

## **P2.2 PRESBYTERY MEETINGS**

### **ORDINARY MEETINGS**

P2.2.1 The Presbytery will normally meet in May and October/November each year. The May meeting will be designated as the annual meeting of the Presbytery.

### **BUSINESS COMMITTEE**

P2.2.2 A Business Committee shall be appointed by the Presbytery Standing Committee.

### **RESPONSIBILITIES OF THE BUSINESS COMMITTEE**

P2.2.3 The responsibilities of the Business Committee are:

- (a) to make all necessary arrangements for the Presbytery meeting place;
- (b) to develop the Presbytery program and to organise the daily agendas;
- (c) to obtain reports from those bodies required to or desiring to report to the Presbytery, to set the dates by which such reports are to be received, to ensure that such reports are in an appropriate form and to arrange for the printing of such reports and their distribution to the members of the Presbytery.
- (d) to review all proposals to be brought before the Presbytery for determination, to provide advice on the appropriate form of and the wording of such proposals, to set the closing time for the receipt of proposals and to arrange for the printing of such proposals and their distribution to the members of the Presbytery;
- (e) to provide advice to the Chairperson, the Secretary and any member of the Presbytery in regard to the presentation of business to the Presbytery and the procedures to be followed in dealing with the business of the Presbytery.

### **BUSINESS COMMITTEE REPORTS TO THE PRESBYTERY**

P2.2.4 At the commencement of a business session of the Presbytery, the Business Committee will present a report on the arrangements made for the Presbytery meeting, any matters on which it requires the Presbytery's confirmation or approval and any other matters it wishes to bring to the attention of the Presbytery.

P2.2.5 The Chairperson may request the Business Committee to report to the Presbytery at any other time.

### **MINUTES OF PRESBYTERY**

P2.2.6 The Presbytery Standing Committee shall confirm the minutes of Presbytery Meetings.

P2.2.7 The minutes of a Presbytery Meeting will be distributed to Presbytery members within four weeks of the meeting.

### **EQUALITY OF ACCESS TO PRESBYTERY**

P2.2.8 The Business Committee will ensure Presbytery meetings are held in venues that ensure equality of access for all members of Presbytery.

P2.2.9 The Business Committee will ensure the arrangements for Presbytery meetings include the provision of facilities for children, child-care, and assistance with the accommodation and travel needs of parents and rural and distant members of Presbytery.