

## **P 3.1 PRESBYTERY STANDING COMMITTEE**

### **AUTHORITY**

P 3.1.1 The Presbytery will appoint a Standing Committee in accordance with the Regulations.

### **RESPONSIBILITIES OF THE STANDING COMMITTEE**

P 3.1.2 The Standing Committee will fulfill the all the duties and responsibilities of a Presbytery Standing Committee as set out in the Constitution and the Regulations.

### **MEMBERSHIP**

- P 3.1.3 (a) The membership of the Standing Committee consists of:
- i. the Chairperson of the Presbytery, the immediate past Chairperson, the Chairperson-elect, the Secretary and the Treasurer;
  - ii. Four members of Presbytery elected by the Presbytery;
  - iii. not more than two other persons, who are members of Presbytery, co-opted by the Standing Committee to ensure balance of membership.
- (b) The lay members shall not be fewer in number than the ministerial members.
- (c) Election shall be for a period of two years with at least half the committee retiring each year.

### **MEETINGS**

- P 3.1.4 (a) The Standing Committee will meet as determined by the Regulations but not less than once every three months.
- (b) The Standing Committee shall report on its decisions to the next meeting of the Presbytery, which shall give directions as to the publishing thereof, and as to any further action that may be required in accordance with Regulations.

### **TECHNOLOGY**

P 3.1.5 A meeting of the Standing Committee may be called or held using any technology agreed to, in advance, by all the members of the Committee.

### **QUORUM**

P 3.1.7 The quorum for meetings of the Standing Committee shall be in accordance with the regulations.

### **SUBCOMMITTEES**

P 3.1.8 The Standing Committee may establish steering committees, advisory groups, task groups and special purpose committees as may be needed from time to time. The Standing Committee shall specify its membership, duties and responsibilities, and reporting requirements.

### **CIRCULATING RESOLUTION QUORUM**

P 3.1.9 The quorum for a circulating resolution shall be all members entitled to vote on the resolution provided that this number is equal to or greater than the quorum for a meeting of the Committee or sub-committee as stated in these Rules.

**MINUTES**

- P 3.1.10 (a) Minutes will be kept of all meetings of the Committee and Committee Sub-committees and will be confirmed by the next succeeding meeting of the Committee or sub-committee and signed by the Chairperson of that meeting.
- (b) Minutes of all sub-committee meetings will be provided to the Committee prior to the succeeding meeting of the Committee.

**CIRCULATING RESOLUTIONS**

- P 3.1.11 (a) The Committee or a sub-committee may make decisions by a circular or electronic poll of all members entitled to vote, provided no decision of such a poll is binding unless there are no dissenting votes. The resolution is passed when the last member signifies agreement.
- (b) A Committee or sub-committee member is not entitled to vote on a circulating resolution if she or he has a conflict of interest unless it has been disclosed and dealt with in accordance with these By-Laws and procedures set down by the Committee.
- (c) Copies of all resolutions passed as circulating resolutions will be kept and signed by the Chairperson of the next meeting.

**OFFICERS**

- P 3.1.12 In the absence of the Chairperson/Convener the members present at any meeting of the Committee or sub-committees of the Committee may elect a chairperson/convener of the meeting from amongst those present.

**CALLING A MEETING**

- P 3.1.13 (a) The Chairperson or the Secretary may convene a meeting of the Committee at any time. The Secretary shall on receipt of a requisition in writing by any three members, convene a meeting of the Committee.
- (b) The Convener of a Sub-committee of the Committee or the Chairperson of the Committee may convene a meeting of the Sub-committee at any time. The Convener or the Chairperson of the Committee shall on receipt of a requisition in writing by any three members of the sub-committee, convene a meeting of the sub-committee.
- (c) The requisition for a meeting shall specify the reason for which the meeting is to be convened.
- (d) At least seven days written notice of every Committee and Sub-committee of the Committee meeting shall be given to all members of the relevant group unless the Chairperson considers an emergency exists in which case a meeting may be convened on shorter notice.

The non-receipt by a member of a Committee or Sub-committee of the Committee of a notice of meeting does not invalidate the meeting.

**CONDUCT OF MEETINGS**

- P 3.1.14 The procedures of the Church's Manual for Meetings apply as far as practicable to all meetings of the Committee and Sub-committees of the Committee.

Each member of the Committee or sub-committee of the Committee has and may exercise one vote.

A resolution passed at a meeting of the Committee or a permanent sub-committee of the Committee will not be rescinded at a subsequent meeting unless seven days notice of the intention to propose the rescission is given in the notice convening the meeting.

### **CONFLICT OF INTEREST**

P 3.1.15 A member of the Standing Committee who has any direct or indirect pecuniary or beneficial interest, or whose unfettered or independent judgment is or could be perceived as impaired by any contractual, business or other relationship, in a matter being dealt with by the Standing Committee must, as soon as the member becomes aware of that interest or relationship, disclose to the Standing Committee the nature and extent of that interest or relationship. The Standing Committee then determines whether the extent of the interest or relationship disclosed is such that the member should not participate in, vote on, or be present during any debate on that matter. The Standing Committee will minute its decision and record that decision in a Register of Conflicts.