

BY-LAWS



PRESBYTERY OF FLORIDA

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1 **By-Laws of the Presbytery of Florida, Inc.**

2 *ARTICLE I: THE PRESBYTERY*

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

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

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

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

11 *ARTICLE II: OBJECT*

12 "The presbytery is responsible for the government of the church throughout its district, and for assisting
13 and supporting the witness of congregations to the sovereign activity of God in the world, so that all
14 congregations become communities of faith, hope, love, and witness." (*Book of Order*, G-3.0301)

15 *ARTICLE III: MEMBERSHIP*

16 The membership of the council (presbytery) shall consist of all congregations of the Presbyterian Church
17 (U.S.A.) located within the geographical bounds defined by the General Assembly of the Presbyterian
18 Church (U.S.A.), and all Ministers of Word and Sacrament who are continuing members of the presbytery
19 or actively serving in one or more churches in the presbytery.

20 1. In addition, each elder elected moderator or other officer of the presbytery, each elder
21 elected as a member of the Coordinating and Planning Commission (CPC) of presbytery and each elder
22 elected as general presbyter or associate presbyter (when applicable) and exempt staff (when
23 applicable) shall be enrolled as a member of presbytery for the term of his or her office, whether or not
24 commissioned by his or her session.

25
26 2. Commissioner Representation

27 Each congregation within the presbytery shall be entitled to one elder commissioner.

28 Congregations with membership over 500 shall be represented as follows:

29 501-1000: 2 elders 1501-2000: 4 elders

30 1001 -1500: 3 elders 2001-2500: 5 elders

31
32 3. Before the end of each year, the Stated Clerk shall communicate with all resident honorably retired
33 ministers allowing them to voluntarily register in writing as "inactive participants" for the purpose of
34 determining balance of minister/elders for the next year. Such registration will also excuse them from
35 attendance at presbytery meetings for the year.

36
37 4. When the number of resident Ministers of Word and Sacrament entitled to vote in the presbytery is
38 greater than the number of elders so entitled, the presbytery shall redress this imbalance annually by
39 providing for the election, appointment, or selection of additional elders, paying special attention to the
40 concerns of Book of Order (G-3.0103).

41 *ARTICLE IV: GOVERNMENT*

42 1. The government of the Presbytery of Florida shall conform to the *Book of Order* of the Presbyterian
43 Church (U.S.A.).

- 1 2. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall be the rules
2 of parliamentary order for the guidance of the Presbytery of Florida in all cases to which they
3 are applicable and in which they are not inconsistent with these bylaws and any special rules of order
4 the presbytery may adopt.
5
- 6 3. A Manual of Operations (Manual) shall be adopted which establishes the organizational structure of
7 the presbytery for its ministry and mission.
8
- 9 4. Commissioned Lay Pastors (G-2.1001) assigned to temporary pastoral relations with a particular
10 congregation shall be seated with voice and vote at all presbytery meetings.
11
- 12 5. Certified Christian Educators/Certified Associate Christian Educators and all other persons
13 employed as Christian educators by churches in the Presbytery of Florida who have at least a B.A. in
14 Christian Education or in a related field, and/or five or more years paid church related Christian
15 Education experience currently employed within a Presbyterian congregation(s) within the bounds of
16 the Presbytery of Florida shall be seated with voice at all presbytery meetings. Any of the above who
17 are elders shall be seated with voice and vote at all presbytery meetings (G-2.1103).
18
- 19 6. Persons in Certified Church Service (G-2.1102) employed by the presbytery or by any of its member
20 congregations, and past moderators of presbytery may be seated with privileges of the floor at all
21 meetings of the presbytery.
22
- 23 7. The Presbyterian Women Moderator, the Vice Moderator, and Youth Council members shall have
24 voice on the floor of presbytery.
25
- 26 8. Floor privileges do not include the right to vote or to make motions. Visitors may be accorded the
27 privilege of the floor when the council (presbytery) so desires.

ARTICLE V: OFFICERS OF PRESBYTERY

- 28 1. The officers of presbytery shall be a moderator, a vice moderator, a stated clerk, and a treasurer. No
29 one individual shall be elected to serve in more than one office at the same time.
30
- 31 2 A moderator shall be elected at each fall meeting of the presbytery for a term of one year and shall hold
32 office until a successor is elected. The installation shall occur at the winter meeting of the presbytery.
33 The moderator shall perform such duties as are prescribed by the *Book of Order* and such other duties
34 applicable to the office by the bylaws and Manual of Operations, but he/she may delegate these duties
35 to another person temporarily. Upon completion of the term as moderator, shall serve as chair of the
36 Coordinating and Planning Commission (CPC).
37
- 38 3. The vice moderator shall be elected at each fall meeting of the presbytery. The vice moderator shall
39 serve as the individual who performs the duties of the moderator should the moderator be unable to
40 fulfill his/her duties. The vice moderator shall attend the OGA moderator training.
41
- 42 4. The stated clerk (or co-stated clerks) or assistant clerk, as needed, shall be elected for three-year
43 terms by the presbytery upon nomination by the Committee on Presbytery Administration (CPA) at the
44 fall meeting of presbytery. The term of office begins January 1st. See Appendix ___ for specific job
45 responsibilities.
46
- 47 5. The treasurer shall be elected for a three-year term by the presbytery upon nomination by the
48 Committee on Presbytery Administration (CPA) at the fall meeting of presbytery. The term of office
49

1 begins January 1st. See Appendix ____ for specific job responsibilities.

2
3 *Assistants to the Officers*

- 4 1. Assistant treasurer(s). In the exercise of his/her responsibilities the treasurer may recommend, for
5 appointment by the CPC, one or more persons to serve as assistant treasurer(s) with authority to sign
6 checks and other instruments for the withdrawal or transfer of funds within such limits and on such
7 accounts as the treasurer may specify. The assistant treasurer(s) shall be bonded
8 in the same manner as the treasurer.
9
- 10 2. A parliamentarian shall assist the moderator in the orderly conduct of the business of the council
11 (presbytery). The parliamentarian is appointed by the moderator upon recommendation of the stated
12 clerk.

13 *ARTICLE VI: MEETINGS*

- 14 1. The Presbytery of Florida shall hold stated meetings at least twice each year, shall meet at the
15 direction of synod, and may call special meetings, in accordance with the Manual of Operations (G-
16 3.0304).
17
- 18 2. A quorum of the presbytery shall be ten Ministers of Word and Sacrament and ten elders, representing
19 at least ten member congregations.
20
- 21 3. For conducting urgent or time-sensitive business between meetings, the Presbytery of Florida
22 authorizes its committees and commissions to conduct meetings by means of conference telephone or
23 by any means of communication by which all persons participating in the meeting are able to hear one
24 another, and such participation shall constitute presence in person at the meeting. The notice of
25 electronic meeting must be sent a reasonable amount of time prior to the meeting and must provide
26 instructions for participation in the meeting.

27 *ARTICLE VII: Coordinating and Planning Commission (CPC)*

28 A Coordinating and Planning Commission shall have general supervision of the affairs of the presbytery
29 between its stated sessions. It shall perform such duties as are specified in the bylaws and Manual of
30 Operations. The CPC will be composed of the current moderator, past moderator (serving as chair of
31 the CPC), vice moderator, stated clerk (ex officio), general presbyter (ex officio) and treasurer (ex
32 officio). Ex officio members shall have voice without vote.

33 *ARTICLE VIII: TRUSTEES*

34 The members of the Coordinating and Planning Commission (CPC) who are Ministers of Word and
35 Sacrament or elders shall serve as the Trustees of the Presbytery of Florida, Inc. The Board of Trustees
36 shall have such powers as given in the Articles of Incorporation.

37 Each Trustee, Director and Officer of the Corporation now serving and hereafter serving as such may be
38 indemnified by the Corporation by reason of the fact that he/she is or was a director, trustee, officer,
39 employee, or agent of the Corporation or is or was serving at the request of the Corporation as a trustee,
40 director, officer, employee, or agent of another Corporation, partnership, joint venture, trust or other
41 enterprise against all claims and liabilities to the full extent provided by the laws of the State of Florida
42 as amended from time to time.

43 *ARTICLE IX: STANDING COMMITTEES*

1 The presbytery shall establish such standing committees as are necessary to advance its mission and
2 purpose. These standing committees shall be named, and composition and manner of selection described,
3 along with their responsibilities, in the Manual of Operations.

4 *ARTICLE X: SPECIAL COMMITTEES AND COMMISSIONS*

5 Special committees and commissions shall be appointed in accordance with the following provisions:

6 **Investigating Committees:** When an accusation against an individual under the authority of the
7 Presbytery of Florida is received by the stated clerk, the stated clerk will notify the presbytery moderator
8 who, in consultation with the stated clerk and the general presbyter, shall appoint an investigating
9 committee (D-10.0200). If the moderator is unable or unwilling to make appointments, the vice moderator
10 shall designate the committee. Names of the investigating committee shall be given to the
11 presbytery at its next meeting.

12 **Committee of Counsel:** When the stated clerk receives a complaint (D-6.0102; D-6.0202), the stated
13 clerk shall notify the presbytery moderator who, in consultation with the stated clerk and general
14 presbyter, shall appoint three members to serve as a committee of counsel (D-6.0302). If
15 the moderator is unable or unwilling to make the appointments, the vice moderator shall
16 appoint the committee (D-6.0302a). Names of the members of the Committee of Counsel shall be given
17 to the presbytery at its next meeting.

18 **Administrative Commission:** If the Committee on Ministry (COM) of the presbytery deems it wise for
19 an administrative commission to be appointed, they shall, after consultation with the moderator, stated
20 clerk, and general presbyter, recommend such a commission for the presbytery's approval. The purpose
21 and power of such a commission shall also be recommended to the presbytery. (G-3.0109; G-3.0109b)

22 *ARTICLE XI: JUDICIAL PROCESS*

23 There shall be a permanent judicial commission of the presbytery which shall fulfill the requirements of
24 the Book of Order (D-5.0000). The commission shall consist of nine members in three classes serving
25 six-year terms, elected by the presbytery upon recommendation by the nominating committee in
26 alternate years as provided in Book of Order (D-5.0102).

27 *ARTICLE XII: STAFF*

28 Presbytery may employ staff as is required by the mission of the body in accordance with the principles
29 of unity in diversity (F-1.0403), (G-3.0110)

30 *ARTICLE XIII: AMENDMENTS*

- 31 1. Amendments to the bylaws will be made by the presbytery in a regular stated meeting or a special
32 meeting. The amendments shall be distributed in writing ten (10) days prior to the meeting. .
33 Approval shall require a two-thirds vote.
34
- 35 2. Proposed amendments shall be submitted to the stated clerk for counsel and review and posted on
36 the presbytery web site.
37
- 38 3. No rule or policy shall be adopted that is contrary to these bylaws or the *Book of Order* of the
39 Presbyterian Church (U.S.A.).

ARTICLE XIV: SPECIAL RULES OF ORDER

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1. Special rules of order will be provided for in the Manual of Operations.
2. To suspend a special rule of order shall require a three-fourths vote of the members present and voting at that time, and such suspension shall apply for that particular meeting only.