



P5 Presbytery Meetings

ORDINARY MEETINGS

- P5.1 The Presbytery will normally meet three times each year at a time and place determined by the Presbytery or the Presbytery Standing Committee. The mid-year meeting will be designated as the annual meeting of the Presbytery.

MEETING PROCEDURES

- P5.2 Meetings of the Presbytery will be conducted following the principles set out in the *Manual for Meetings* as approved by the Assembly from time to time.
- P5.3 If the Presbytery wishes to adopt other meeting procedures, the Presbytery may resolve to do so using the procedure in the *Manual for Meetings* for “Making Decisions by Formal Majority”.

STANDING ORDERS

- P5.4 The Presbytery adopts the procedures set out in the *Manual for Meetings* for “Making Decisions by Formal Majority” as its own Standing Orders when the Presbytery determines to proceed to make a decision on the matter before it by formal majority.

BUSINESS COMMITTEE

- P5.5 The Chairperson and Secretary shall act as the Presbytery Business Committee and may be assisted by other persons appointed by the Presbytery Standing Committee from time to time.

RESPONSIBILITIES OF THE BUSINESS COMMITTEE

- P5.6 The responsibilities of the Business Committee are:
- (a) to make all necessary arrangements for the Presbytery meeting place, ensuring that Presbytery meetings are held in venues that allow equality of access for all members of Presbytery;
 - (b) to develop the Presbytery meeting program and to organise the meeting agenda;
 - (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 publication of such reports;

- (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 publication of such proposals and their distribution to the members of the Presbytery; and
- (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

- P5.7 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.
- P5.8 The Chairperson may request the Business Committee to report to the Presbytery at any other time.

MINUTES OF PRESBYTERY

- P5.9 The Presbytery Standing Committee is authorised to confirm the minutes of Presbytery Meetings.
- P5.10 The minutes of a Presbytery Meeting will be published and available to Presbytery members within four weeks of the meeting.