the availability of resource persons and materials to facilitate their work should be part of the orientation.

(10) The Stated Clerk shall be the parliamentarian for the meetings of the General Assembly, or arrange for the service of a professional parliamentarian.

(11) The Stated Clerk shall transmit to the governing bodies and agencies of the assembly, persons who presented business to the assembly, and others affected by the assembly’s actions, a report on actions of the General Assembly on matters pertaining to their concerns. The Stated Clerk shall transmit to the presbyteries all assembly actions on which the presbyteries are requested to take action.

(12) As soon as practicable after the adjournment of the General Assembly, the Stated Clerk shall publish the assembly's proceedings and other documents as the assembly may direct in an appropriate format (i.e. print or electronic) to be determined by the Stated Clerk.

Election

b. Election of the Stated Clerk

(1) The *Constitution of the Presbyterian Church (U.S.A.)* requires the election of a Stated Clerk and the standing rules describe the procedures for the election. The Stated Clerk of the General Assembly shall be elected for a term of four years and is eligible for reelection to additional four-year terms. The Stated Clerk is accountable to the General Assembly for the performance of the assigned functions.

(2) The Stated Clerk of the General Assembly shall be elected in the manner described in this standing rule. No member of the Committee on the Office of the General Assembly or other persons involved in this procedure as a member of the search committee or as a person providing staff services to the committee may be considered for nomination as Stated Clerk. The incumbent Stated Clerk may not participate in any way in the election process described in this standing rule. In the year there is an election of a Stated Clerk, the Moderator shall appoint a temporary Stated Clerk during the period of the election at the General Assembly.

(3) The General Assembly that meets prior to the end of the term of a Stated Clerk shall elect a Stated Clerk Review/Nomination Committee.

(a) The slate of nominees for the review/nomination committee shall consist of the following: three members of the Committee on the Office of the General Assembly (nominated by the Committee on the Office of the General Assembly, one of whom shall serve as moderator of the committee), one member of the General Assembly Council (nominated by the General Assembly Council), and five at-large members nominated by the General Assembly Nominating Committee in the following categories: one governing body stated clerk and four persons (two elders and two clergy) from among commissioners who have attended an assembly in the past six years. The General Assembly Nominating Committee shall present to the assembly for election the slate of nominees for the Stated Clerk Review/Nomination Committee. The slate presented shall reflect the denomination's commitment to inclusiveness.

(b) Nominations from the floor for the review/nomination committee shall be in order following the distribution of the printed list of proposed nominees by the General Assembly Nominating Committee and a declaration by the Moderator that the names are in nomination. Names placed in nomination from the floor shall be in opposition to a particular name of an at-large member placed in nomination by the General Assembly Nominating Committee. More than one person may be placed in nomination from the floor in opposition to an at-large nominee.

(c) The Committee on the Office of the General Assembly shall be responsible for providing the review/nomination committee with an up-to-date position description.

(d) The Committee on the Office of the General Assembly will ensure that an adequate budget for the review and nomination process is provided in the Office of the General Assembly and shall designate staff services for the Stated Clerk Review/Nomination Committee.

(e) The review/nomination committee shall begin its work within sixty days of the close of the assembly in which it was elected.

(f) The review/nomination committee, once established, shall be responsible for conducting the end-of-term evaluation of the Stated Clerk.

(i) The Stated Clerk shall declare his or her intention to be renominated no later than one hundred and eighty days before the beginning of the opening of the General Assembly.

(ii) The review/nomination committee shall declare its intention to nominate or to not nominate the incumbent Stated Clerk no later than one hundred and fifty days before the opening of the General Assembly.

(iii) The committee will receive other applications for the position of Stated Clerk.

(g) In the event that the Stated Clerk chooses not to be nominated for another term, or the committee chooses not to nominate the incumbent Stated Clerk for reelection, then the committee shall proceed with the responsibility to conduct a search, including the recruiting, receiving applications, screening, interviewing, and selecting a candidate for Stated Clerk to nominate to the next assembly.

(h) Each applicant will provide the committee, no later than one hundred and twenty days before the opening of the General Assembly, with a completed application form (a form designed in advance by the Search Committee for a Stated Clerk) and letters of reference or recommendation. Additional written material may be requested by the committee. No one may be nominated to serve as Stated Clerk who has not provided an application to the committee.

(i) The committee shall declare its nominee no later than sixty days before the opening of the General Assembly.

(j) Any of the applicants for the position of Stated Clerk, including the incumbent Stated Clerk if not the nominee of the committee, who wish to be placed in nomination against the nominee of the committee shall declare their intention to the committee to do so no later than forty-five days before the opening of the General Assembly.

(k) At the convening of the General Assembly, the Office of the General Assembly shall distribute to commissioners and advisory delegates an information packet containing the following material regarding each candidate for Stated Clerk who wishes to be included:

(i) A photograph, a biographical sketch, a personal statement by the candidate, including a statement regarding the candidate's sense of call to the office,

(ii) The responses of the candidate to a questionnaire developed by the committee based upon issues that will be before the church as presented in business to be considered by the General Assembly.

(iii) The material submitted shall be typewritten on paper 8-1/2 x 11 inches in size. The layouts for the presentation under this standing rule (as outlined above) may be chosen by the candidates, but the copy submitted for each presentation shall be provided in one color on one side of one sheet. The material shall be submitted to the Office of the General Assembly no less than thirty days before the convening of the General Assembly for reproduction and distribution and shall be accompanied by a statement indicating the willingness of the candidate to serve as Stated Clerk, if elected.

(4) The election of the Stated Clerk will take place in the following manner:

(a) Within forty-eight hours of the convening of the assembly, the Stated Clerk Review/Nomination Committee shall place in nomination a single nominee.

(b) The Moderator shall then invite nominations from the floor. Only one speech, not to exceed five minutes in length, shall be made to nominate each nominee. There shall be no speech seconding any nomination. Each person nominated from the floor shall reaffirm a willingness to serve as Stated Clerk, if elected.

(c) In the event there are no nominations from the floor, the election shall proceed immediately as follows:

(i) The nominee for Stated Clerk shall be given an opportunity to address the assembly for a time not to exceed five minutes, expressing the nominee's views regarding the functions and work of the Stated Clerk of the General Assembly.

(ii) The Moderator shall inquire of commissioners whether there are questions to be asked of the Stated Clerk Review/Nomination Committee. Time allocated shall not exceed fifteen minutes. The Moderator shall inquire of commissioners whether there are questions to

be asked of the nominee for Stated Clerk. The time allocated should not exceed fifteen minutes, after which the voting shall take place. The election shall be by majority vote.

(d) In the event there are nominations from the floor, the election shall proceed as follows:

(i) The election of the Stated Clerk shall take place as the first order of business on the next to last day of the assembly's session.

(ii) Each nominee shall be given an opportunity to address the assembly for a time not to exceed five minutes, expressing the nominee's views regarding the functions and work of the Stated Clerk of the General Assembly. The nominees shall speak in the same order as the presentation of nominating speeches.

(iii) The Moderator shall inquire of commissioners whether there are questions to be asked of the nominees for Stated Clerk. The first question shall be addressed to the nominee who was nominated first and the same question shall then be put to the other nominees in the same order in which they were nominated. The second question shall be directed to the second nominee in this order and then to each of the other nominees in sequence. Each nominee shall be afforded an opportunity to answer each question. This process shall continue for a period not to exceed the number of nominees times fifteen minutes, or for one hour, whichever is shorter, unless terminated earlier by vote of the General Assembly.

(5) Should there be a vacancy in the office of the Stated Clerk, the General Assembly Nominating Committee shall propose to the assembly, if the assembly is in session, members for the Stated Clerk Review/Nomination Committee, or shall propose to the Moderator for appointment, if the assembly is not in session, to a Stated Clerk Review/Nomination Committee. This committee shall be composed of members as outlined in Standing Rule H.2.b. and begin the process of a search for a candidate for Stated Clerk. The Committee on the Office of the General Assembly shall designate an acting Stated Clerk until such time as a Stated Clerk is elected.

(6) The Stated Clerk Review/Nomination Committee shall be dismissed at the adjournment of the session of the General Assembly at which the committee presents a nominee for Stated Clerk.

(7) A new Stated Clerk shall assume office at the adjournment of the assembly, with a period of transition between Stated Clerks to be negotiated by the Committee on the Office of the General Assembly.

Acting Stated Clerk

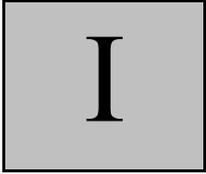
c. Acting Stated Clerk

In case of the incapacity, resignation, or death of the Stated Clerk, the Committee on the Office of the General Assembly shall designate an Acting Stated Clerk until such time as the Stated Clerk is able to resume the duties or the General Assembly elects a new Stated Clerk. The person so designated may be one of the Associate Stated Clerks or another person eligible for election as Stated Clerk.

Associate Stated Clerks

d. Associate Stated Clerks

The General Assembly may elect one or more Associate Stated Clerks as the General Assembly shall determine. The Stated Clerk shall nominate persons to fill each such office after consultation with the Committee on the Office of the General Assembly. The term of office shall be four years, subject to reelection at the pleasure of the General Assembly.



General Assembly Arrangements

1. Date and Place of Meeting

- a. Determining Date and Place
- b. Presbytery Invitations
- c. Criteria
- d. Rotating the Place of the Meeting

2. Meeting Arrangements

- a. Arrangements and Housing
- b. Assembly Assistants
- c. Simultaneous Interpretation
- d. Sponsorship of Events

3. Reimbursing Commissioner Expenses

- a. Reimbursement/Per Diem
- b. Reimbursement for Alternate Commissioner

4. Assembly Meeting Work Group

- a. Membership
- b. Responsibilities

1. Date and Place of Meeting

Determining Date and Place

a. The General Assembly of the Presbyterian Church (U.S.A.) shall meet on the date and at the place fixed by the preceding General Assembly for a period, which shall be known as a session of the General Assembly, preferably between May 15 and July 31, subject to the possibility of change (see Standing Rule I.4.b.(10) and *Book of Order*, G-13.0104, for exceptions). The Committee on the Office of the General Assembly shall recommend to the General Assembly for its action the date and place of meeting six years hence and any necessary changes in dates and places of meetings previously set. Should action regarding date or place of meeting become necessary at a time when the General Assembly is not in session, this committee is empowered to fix a new date or place of meeting.

Presbytery Invitations

b. The host body for any session of the General Assembly shall be a presbytery(s) of the Presbyterian Church (U.S.A.). Any presbytery that desires to invite the General Assembly to meet within its bounds shall forward an invitation to the Stated Clerk no later than May 1 of the year that is seven years prior to the earliest effective date of the invitation.

Criteria

c. The Committee on the Office of the General Assembly shall determine the criteria that render a place an eligible site for a meeting of the General Assembly, including the requirement that all meeting arrangements shall be made to facilitate full participation by persons with disabilities. These criteria may be obtained from the Office of the General Assembly.

Rotating the Place of the Meeting

d. In order to distribute the benefits experienced from hosting a General Assembly meeting throughout the church, the place of meeting shall be rotated among the following four areas (unless prevented by financial or other practical considerations):

- Area A: Synod of Alaska/Northwest, Synod of the Pacific, Synod of Southern California and Hawaii, Synod of the Rocky Mountains, Synod of the Southwest;
- Area B: Synod of the Sun, Synod of Lakes and Prairies, Synod of Mid-America;
- Area C: Synod of Living Waters, Synod of Lincoln Trails, Synod of the Covenant;
- Area D: Synod of South Atlantic, Synod of Puerto Rico, Synod of the Northeast, Synod of the Trinity, Synod of the Mid-Atlantic.

2. Meeting Arrangements

Arrangements and Housing

a. The Stated Clerk shall oversee all arrangements for the meeting and housing of the General Assembly, including: the assignment of time and place for all special events and public meetings connected with or scheduled at the time of the General Assembly; the assignment of time and place for exhibits at the General Assembly; and the assignment of commissioners, advisory delegates, and others to hotels and other accommodations.

Assembly Assistants

b. The Stated Clerk shall appoint persons to serve as assembly assistants for the duration of the General Assembly. Persons appointed shall not be commissioners to the General Assembly or staff members of entities of the General Assembly. Assembly assistants shall be assigned to particular tasks to facilitate the work of the General Assembly. The appointments shall be made in accordance with *Book of Order*, G-4.0403.

Simultaneous Interpretation

c. The Stated Clerk shall arrange for the simultaneous interpretation of proceedings into Spanish and Korean languages for any participant during plenary meetings of the General Assembly. This service shall also be provided during assembly committee meetings, services of worship, and other events during the assembly for commissioners, advisory delegates, ecumenical guests, and, when possible, for other participants.

Sponsorship of Event

d. An event scheduled before, during, or immediately following a session of the General Assembly and extending an invitation to any or all participants of the assembly shall clearly identify the sponsor or sponsoring organization(s) in any invitations, announcements, or other publicity about the event.

3. Reimbursing Commissioner Expenses

Reimbursement/ Per Diem

a. The approved reimbursement for the travel expenses, food, lodging, and other approved expenses of commissioners at the sessions of the General Assembly shall be paid by the treasurer or the treasurer's designee. The treasurer shall have the authority to deposit funds for such purposes in a bank or trust company where the General Assembly is to be in session. Commissioners shall be reimbursed by means of individual checks upon receipt of a voucher on a form provided by the treasurer. The Stated Clerk shall recommend to the Committee on the Office of the General Assembly the amount of any per diem. The Committee on the Office of the General Assembly shall set the per diem, and the Stated Clerk shall publish such per diem in the materials (print or electronic) provided to the commissioners. The treasurer shall determine the manner in which such checks shall be distributed and shall announce the place or places where such checks may be cashed.

Reimbursement for Alternate Commissioner

b. The Office of the General Assembly shall reimburse an alternate commissioner for cost of meals (as specified in the per diem expenses for the particular session of the assembly to which the person is commissioned) during the period in which the alternate is actually seated as a commissioner. The total of the payments to the two persons shall not be larger than payment to a single commissioner attending the full assembly. The Office of the General Assembly shall reimburse either the original commissioner or the alternate who replaced the original commissioner for the costs of transportation and other approved expenses, but not both. It shall be the responsibility of the two individuals, with the assistance of the presbytery that elected them, to determine an appropriate division of the costs, whether reimbursement was in cash or a prepaid ticket was provided. Both persons shall be listed in the *Journal* as commissioners, with an indication of the period during which they served.

4. Assembly Meeting Work Group

Membership

a. The Committee on the Office of the General Assembly shall establish a work group on assembly arrangements to be composed of designated members from the Committee on the Office of the General Assembly, the Stated Clerk, the Moderator of the General Assembly, and the Executive Director of the General Assembly Council. The moderator of the Commit-

tee on Local Arrangements, and the moderator and vice moderator of the Assembly Committee on Bills and Overtures (when selected) shall be nonvoting members of the committee at all meetings in which matters will be considered that affect their particular work. This work group shall be assigned responsibilities (1) through (10) in this Standing Rule I.4.b.

Responsibilities

b. Responsibilities

- (1) Review the evaluation of each General Assembly session secured by the Stated Clerk.
- (2) Outline the programs for future General Assemblies sufficiently in advance to ensure an orderly progression of themes and emphases and to ensure the appointment of significant speakers and other program participants.
- (3) Review and present to the Assembly Committee on Business Referral a recommendation regarding the Stated Clerk's proposed docket for the next session of the General Assembly.
- (4) Review and present to the Assembly Committee on Business Referral a recommendation regarding the Stated Clerk's proposed referral of each item of business to an appropriate assembly committee.
- (5) Assist the Moderator regarding the appointment of a commissioner to be the moderator of each assembly committee and a commissioner to serve as vice moderator of each assembly committee.
- (6) Consult with the Moderator regarding the planning of all worship at the General Assembly.
- (7) Coordinate the programmatic aspects of each General Assembly session, ensuring that adequate time is provided for the business that must be transacted.
- (8) Review requests from entities of the General Assembly, governing bodies, other entities related to the Presbyterian Church (U.S.A.) in any way, or coalitions in which this denomination or any of its entities participate to schedule meetings, briefings, hearings, or other events of any kind during those hours when the General Assembly or its committees are in session.
- (9) Prepare a report, including recommendations on the docket and the referral of assembly business, to be printed and distributed with other materials provided to commissioners.
- (10) Review and present to the General Assembly for its action the date and place of meeting six years hence and any changes in dates and places of meetings previously set.



Special Meetings of the General Assembly

1. Method of Calling

- a. Petition's Subject Matter
- b. Resolution Form
- c. Not Called for Discussion Only
- d. Resolved 1 or 2 Days
- e. Full Text on Each Page of Petition
- f. Consult with Assembly Committee on Bills and Overtures
- g. 120-day Requirement

2. Signatures

- a. Verification of PC(USA) Membership
- b. Verification of Signature
- c. Removal Request
- d. Failure to Reply
- e. Verification Process Report

3. Date and Location

- a. Report of Decision to Call Meeting
- b. COGA Sets Date and Place
- c. Expense Plan
- d. Letter of Notification

1. Method of Calling

The *Book of Order* permits the calling of special meetings of the General Assembly (G-13.0104). The method of calling a special meeting is the required number of commissioners submitting a petition with the full text of the resolution to the Moderator of the General Assembly.

Petition's Subject Matter

a. A special meeting may be called providing the petition's subject matter falls within the General Assembly's responsibilities. (G-13.0103).

Resolution Form

b. The urgent matter shall be brought in the form of a resolution or resolutions, stating the specific action proposed to be taken by the commissioners at the special meeting and shall include the reasons for proposing the decision to be made.

Not Called for Discussion Only

c. A special meeting may not be called for the purpose of discussion only.

Resolved in 1 or 2 Days

d. The matters should be able to be resolved in a session of one or two days.

Full Text on Each Page of Petition

e. The full text of the resolution shall appear on each page of the signed petitions.

Consult with Assembly Committee on Bills & Overtures

f. The Moderator may consult with the Assembly Committee on Bills and Overtures to determine any questions concerning whether the resolution meets the criteria for a called meeting or concerning the specific actions in the proposed resolution. This may take place by conference call.

120-day Requirement

g. Resolutions requiring or proposing constitutional interpretation are subject to the 120-day requirement in G-13.0112c. The 120-day requirement begins upon receipt of the petition by the Moderator. The Moderator may consult with the Advisory Committee on the Constitution (ACC) to determine any questions concerning whether the resolution requires a constitutional interpretation.

2. Signatures

The *Book of Order* establishes the minimum number of signatures to require a called meeting. The Moderator, upon receipt of the petition, shall ask the Stated Clerk to complete the following within thirty days:

**Verification of
PC(USA)
Membership
Verification of
Signature**

a. Send each presbytery stated clerk or clerk of session a letter verifying the current Presbyterian Church (U.S.A.) membership of the individual signatory to the petition.

b. Send each signatory to the petition a letter of verification asking the commissioner to verify the signature on the petition and if the commissioner concurs with the purpose of the request as stated in the resolution.

Removal Request

c. During the verification process, a commissioner may request removal of his or her name from the petition by notifying the Stated Clerk.

Failure to Reply

d. After all reasonable efforts to establish contact have been made, the name of a commissioner failing to reply to the letter of verification shall be removed from the petition.

**Verification
Process Report**

e. The Stated Clerk shall report to the Moderator the results of the verification process.

3. Date and Location

The Committee on the Office of the General Assembly has the responsibility to fix the date and place of a meeting of the General Assembly when the General Assembly is not in session.

**Report of
Decision to Call
Meeting**

a. Upon receiving certification from the Stated Clerk that the petition has met the requirements of the *Book of Order* and the Standing Rules of the General Assembly, the Moderator shall report to the Committee on the Office of the General Assembly (COGA) the decision to call the meeting.

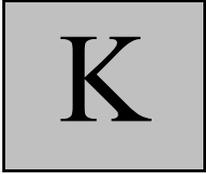
**COGA Sets Date
and Place
Expense Plan**

b. The COGA shall set the date and place of a called meeting.

c. The COGA shall submit to the called meeting a plan to pay for its expenses. This plan shall be considered to be part of the business of the special meeting.

**Letter of
Notification**

d. The letter of notification of the called meeting will be mailed to the commissioners no later than sixty days before the start of the meeting.



Commissions, Special Committees, and Special Administrative Review

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Commissions and Special Committees <ol style="list-style-type: none"> a. Purpose b. Considerations for Creating c. Appointed by Moderator d. Length of Existence and Reports e. Review f. Representation at General Assembly and Funding g. Coordination h. Staff Services | <ol style="list-style-type: none"> 2. Special Administrative Review of Synods <ol style="list-style-type: none"> a. Three Ways to Review b. Written Request for Review |
|---|---|

1. Commissions and Special Committees

Purpose

a. Unless otherwise specified in the assembly’s action, any body or group established by the General Assembly to carry out decisions of the assembly, or instructed to report to the assembly, or make recommendations to the assembly, or both, shall be known as a commission or special committee (see *Book of Order*, G-9.0500). The purposes of a special committee must be ones that cannot be undertaken by the work of an existing corporation or entity under its assigned responsibilities. Due to the financial and staffing implications, before authorizing the establishment of a special committee, the assembly shall hear a report from the Assembly Committee on Bills and Overtures, which shall have consulted with the most closely related entity and a member designated from the Committee on the Office of the General Assembly, as to whether the work to be assigned to the special committee could more effectively and economically be assigned to that entity.

Considerations for Creating

b. The Assembly Committee on Bills and Overtures shall be notified by any assembly committee whenever there is discussion about the creation of a special committee. In discussing the possible creation of a special committee, the Assembly Committee on Bills and Overtures shall hear from related corporation or entity representatives as well as representatives from the assembly committee considering the proposal. Financial implications of special committees should accompany any recommendation for action by the assembly. The written comment of the Assembly Committee on Bills and Overtures must be incorporated as background in the report of the assembly committee containing a recommendation to create a special committee.

Appointed by Moderator

c. Any commission or special committee authorized by the General Assembly, unless otherwise designated, shall be appointed by the Moderator. The Moderator is also authorized to fill by appointment any vacancies that may occur in any of such commissions or committees. No minister, elder, or other person shall be appointed to serve on more than one such commission or committee except by consent of the General Assembly.

Length of Existence and Reports

d. Special committees shall complete their work within two years unless the General Assembly that authorized its establishment specifies a different period. Special committees shall submit a written report to the General Assembly that shall include a recommendation to extend its existence (if beyond the period authorized), or, at the conclusion of its work, a recommendation for dismissal. Special committees shall also publish interim reports, no less

than annually, by electronic or print means. Such interim reports shall indicate the progress made by the special committee on its assigned tasks and offer a timeline and process for completing its work. When a special committee requests an extension of its existence, the request shall be referred to the Committee on the Office of the General Assembly. After consultation with the most closely related assembly entity, the Committee on the Office of the General Assembly will recommend to the assembly whether the project shall be reassigned to the entity, remain with the special committee, or be terminated. Any extension to its existence shall require a two-thirds vote of the commissioners.

Review

e. The Committee on the Office of the General Assembly shall review the work of each special committee and include in its report to each session of the General Assembly a summary of the work being carried out by each special committee, including any recommendation to transfer the work assigned to a special committee elsewhere, or to dismiss the committee. A special committee shall not consider matters currently referred to another special committee or entity.

Representation at General Assembly and Funding

f. The expenses of one member of a special committee or commission to attend the General Assembly session to make any oral presentation of the report of the committee or commission that may be docketed, and to respond to questions concerning that report shall be paid by the General Assembly through the regular budget of the committee or commission. This member shall be designated as the corresponding member. The exceptions to this rule are as follows:

(1) At the General Assembly meeting in which the final report of the committee or commission is presented, the moderator, who shall serve as the corresponding member of the committee or commission, and one other designated member of the committee or commission shall attend to present the report and serve as resource to the committee considering the report. Unless otherwise approved in advance by the Moderator of the preceding General Assembly in consultation with the Committee on the Office of the General Assembly (due to special circumstances), only the expenses of these two authorized representatives shall be reimbursed by the General Assembly through the regular budget of the committee or commission.

(2) In the event of a minority report, a designated member of the committee's or commission's minority shall also be invited to attend. The expenses of this member shall be reimbursed by the General Assembly through the regular budget of the committee or commission.

(3) Other members of special committees or commissions, not otherwise referred to in this standing rule, shall be reimbursed for attendance at a General Assembly session only if they are individually involved in hearings or other official purposes.

Coordination

g. Any such commission or committee shall consult with and advise the General Assembly Council on the progress of its work in order to assist the council in its responsibility for coordinating the work of the entities of the General Assembly and the work of presbyteries and synods.

Staff Services

h. The Stated Clerk shall provide staff services and other assistance to such commissions and committees in order to facilitate and coordinate their work. The work of commissions and special committees shall be funded through the per capita budget of the Office of the General Assembly.

2. Special Administrative Review of Synods**Three Ways to Review**

a. The General Assembly has authority to undertake special administrative review of synods (*Book of Order*, G-13.0103k). There are three ways the General Assembly could be requested to consider such review:

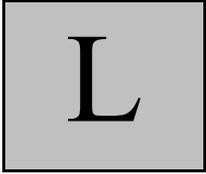
(1) by an overture from a presbytery or synod (G-11.0103t(3); G-12.0102o(2); Standing Rule A.3.;

(2) by request from one of the General Assembly entities (Standing Rule A.2.); or

(3) By a commissioners' resolution (Standing Rule A.8.). If such overture, request, or resolution is acted on favorably by the General Assembly, the General Assembly could undertake Special Administrative Review (G-9.0408–.0410) through commission or special committee as provided for in Standing Rule K.5. and G-9.0501–.0503.

**Written Request
for Review**

b. Special administrative review of an alleged synod irregularity or delinquency may occur when a written request for such review is received by the Stated Clerk of the General Assembly from another synod or a presbytery within the synod of the alleged irregularity or delinquency. If the request relates to an alleged delinquency, the request can only be filed with the Stated Clerk after the failure or refusal of the synod to cure the alleged delinquency at its next meeting, having been requested to do so in writing prior to the meeting. When the request for special administrative review is received, the Stated Clerk shall convene a meeting of the Moderator of the General Assembly, the moderator of the General Assembly Council, and the moderator of the Committee on the Office of the General Assembly. If the request is in order and all the moderators agree that for the good of the church the special administrative review needs to be undertaken before the next meeting of the General Assembly (when the request could be considered by the whole General Assembly), the Moderator of the General Assembly shall appoint a special committee (Standing Rule K.5.) to conduct a special administrative review in accordance with G-9.0408–.0410 and report its findings and recommendations to the next General Assembly.



Amendment or Suspension of the Standing Rules

1. **Recommending Amendments to the Standing Rules**
 2. **Amending the Standing Rules**
 3. **Suspending the Standing Rules**
-

Recommending Amendments to the Standing Rules

1. In consultation with the Committee on the Office of the General Assembly, the Stated Clerk shall recommend to the next session of the General Assembly any changes in the Standing Rules of the General Assembly deemed necessary. The Stated Clerk shall consult with the Committee on the Office of the General Assembly before proposing to the General Assembly any amendment to the standing rules.

Amending the Standing Rules

2. The Standing Rules of the General Assembly may be amended by a two-thirds vote of the total enrollment of the commissioners. A motion to amend the rules is debatable.

Suspending the Standing Rules

3. A motion to suspend the standing rules is not debatable and shall require a two-thirds vote of the total enrollment of the commissioners.



General Assembly Officers and Committees And the Office of the General Assembly

- 1. **Moderator of the General Assembly**
 - a. Title
 - b. Function
 - c. Enabling Service
 - d. Vice Moderator
 - e. Accountability
- 2. **Stated Clerk of the General Assembly**
 - a. Title
 - b. Functions
 - c. Office of the General Assembly
- 3. **Committees of the General Assembly**
 - a. Serving
 - b. Committee on the Office of the General Assembly
 - c. Advisory Committee on the Constitution
 - d. Advisory Committee on Litigation
 - e. General Assembly Nominating Committee
 - f. Board of Directors, Presbyterian Historical Society
 - g. Committee on Ecumenical Relations
- 4. **Review of Agencies and Committees**

1. Moderator of the General Assembly

The Moderator of the General Assembly is an ecclesiastical officer, along with the Stated Clerk, of the Presbyterian Church (U.S.A). The ministry of the Moderator is grounded in the ministry of baptized persons and in the particular ordained ministry of elders and ministers of the Word and Sacrament.

Title a. The title of the Moderator is “The Moderator of the (number) General Assembly (year) of the Presbyterian Church (U.S.A.).”

Function b. The Moderator of the General Assembly is a commissioner of the General Assembly.

When the Moderator presides at the assembly, it is to be a sign of the bond of unity, community, and mission in the life of the church. During the period between assemblies, the Moderator serves as an ambassador of the unity of the Spirit in the bonds of peace, telling the story of the church’s life and upholding the people of God through prayer.

When the Moderator travels throughout the church, it is for the purpose of strengthening the mission of congregations and governing bodies, encouraging officers and members, and their work. The Moderator listens for the joys and concerns of the church and ascertains the needs of the world and the gifts of the church’s mission program.

When the Moderator serves as an ecumenical representative, s/he expresses the concern of Reformed churches for the visible unity of Christ’s body and fuller communion among churches.

When the Moderator visits national and international mission sites, s/he encourages mission personnel, brings the prayerful concern of Presbyterian Church (U.S.A.) to sister churches, and helps to proclaim the gospel of Christ to the world.

When the Moderator addresses the church and the society, s/he speaks pastorally and prophetically from within the standards of the Presbyterian Church (U.S.A.), preserving the rights and responsibilities outlined in G-6.0108.

(1) The Moderator shall preside over the General Assembly that elects him or her, and over the meetings of the next General Assembly until a successor is elected. “The Moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the governing body” (*Book of Order*, G-9.0202).

(2) The Moderator of the General Assembly is a voting member of the General Assembly Council and the Committee on the Office of the General Assembly. The Moderator of the General Assembly may attend and participate without vote in the meetings of all other entities of the General Assembly.

(3) The Moderator shall be the official representative of the church at gatherings and functions, both civic and ecclesiastical, at which the Presbyterian Church (U.S.A.) is invited or expected to be represented, unless otherwise provided by the General Assembly. In the event that the Moderator is unable to attend, the Vice Moderator, or some other person designated by the Moderator in consultation with the Stated Clerk, may represent the church.

(4) The Moderator and the Vice Moderator shall submit a written report of their work to the session of the General Assembly at which their successors are installed.

Enabling Service

c. Enabling the Moderator and Vice Moderator to Serve

(1) It is incumbent upon the church to understand, respect, and remain accountable for the balance of the stewardship of time between the ministry of the Moderator and Vice Moderator and the larger vocation of the ones serving in these roles. That balance includes a commitment to respect the need for Sabbath by the Moderator and Vice Moderator of the General Assembly.

The church should expect the Moderator to ordinarily spend no more than half of her/his work time responding to invitations in attending meetings of General Assembly entities, in participating in other opportunities, and attending to constitutional functions. In assisting the Moderator in these activities, the church should expect the Vice Moderator to ordinarily spend no more than a third of her/his work time.

(2) The Moderator, the Vice Moderator, and the Office of the General Assembly shall jointly develop a comprehensive plan for their travel based upon the mission of the church and the needs of agencies, governing bodies, institutions, ecumenical partners, and other constituencies.

Each synod, in consultation with its presbyteries, will be invited to develop a plan for itineration of the Moderator or Vice Moderator. Ordinarily, a single invitation for a visit within a presbytery will be accepted during each term.

(3) The Stated Clerk shall request the congregation or employer of the Moderator and Vice Moderator to grant a leave of absence for time appropriate to their commitments to permit the Moderator and Vice Moderator to fulfill the functions of their offices.

No later than three months following the election, the Stated Clerk, in consultation with the Moderator and Vice Moderator and representatives of the congregation or employer they serve, shall conduct an appropriate service of dedication and covenant between these leaders and their faith and/or vocational community, recognizing the unique demands and responsibilities placed upon these officers.

(4) To prevent financial sacrifice to these leaders personally, or undue adverse effect upon the work in which they are engaged, the Stated Clerk, in consultation with the Moderator and Vice Moderator, shall propose appropriate financial arrangements to the Committee on the Office of the General Assembly.

(5) The Committee on the Office of the General Assembly shall budget for the official travel of the Moderator and Vice Moderator and their spouses, and other expenses incurred in the performance of official duties.

(6) An office for the use of the Moderator and Vice Moderator shall be provided within the office suite of the Office of the General Assembly.

Vice Moderator

d. *Vice Moderator*

(1) The Vice Moderator represents the assembly at the request of the Moderator. When the Vice Moderator serves in this capacity, all those duties incumbent on the Moderator shall be expected of him/her.

(2) The Vice Moderator shall serve as a corresponding member without vote on the Committee on the Office of the General Assembly and the General Assembly Council.

(3) Should there be a Moderator’s Conference, the Vice Moderator participates with the Moderator in planning the Moderator’s Conference.

(4) The Vice Moderator is expected to itinerate at the request of the Moderator.

(5) The Vice Moderator shall consult with the Moderator and the Office of the General Assembly about the special emphasis for the Vice Moderator’s itineration.

(6) The Moderator may request the Vice Moderator to preside and to assist in the performance of other functions of the Moderator during and following the General Assembly.

Accountability

e. *Regular Reporting: Accountability of the Moderator and Vice Moderator*

The Committee on the Office of the General Assembly (COGA) and the General Assembly Council (GAC) shall assist the General Assembly in ensuring the accountability of the Moderator and Vice Moderator of the General Assembly by receiving and reviewing, at each of their stated meetings, a written report from the Moderator and Vice Moderator.

2. Stated Clerk of the General Assembly

Title

a. The title of the Stated Clerk is “The Stated Clerk of the General Assembly of the Presbyterian Church (U.S.A.)” and may be used by the incumbent until a successor is elected and takes office.

Functions

b. *Functions of the Stated Clerk* [For functions related to General Assembly meetings, see Standing Rule H.2.)

(1) The Stated Clerk shall conduct the general correspondence of the Presbyterian Church (U.S.A.). In this connection, all items of correspondence directed to the Presbyterian Church (U.S.A.), or to the General Assembly, shall be routed to the Stated Clerk.

(2) As an officer of the General Assembly, the Stated Clerk shall preserve and defend the *Constitution of the Presbyterian Church (U.S.A.)*, and support the decisions, actions, and programs of the General Assembly. The Stated Clerk shall give advisory opinions concerning the meaning of the provisions of the *Constitution of the Presbyterian Church (U.S.A.)*, and shall give advisory opinions on the meaning of the actions of the General Assembly. When the Stated Clerk deems it necessary, after consulting with appropriate persons or bodies, the Stated Clerk may retain legal counsel and institute or participate in legal proceedings in civil and criminal courts.

(3) The Stated Clerk shall publish the *Constitution of the Presbyterian Church (U.S.A.)*, and other materials as may be necessary to help the church understand and be guided by the *Constitution*. The Stated Clerk shall prepare editorial changes in the *Book of Order*, which should be reviewed by the Advisory Committee on the Constitution, provided the changes do not alter the substance of the text approved by vote of the presbyteries. The Stated Clerk shall be a member ex officio of the Advisory Committee on the Constitution, without vote.

(4) On receipt of the certified record and final decision in a case of judicial process from the clerk of the Permanent Judicial Commission of the General Assembly, the Stated Clerk shall report the decision to the General Assembly if it is in session, or to its first session thereafter if it is not. When a decision of the Permanent Judicial Commission contains an order directed to another governing body, the Stated Clerk shall obtain from the governing body a statement of its compliance and make a full report to the next General Assembly.

(5) The Stated Clerk shall provide staff services to the Advisory Committee on the Constitution and any other committees established to draft, consider, or amend *The Book of Confessions* or any of the documents it includes.

(6) As the continuing ecclesial officer of the General Assembly, the Stated Clerk shall be a member of each committee that may be established to undertake discussion regarding organic union with another church or churches.

(7) The Stated Clerk is the permanent ecumenical representative of the General Assembly and shall be a member of each delegation representing the Presbyterian Church (U.S.A.) in ecumenical or interchurch bodies or councils, and in faith and order bodies, including bilateral conversations and dialogues.

(8) The Stated Clerk shall be a corresponding member of the General Assembly Council, and a nonvoting member of its Worldwide Ministries Division. He or she shall be a member of any other body responsible for coordinating, formulating, or implementing the ecumenical and interfaith policies and programs of the General Assembly.

(9) The Stated Clerk is the chief executive officer of the Office of the General Assembly. The Stated Clerk shall have available personnel to assist in performing the assigned functions.

(10) The Stated Clerk, with the concurrence of the Committee on the Office of the General Assembly, may nominate to the General Assembly one or more persons to serve as Associate Stated Clerks of the assembly (Standing Rule H.2.d.).

(11) The Stated Clerk, after consultation with the Committee on the Office of the General Assembly, may appoint one or more Assistant Stated Clerks. The term of the appointment shall be four years, subject to reappointment by the Stated Clerk, after consultation with the Committee on the Office of the General Assembly.

(12) The Stated Clerk shall submit to the Committee on the Office of the General Assembly, for its action and recommendation to the General Assembly, a proposed budget. This budget shall provide for the funding of the sessions of the General Assembly, the Office of the General Assembly and all bodies related to it, the funding of the participation of the Presbyterian Church (U.S.A.) in ecumenical bodies, and other expenses deemed necessary.

(13) The Stated Clerk is responsible for maintaining the archives and records management facilities of the Presbyterian Church (U.S.A.), for the supervision of an agency for the preservation of the history of American Presbyterianism, and for the promotion of the study of Presbyterian history. The Stated Clerk shall assure the implementation of a records management program.

(14) The Stated Clerk shall promote the harmony and efficiency of the General Assembly and its agencies in cooperation with the General Assembly Council and its Executive Director, with special attention to relationships between General Assembly entities, and with synods, presbyteries, and sessions. The Stated Clerk shall have membership on or relationship to appropriate committees, commissions, and agencies of the General Assembly as it shall determine from time to time.

(15) The Stated Clerk shall receive all resignations from service on General Assembly entities and shall declare the positions vacant in accordance with Paragraph IV.C.1. below entitled “Serving on Assembly Entities.”

**Office of the
General Assembly**

c. *The Office of the General Assembly*

(1) The Stated Clerk shall employ and supervise the personnel necessary to do the work of the Office of the General Assembly, and provide oversight of the personnel of all bodies related to the Office of the General Assembly who shall be accountable to the Stated Clerk unless other provisions have been made. Staff vacancies within the Office of the General Assembly (other than the appointment of Assistant Stated Clerks) may be filled by the appropriate supervisor (with the concurrence of the Stated Clerk).

(2) All equal employment opportunity and other uniform policies relating to employment and compensation of the personnel of General Assembly agencies shall apply also to personnel of the Office of the General Assembly and all bodies related thereto. All personnel appointments shall be in accordance with the personnel policies of the Presbyterian Church (U.S.A.) and the requirements of *Book of Order*, G-9.0104.

(3) The Stated Clerk may designate a member of the staff of the Stated Clerk to be the budget officer of the Office of the General Assembly.

The following will be related to the Office of the General Assembly for staffing and budgeting purposes: Committee on the Office of the General Assembly, Permanent Judicial Commission, Board of Directors of the Presbyterian Historical Society, Committee on Representation, Advisory Committee on the Constitution, Advisory Committee on Litigation, General Assembly Nominating Committee, Presbyteries' Cooperative Committee on Examinations for Candidates, and commissions and special committees of the General Assembly (see Standing Rule K.I.).

(4) All income received by the Office of the General Assembly from sales, bequests, gifts, or from any other source, shall be transmitted to the treasurer of the Presbyterian Church (U.S.A.), A Corporation. These funds shall be separately accounted for by the treasurer. All payments related to the Office of the General Assembly shall be made by the treasurer upon the receipt of regular vouchered requests, or other adequate documentation, bearing the authorization of the Stated Clerk or a person designated by the Stated Clerk.

(5) The Department of History in the Office of the General Assembly shall be under the direction of a person appointed by the Stated Clerk. The general administration of the Department of History shall be carried out from Philadelphia, which will be the location of the office of the director of the department. The director, with the concurrence of the Stated Clerk, shall determine which functions shall be carried out in Philadelphia and in the department's study center in Montreat, North Carolina. All restricted and other funds contributed to the endowment of the former Department of History of the United Presbyterian Church in the U.S.A. or the former Historical Foundations of the Presbyterian Church in the United States are held by the Presbyterian Church (U.S.A.), Foundation, and the Presbyterian Church (U.S.A.), A Corporation. Funds secured after 1983 resulting from development efforts are also placed in accounts with the Presbyterian Church (U.S.A.), Foundation, and the Presbyterian Church (U.S.A.), A Corporation. Funds originally designated for the maintenance of the archival facility at Montreat and the records and memorabilia contained therein will continue to be used for that facility alone. Should that archival function cease at the Montreat facility, all restricted and other funds contributed for that purpose will be held by the Presbyterian Church (U.S.A.), Foundation, and the Presbyterian Church (U.S.A.), A Corporation, and used for the support of the archival facility and program of the Office of the General Assembly by the Department of History.

3. Committees of the General Assembly

Serving

a. *Serving on Assembly Entities*

(1) Each person nominated shall be an active member of a congregation, or a continuing member of a presbytery, of the Presbyterian Church (U.S.A.) with the exception of nominees for election to the National Committee on the Fund for the Self-Development of People and the Women Employed by the Church Committee.

(2) A person may serve as a member-at-large of only one General Assembly entity at a time. Ordinarily, no more than one member-at-large from any one presbytery may serve on the same General Assembly entity at the same time. Members serving by virtue of office, or elected to membership on a second entity to fulfill the requirements of the *Organization for Mission* or other General Assembly actions, are not affected by this provision.

(3) Persons nominated for election by the General Assembly shall ordinarily be eligible to serve a four-year term, and be eligible for election to one additional term. No person may serve more than two terms, full or partial. After serving as a member of a General Assembly entity for two terms, full or partial, a person shall not be eligible for nomination or renomination to a General Assembly entity until two years have elapsed.

(4) Consideration shall be given to the full requirements of full participation expressed in *Book of Order*, G-4.0403, in considering nomination and election to entity service, and also to the nomination of one-third ministers of the Word and Sacrament, one-third laymen, and one-third laywomen (see *Book of Order*, G-9.0801b).

(5) A member of a General Assembly entity who finds it necessary to resign shall send his or her resignation to the Stated Clerk of the General Assembly, who shall notify the entity and the nominating committee or other body that originated the person's nomination or election. When any member of an entity of the General Assembly (council, commission, unit, division, committee, task force, or any other body) shall resign, or becomes unable to serve because of chronic or permanent physical or mental illness or disability, the Stated Clerk of the General Assembly shall declare the position vacant.

(6) When any member of the board of an entity of the General Assembly, a council, commission, unit, division, committee, task force, or any other body authorized by the General Assembly does not attend two successive sessions of that body and such absence is unexcused, the membership of that person shall be automatically vacated, and that person shall be notified by the Stated Clerk. The Stated Clerk of the General Assembly shall be notified of the vacancy by the chairperson of the entity, and the Stated Clerk shall announce the vacancy and shall notify the General Assembly Nominating Committee or other body that originated the nomination or election of the person who has been absent without excuse, in order that the vacancy may be filled in the manner by which the same position had been filled originally.

(7) If a minister of the Word and Sacrament serving as a member of a General Assembly entity representing a synod or presbytery shall transfer his or her presbytery membership and thereby cease to be under the jurisdiction of the presbytery or synod that nominated her or him to serve on the assembly entity, the position shall be declared vacant by the Stated Clerk. If a member of a particular church serving as a member of a General Assembly entity representing a presbytery or synod shall transfer her or his membership to a particular church that is not under jurisdiction of the presbytery or synod that nominated him or her, the position shall be declared vacant by the Stated Clerk.

(8) The Stated Clerk shall also notify appropriate entities and governing bodies upon being advised of the death of any person holding membership on an assembly entity or who is unable to serve for any other reason. The Stated Clerk shall also declare vacant a position on any such entity held by a minister of the Word and Sacrament who ceases to be a minister member of a presbytery of this denomination, or a position held by a member of a particular church who ceases to be a member of a congregation of this denomination.

All such vacancies shall be filled by the same process under which the former incumbent was elected. If a vacancy shall occur during the first term of service of an incumbent, then the original source of the nomination shall propose a nominee for election to complete the unexpired term, and such nominee shall be eligible for renomination and election to an additional full term. If a vacancy shall occur during the second term of service of an incumbent, and the position vacated is one designated for a representative of a presbytery or synod, then the privilege of proposing a nominee for the unexpired term shall pass to the next appropriate presbytery or synod under any rotation system that may be in use, and the nominee so proposed shall be eligible for nomination and reelection to an additional full term. Any vacancy in a position for which the General Assembly Nominating Committee makes nominations may be filled until the next succeeding General Assembly by appointment of the Moderator of the General Assembly upon advice by the nominating committee that the committee has decided to present the name of the appointee to the next session of the General Assembly as its nominee for the position.

**Committee on the
Office of the
General Assembly**

b. *Committee on the Office of the General Assembly*

(1) The General Assembly shall elect a Committee on the Office of the General Assembly composed of fifteen persons. This committee shall be empowered to carry out the assembly's oversight of the Stated Clerk and the Office of the General Assembly; to assure the accountability of the Stated Clerk to the General Assembly during the interim between sessions of the assembly; and to provide linkage with the General Assembly Council. The members of the committee shall serve a four-year term, and be eligible for election to one additional term. No member may serve more than two terms, full or partial.

The Moderator of the General Assembly will serve as a member of the committee with vote during his or her moderatorial service. The Stated Clerk of the General Assembly, the

Executive Director of the General Assembly Council, and the vice chair of the General Assembly Council will serve as corresponding members of the committee without vote.

(2) The Committee on the Office of the General Assembly shall elect its own officers and determine its structure, including any subcommittees (see Standing Rule I.4.a. for exception).

(3) The committee shall be funded from the per capita apportionment and its financial activity shall be reported through a separate line in the General Assembly Commission and Committee Schedule. The proposed budgets of the Committee on the Office of the General Assembly shall be submitted to the General Assembly.

(4) The Committee on the Office of the General Assembly shall have the responsibility to do the following:

(a) Assist the General Assembly in assuring the accountability of the Stated Clerk of the General Assembly and of the Office of the General Assembly by reporting to each session of the General Assembly, including a report or summary of any evaluation of the work of the Stated Clerk and of the Office of the General Assembly that has been completed since the last session of the assembly.

(b) Review annually the work of the Stated Clerk and be responsible for an end-of-term evaluation (see Standing Rule H.2.b.(3)(f)) or exit interview.

(c) Review the budget requests submitted by the Stated Clerk for that portion of the per capita budget administered by the Stated Clerk, and to forward the requests to Mission Support Services with the comments of the Committee on the Office of the General Assembly. The Committee on the Office of the General Assembly will also be responsible for approving proposed changes in the staffing design of the Office of the General Assembly presented by the Stated Clerk.

(d) Consult with the Stated Clerk of the General Assembly regarding any proposals to the General Assembly concerning persons being recommended for election to the office of Associate Stated Clerk of the General Assembly, and any proposals concerning the appointment of persons to the office of Assistant Stated Clerk (see Standing Rule H.2.d.).

(e) Meet annually with the Executive Committee of the General Assembly Council to discuss items of concern and common interest.

(f) Be available to the Stated Clerk for consultation on all proposed amendments to the Standing Rules of the General Assembly and that such consultation shall occur prior to the Stated Clerk proposing any amendments to the Standing Rules of the General Assembly (see Standing Rule L.1.).

(g) Review the work of special committees and report to each session of the General Assembly a summary of the work being carried out by special committees, including recommendations to transfer the work assigned to a special committee elsewhere or to dismiss the committee (see Standing Rule K.1.e.).

(h) Review the evaluation of each General Assembly session secured by the Stated Clerk.

(i) Outline the programs for future General Assemblies sufficiently in advance to ensure an orderly progression of themes and emphases and to ensure the appointment of significant speakers and other program participants.

(j) Review and present to the Assembly Committee on Business Referral a recommendation regarding the Stated Clerk's proposed docket for the next session of the General Assembly (see Standing Rule C.4.a.).

(k) Review and present to the Assembly Committee on Business Referral a recommendation regarding the Stated Clerk's proposed referral of each item of business to an appropriate assembly committee (see Standing Rule C.3.).

(l) Assist the Moderator regarding the appointment of a commissioner to be the moderator of each assembly committee and a commissioner to serve as vice moderator of each assembly committee (see Standing Rule C.1.c.).

(m) Consult with the Moderator regarding the planning of all worship at the General Assembly (see Standing Rule G.a.).

(n) Coordinate the programmatic aspects of each General Assembly session, ensuring that adequate time is provided for the business that must be transacted.

(o) Review requests from entities of the General Assembly, governing bodies, other entities related to the Presbyterian Church (U.S.A.) in any way, or coalitions in which this denomination or any of its entities participate to schedule meetings, briefings, hearings, or other events of any kind during those hours when the General Assembly or its committees are in session.

(p) Prepare a report, including recommendations on the docket and the referral of assembly business, to be printed and distributed with other materials provided to commissioners.

(q) Review and present to the General Assembly for its action the date and place of meeting six years hence and any changes in dates and places of meetings previously set (see Standing Rule I.1.a.).

(r) Review the recommendation of the Stated Clerk and set the amount of per diem for sessions of the General Assembly (see Standing Rule I.3.).

**Advisory
Committee on the
Constitution**

c. *Advisory Committee on the Constitution*

(1) The members of this committee shall be composed as provided for in *Book of Order*, G-13.0112a.

(2) Except as otherwise specified in the *Book of Order*, the committee shall be funded through the per capita budget of the Office of the General Assembly and receive staff services as provided by the Stated Clerk.

**Advisory
Committee on
Litigation**

d. *Advisory Committee on Litigation*

(1) The Advisory Committee on Litigation shall advise the Stated Clerk of the General Assembly in connection with instituting or participating in legal proceedings (see Functions of the Stated Clerk earlier in this section).

(2) The members of the committee shall ordinarily be attorneys, and the members shall be experienced in fields related to issues that may be the subject of legal proceedings in which the church is, or may become, interested. The committee shall be composed of six persons, elected by the General Assembly upon nomination by the General Assembly Nominating Committee. The advisory committee may invite other persons with special competency related to particular cases or situations to participate in the consideration of particular cases or issues. The members shall be evenly divided into three classes, shall serve six-year terms, and shall be eligible for election to one additional term. No member may serve more than two terms, full or partial. Members of this committee are exempted from the prohibition against service on more than one entity of the assembly set forth in Section M.3.a.(3) above.

(3) The committee shall elect its own moderator and ordinarily shall meet at the call of the Stated Clerk. The committee may carry on its work by correspondence, telephone consultation (including conference telephone calls), or meetings.

(4) The committee shall advise the Stated Clerk regarding participation in litigation related to matters of civil and religious liberty, relations between church and state, and any other matters related to the mission and interest of the church. The Advisory Committee on Litigation shall advise the Stated Clerk regarding the establishment and maintenance of a resource file of legal documents as a means of assisting the governing bodies and agencies of the church in initiating or participating in litigation in the areas within the concerns of the committee.

(5) The committee shall be funded through the per capita budget of the Office of the General Assembly, receive staff services as provided by the Stated Clerk, and designate a representative to the annual session of the General Assembly (see Standing Rule B.3.).

(6) The committee shall report to each session of the General Assembly.

**General Assembly
Nominating
Committee**

e. *General Assembly Nominating Committee*

The General Assembly Nominating Committee shall be composed as provided for in *Book of Order*, G-13.0111.

**Board of
Directors,
Presbyterian
Historical Society**

f. *Board of Directors for the Presbyterian Historical Society*

(1) The board of directors exists to assure that the mission of the Presbyterian Historical Society—to collect, preserve, and share our history—is achieved in the most effective and efficient manner, in faithfulness to God’s call and in support of the mission of the Presbyterian Church (U.S.A.).

(2) The board of directors shall be composed of a minimum of eight and a maximum of twelve persons. The Committee on the Office of the General Assembly shall elect and the General Assembly shall confirm the board. The members of the board of directors shall serve a four-year term and shall be eligible to serve one additional full or partial term.

(3) The budget for the Presbyterian Historical Society shall be submitted as part of the Office of the General Assembly’s regular budget process.

(4) The responsibilities of the board of directors shall include:

(a) Establishing the strategic direction for the Presbyterian Historical Society with the concurrence of the Stated Clerk.

(b) Providing oversight of and accountability for the Presbyterian Historical Society to the church at large.

(c) Ensuring the financial stability of the Presbyterian Historical Society.

(d) Advocating for and promoting the work of the Presbyterian Historical Society.

**Committee on
Ecumenical
Relations**

g. *Committee on Ecumenical Relations*

(1) The Committee on Ecumenical Relations shall function to give a high profile to the vision of the ecumenical involvement and work as central to the gospel and key to the life of the church; plan and coordinate, in consultation with the agencies and governing bodies of the church, the involvement of the Presbyterian Church (U.S.A.) in ecumenical relations and work; connect the ecumenical efforts of all governing body levels of the church; provide a common point for all ecumenical efforts connecting us with those outside our church; keep a unity of vision that includes the ecclesiastical, programmatic, ecumenical, and denominational (organizational) parts of our ministries and commitments; articulate the Reformed and Presbyterian identity in the midst of our ecumenical commitments; and promote awareness of the role of the unity of all humankind in the search for the unity of the church; and promote the unity of the church as an exhibition of the kingdom to the world.

(2) The Committee on Ecumenical Relations shall be composed of twenty members. Twelve shall be members of the Presbyterian Church (U.S.A.) nominated for at-large positions by the General Assembly Nominating Committee (GANC) and elected by the General Assembly in as nearly equal classes as possible. Four shall be members of four churches invited by the Stated Clerk to appoint one member each from their communion to serve as voting members of the committee. One of the four churches shall be one of our ecumenical church partners. The other three shall be our full communion partners. One member shall be appointed by the Committee on the Office of the General Assembly. One member shall be appointed by the General Assembly Council. The other members of the committee shall be the Stated Clerk or the Associate Stated Clerk for Ecumenical Relations and the Executive Director of the General Assembly Council or the Associate Director of Ecumenical Partnerships of the Worldwide Ministries Division, both serving ex officio with vote.

In addition, the directors of the three divisions of the General Assembly Council shall be corresponding members without vote.

(3) Elected members of the committee shall be elected to a four-year term, and be eligible for election to one additional term. No member may serve more than two terms, full or partial. Appointed members from ecumenical church partners shall serve for four years and be eligible for appointment to one additional term.

(4) The Committee on Ecumenical Relations will meet twice annually and shall have the responsibility to do the following:

(a) Envision, under the guidance of the Holy Spirit, how the Presbyterian Church (U.S.A.) leads and participates in the search for the unity of Christ's Church within this nation and worldwide, and propose appropriate strategies to the General Assembly, its agencies, and other governing bodies;

(b) Provide oversight to the implementation of the responsibilities given to the General Assembly in *Book of Order*, Form of Government, Chapter XV. Relationships, G-15.0000–.0302;

(c) Act on and process recommendations and proposals addressing ecclesiastical ecumenical work of the Presbyterian Church (U.S.A.);

(d) Propose to the General Assembly, for election, Presbyterian Church (U.S.A.) members to serve on ecumenical delegations to the National Council of Churches of Christ (USA), the World Council of Churches, the World Alliance of Reformed Churches, and the Caribbean and North American Area Council assemblies;

(e) Represent the Presbyterian Church (U.S.A.) in negotiation and coordination of the search for Christian unity with other communions as authorized by the General Assembly;

(f) Select Presbyterian Church (U.S.A.) representatives to serve on ecumenical dialogues, ecumenical negotiations on church unions, multilateral and bilateral dialogues, and representatives from the PC(USA) serving as PC(USA) ecumenical representatives to other church assemblies;

(g) Oversee the implementation of “A Formula of Agreement” (Full Communion) with the Evangelical Lutheran Church of America, the Reformed Church in America, and the United Churches of Christ, and represent the Presbyterian Church (U.S.A.) in planning and coordinating structures to carry this out;

(h) Give guidance to the nurturing of unity among Presbyterian and Reformed churches in the U.S.A., with one another and with the Presbyterian Church (U.S.A.);

(i) Empower all agencies of the General Assembly and governing bodies to carry out their mission program with an ecumenical consciousness and in close coordination with one another and to model this consciousness in their own work;

(j) Propose and advocate to appropriate bodies of the Presbyterian Church (U.S.A.) that they share in funding ecumenical and conciliar ministry;

(k) Propose to the General Assembly names of churches to be invited to send ecumenical advisory delegates to the General Assembly meeting (see Standing Rule B.2.g.);

(l) Give guidance to the Stated Clerk and General Assembly agencies on ecclesial (church-to-church) ecumenical relations, helping to carry out the General Assembly's G-13.0103s and t responsibilities;

(m) Give guidance to General Assembly agencies on new opportunities to strengthen the relationships with other faith communities and on strategies for fulfilling the General Assembly mandates on interfaith relationships;

(n) Give guidance to the Mission Agency on ecumenical mission opportunities in partnership with churches in the United States and around the world; and

(o) Give guidance to program entities on ecumenical formation of Presbyterians, both ministers and lay members.

(5) The committee shall be funded through the per capita budget of the Office of the General Assembly. The co-chairs of the Ecumenical Staff Team will have primary staffing responsibilities. The Ecumenical Staff Team shall be a staff resource to the committee.

4. Review of Agencies and Committees

a. Based on a six-year schedule, the agencies of the General Assembly will be reviewed to evaluate the relationship of their individual ministry with the mission of the whole Presbyterian Church (U.S.A.). On nomination of the General Assembly Nominating Committee, the

General Assembly will elect two committees, each to review the work of one of the agencies of the General Assembly. Each committee will be composed of twelve members: four commissioners from the previous three General Assemblies, four who have served on the board of a General Assembly entity other than the one being reviewed, and four at large. The at-large members may include ecumenical partners. The committee will use the Standards for Review of General Assembly Agencies in the Guidelines and Policies of the General Assembly. The committee will report to the next General Assembly following its election the results of the review and make recommendations based on its findings.

b. The permanent, advocacy, and advisory committees and commissions of the General Assembly will be reviewed to evaluate their processes to fulfill the mandates given to them by the Presbyterian Church (U.S.A.). The General Assembly will review the work of the permanent, advocacy, and advisory committees and commissions based on a six-year schedule. A committee at the General Assembly will be assigned the review. The assembly committee will use the Standards for Review of General Assembly Permanent, Advocacy, and Advisory Committees and Commissions in the Guidelines and Policies of the General Assembly. The assembly committee will report to the General Assembly the results of the review and make recommendations based on its findings.

Index for Restructure of Standing Rules

Current Rule	Proposed Restructure	Current Rule	Proposed Restructure
A.1.a.....	B.1.a.-e.	C.6.b.....	E.6.b.
A.1.b.....	D.1.b.	C.6.c.....	F.1.c.
A.1.c.....	B.1.f., D.1.d., I.3.b.	C.6.d.....	E.6.c.
A.1.d.....	B.6.	C.6.e.....	F.1.d.
A.2.a.-f.....	B.2.a.-g.	C.6.f.....	E.6.d.
A.3.....	B.3.	C.6.g.....	F.1.e.
A.4.....	B.5.		
A.5.....	D.1.a.-b., c.-g.	D.1.....	I.1.
A.5. (last two paragraphs).....	F.5.e.-f.	D.2.....	I.2.
		D.3.....	G.
B.1. (first paragraph).....	C.4.a.	D.4.....	I.3.a.
B.1. (second paragraph).....	F.1.b.	D.5.....	J.
B.1. (third paragraph).....	F.7.a.-b.		
B.1. (fourth paragraph).....	F.4.a.-b.	E.1.....	M.3.a.
B.2.....	D.2.	E.2.....	M.3.b.
B.3.a.-c.....	L.1.-3.	E.2.d. (7 – 18).....	I.4.b.
B.4.a.....	F.5.a.	E.2.e.....	I.4.a.
B.4.b.....	F.5.g.	E.3.....	Delete (already in O/M)
B.4.c.....	F.5.b.	E.4.a.....	A.5.a.
B.5. (except below).....	A.1.-4., 6.-7.	E.4.b.....	M.3.c.(1)
B.5.d. (last paragraph).....	E.2.d.	E.4.c.....	A.5.b.
B.5.e.....	A.8.	E.4.c.(1).....	B.4.a.
B.6. (first and second paragraph).....	C.3.c.-d.	E.4.c.(2).....	E.3.b. and c.
B.6. (last two paragraphs).....	F.5.c.-d.	E.4.c.(3).....	F.5.d.
B.7.....	F.2.-3.	E.4.d.....	M.3.c.(2)
B.8.a.-b.....	K.1.a.-d.	E.5.....	M.3.d.
B.8.c.....	K.2.	E.6.....	F.6., M.3.e.
B.9.....	F.6.c.(2)-(3)	E.7.....	M.3.f.
B.10.....	F.8.	E.8.....	M.3.g.
B.11.....	F.9.	E.9.....	K.1.e.-h.
B.12.....	F.10.	E.10.....	M.4.a.
B.13.....	F.11.	E.11.....	M.4.b.
C.1.....	C.1.a.	F.1.....	H.1.a.(2), M.1.a.
C.2.....	C.2.	F.2.a.....	H.1.a.(5)
C.3.a.....	E.1.a.	F.2.b.....	M.1.b.(2)
C.3.a.(1).....	C.1.c.	F.2.c.....	M.1.b.(3)
C.3.a.(2).....	C.1.d.	F.2.d.....	M.1.b.(4)
C.3.a.(3).....	C.1.e.	F.2.....	H.1.a.
C.3.b.....	E.1.b.	F.3.....	H.1.b.
C.3.c.....	E.1.c.	F.4.....	M.1.c.
C.3.c. (second paragraph).....	C.1.b.	F.5.....	H.1.c., M.1.d.
C.4.a. – d.....	E.2.	F.6.....	M.1.e.
C.4.d. (last paragraph).....	D.3.	F.7.....	H.1.d.
C.4.e.....	E.3.		
C.4.f.....	E.4.	G.1.a.....	H.2.b.
C.4.g.....	E.5.	G.1.b.....	H.2.a., M.2.a.
C.4.h.....	E.2.e.(7)	G.1.c.....	H.2.b.(2)-(7)
C.5.....	E.7.	G.2.....	H.2.a., M.2.b.
C.6.a.....	C.4.b.	G.3.....	M.2.c.
C.6.a. (second paragraph).....	F.1.a.	G.4.....	H.2.c.
C.6.a. (third paragraph).....	E.6.a.	G.5.....	H.2.d. and M.2.b.(10)