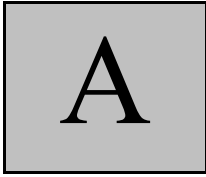


Standing Rules for Meetings of the General Assembly



Sources of Business for the Meeting

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- 7. Communications and Resource Material**
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 - c. Resource Materials
 - d. Advice and Counsel Memoranda
- 8. Advisory Committee on the Constitution Report**
 - a. Report
 - b. Presented Directly to General Assembly

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. Ordinarily, such papers shall have been forwarded to the Stated Clerk postmarked, or electronically delivered, 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.

Translations

c. It is the responsibility of the Stated Clerk to distribute the business of the assembly, with translations as appropriate, in a manner that allows the church to carefully discern the work of the assembly. All items of business submitted for action by the assembly, including

any accompanying communications and resource material, shall be translated into the languages approved by the Stated Clerk. If materials submitted for a particular item of business exceed the word limit set for that category of business outlined below, the Stated Clerk shall determine whether to assess to the submitting body a fee for the costs of translation of the excess material.

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 five thousand words except the report of the Presbyterian Mission Agency, the length of which shall be determined by the Stated Clerk and the Executive Director of the Presbyterian Mission Agency. A request for an exception to the length of a report, up to ten thousand words, 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. 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.

Form of Reports with Recommendations

e. All reports that bring recommendations shall use the following form:

The [name of agency, commission, or committee] requests the [# of the assembly] General Assembly [year] of the PC(USA) to [state the specific action or actions the General Assembly is being asked to take].

To this shall be appended a rationale, stating the reasons for submitting the requests and/or the report of the entity, commission, or committee.

3. Overtures

Definition

a. Overtures are items of business that have been approved by a presbytery (with concurrence of another 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-3.0302d.)

Concurrences

b. Concurrences are items of business that have been approved by a presbytery that recommend an action identical to that in an overture already received for that assembly. The first concurrence received by the Stated Clerk, fulfilling *Book of Order*, G-3.0302d, must be submitted by the deadline appropriate for the overture. Subsequent concurrences must meet the forty-five-day rule for business. The recommendation, rationale, and any resource materials submitted for a concurrence shall ordinarily not exceed fifteen hundred words.

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

(1) Consult with the Office of the General Assembly regarding past and current actions on similar items of business, including:

(a) examining the most recently published *Minutes of the General Assembly* or electronic meeting records to determine if a similar overture has already been passed.

(b) determining whether the desired action has been disapproved by the previous General Assembly.

(c) determining whether a similar overture has already been proposed in order that the presbytery or synod may consider concurring with the existing overture.

Should the overture be determined to propose an action substantially the same as an action considered at the previous General Assembly, the Stated Clerk shall determine whether or not to refer it to the Assembly Committee on Business Referral. The Stated Clerk shall report to the committee regarding those overtures not referred.

(2) Draft the overture in the following form:

Overture Form and Word Limit

“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. The overture shall be no more than fifteen hundred words.

Submitting, Deadlines

d. 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-6.04a and G-6.02) must be submitted to the Stated Clerk 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-6.02 and G-6.04).

(2) All overtures that have financial implications for current or future years’ budgets must be submitted to the Stated Clerk no later than sixty days prior to the convening of the General Assembly.

(3) All other overtures intended for consideration by the General Assembly shall be submitted to the Stated Clerk 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.

(5) Presbyteries or synods submitting overtures with a recommendation(s) that affects the work or budget of a General Assembly entity(ies) shall submit with the overture evidence that the affected entity(ies) has (have) been consulted. If such evidence is not submitted, the overture shall not be considered.

Overture Advocate

e. Overture Advocate

Each presbytery or synod that submits an overture shall notify the Stated Clerk of the name of an overture advocate who 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. Each council who submits an overture or concurrence may appoint only one overture advocate. (See Standing Rule E.2.g.)

4. 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. The assembly committee to which it is assigned is authorized to approve minutes of the agencies and entities without referral to plenary unless discrepancies occur that call for reporting to the assembly. Minutes of General Assembly agencies 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*.

5. Presbytery Reports

Presbytery Votes

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 transmit the results to the Stated Clerk so that they are received no later than one year following the adjournment of the assembly responsible for the proposed amendments.

6. Commissioners’ Resolutions

Who May Propose

a. An item of new business, in the form of a commissioners’ resolution, must be signed by commissioners representing at least one other presbytery. Such resolutions must be delivered in writing to the Stated Clerk or the Stated Clerk’s designee. No commissioner may sign more than two such resolutions.

Word Limit

b. A commissioners’ resolution that exceeds seven hundred and fifty words, including the rationale, shall not be accepted for referral.

Deadline

c. 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

d. 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 Affect Book of Order

e. Commissioners’ resolutions shall not contain business that requires an amendment to or interpretation of the Constitution (see *Book of Order*, G-6.04a).

Already Before Assembly

f. 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

g. 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

h. 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

i. 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. Should the assembly overturn a Bills and Overtures decision not to refer an item of business, the assembly committee who would ordinarily receive this item will be reconvened for the purpose of considering the business. 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.

7. 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, Racial Equity Advocacy Committee, and the Advocacy Committee for Women and Gender 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.

8. 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-6.02). 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.

B

Commissioners, Delegates, and Other Participants at the Meeting

1. **Commissioners**
 - a. Election
 - b. List Delivered by 180-Day Deadline
 - c. Able to Attend
 - d. Entitlements, Expenses
 - e. Newly Created Presbytery's Commissioners
 - f. Alternates
2. **Advisory Delegates**
 - a. Definition
 - b. Categories
 - c. Voting Privileges
 - d. Young Adult 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. Assembly Committee Moderators
 - c. Ecumenical Representatives
 - d. Resource Persons
 - e. Presbytery Staff
 - f. Ecumenical Visitors
 - g. Interfaith Representatives
6. **List of Participants**

-
1. **Commissioners**
 - a. **Election**

Each presbytery shall elect commissioners to the General Assembly in accordance with *Book of Order*, G-3.0501. 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.
 - b. **List Delivered by 180-Day Deadline**

Presbyteries shall elect commissioners in sufficient time to permit the list of commissioners to be delivered to the Stated Clerk of the General Assembly 180 days prior to the convening of the session of the General Assembly to which they are commissioned.
 - c. **Able to Attend**

Ministers of the Word and Sacrament and ruling elders considered for election as commissioners must be able to be in attendance for the duration of the General Assembly.
 - d. **Entitlements, Expenses**

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.
 - e. **Newly Created Presbytery's Commissioners**

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 of the Word and Sacrament and congregations in that presbytery shall have been completed by December 31 of the year preceding the assembly meeting (see *Book of Order*, G-3.0501).

Alternates	<p>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.</p>
	2. Advisory Delegates
Definition	<p>a. Advisory delegates are persons who are active members in one of the constituent churches or councils 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.</p>
Categories	<p>b. There shall be four categories of advisory delegates: young adult, 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).</p>
Voting Privileges	<p>c. Advisory delegates shall be assigned to assembly committees as voting members and shall have voice but not vote in plenary meetings. Only voting members shall have the privilege of proposing or seconding a motion. In plenary meetings of the General Assembly, the advisory delegates may be polled prior to the vote of commissioners to determine their advice.</p> <p>d. Young Adult Advisory Delegates</p>
Young Adult Advisory Delegates	<p>(1) Each presbytery may elect an active member of one of its congregations, or a participant of a New Worshipping Community or an immigrant fellowship which has a relationship with the presbytery, who shall be between the ages of eighteen and twenty-three years on the date the General Assembly convenes, to be a young adult advisory delegate.</p> <p>(2) Presbyteries shall elect young adult advisory delegates in sufficient time to permit the name of the advisory delegate to be delivered to the Stated Clerk of the General Assembly 180 days prior to the convening of the session of the General Assembly to which they are elected, and may also submit the name of an alternate. Any presbytery failing to meet the deadline is not eligible to send a young adult advisory delegate to that assembly.</p>
Theological Student Advisory Delegates	<p>e. Theological Student Advisory Delegates</p> <p>(1) The number of theological student advisory delegates, who must be in preparation for ministry under care of a presbytery, shall be no more than: two from each of the schools that are institutional members of the Presbyterian Church (U.S.A.)'s Committee on Theological Education; one from each of the theological institutions in a covenant relationship with the Presbyterian Church (U.S.A.); one from each school represented by an invited participant on the Committee on Theological Education; and one from an additional seminary identified by the Office of the General Assembly as having a high number of students who are PC(USA) inquirers/candidates as reported by the presbyteries.</p> <p>(2) Each eligible theological institution may nominate one alternate in addition to the principal(s). All nominated students shall have at least one more year of study remaining in their degree program following the assembly.</p> <p>(3) These nominations shall be submitted to the Stated Clerk of the General Assembly no later than 180 days prior to the convening of the session of the General Assembly to which they are elected. Any theological institution failing to meet the deadline shall not be entitled to a theological student advisory delegate to that assembly.</p> <p>(4) The Stated Clerk shall forward the names of the nominated students to the presbyteries of jurisdiction for election. When the election is completed, the presbytery shall certify that fact to the Stated Clerk.</p>

**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 Presbyterian Mission Agency upon nomination by the General Assembly Committee on Ecumenical and Interreligious 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 Presbyterian Mission Agency Board Coordinating Committee and staff of the Presbyterian Mission Agency designated by the Presbyterian Mission Agency Board; the chair (or co-chairs) of the Board of Presbyterian Church (U.S.A.), A Corporation, and other persons designated by the A Corporation Board; the members of the Advisory Committee on the Constitution; one person designated by each synod, ordinarily the executive or stated clerk; 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); the moderator of Presbyterian Women in the Presbyterian Church (U.S.A.), Inc. or her designee; the executives of Presbyterian Church (U.S.A.), A Corporation, Board of Pensions, Investment and Loan Program, Presbyterian Foundation, Presbyterian Mission Agency, Presbyterian Publishing Corporation, and Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.; 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

**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.

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.

**Assembly
Committee
Moderators**

b. When the moderator of an assembly committee is not a commissioner to the current assembly (Standing Rules C.1.c), they shall have voice in committee and voice in plenary on business from their committee.

**Ecumenical
Representatives**

c. Ecumenical representatives are individuals sent at the initiative of another church to be the official representative of that church. The Stated Clerk may 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 council through the report of the assembly committee addressing ecumenism. The assembly may 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**

d. The assembly may welcome persons invited by the Presbyterian Mission Agency 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

e. 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**

f. 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.

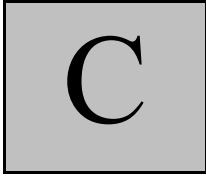
**Interfaith
Representatives**

g. Interfaith Representatives—Three observers of other faiths or religious traditions, who shall be representatives chosen by recognized religious bodies of non-Christian religious traditions and/or faith communities, shall be present at the assembly at the invitation of the General Assembly Committee on Ecumenical and Interreligious Relations. The interfaith representatives shall be present with the church in its deliberations, and to speak to the assembly for the purpose of conveying greetings or messages, or bringing information germane to the decision-making process. The assembly may assume the expense of housing and on the same basis as the expense of commissioners, but shall not reimburse any travel expenses to the assembly site.

6. List of Participants

**Communicating
with
Commissioners
and Advisory
Delegates**

Upon request by entities of the General Assembly, councils, or educational institutions of the denomination, members of the Presbyterian Church (U.S.A.), or independent organizations composed primarily of members of the Presbyterian Church (U.S.A.), the Stated Clerk shall make available access to communicate with the commissioners and advisory delegates registered for a session of the General Assembly through the online platform chosen to host the General Assembly meeting. A fee will be assessed to cover the processing costs incurred.



Formation of Committees and Referral of Business

- | | |
|--|---|
| <p>1. Assembly Committee Structure</p> <ul style="list-style-type: none"> a. Number and Designation of Assembly b. Committee Assistants c. Assembly Committee Moderator and Vice Moderator d. Assembly Committee on Business Referral e. Orientation | <p>3. Referring Business</p> <ul style="list-style-type: none"> a. Recommendation for Referral of Business b. General Assembly Action on Referrals c. How Business Is Referred d. Referral Considered by One Committee e. Referring Overtures to Committees |
| <p>2. Assigning Commissioners to Assembly Committees</p> <ul style="list-style-type: none"> a. Committee Assignments b. Notification of Assignment c. Assignment List Provided d. Random Selection Process | <p>4. Tentative Docket</p> <ul style="list-style-type: none"> a. COGA, Assembly Committee on Business Referral b. Referral of Synod Minutes Review, GAPJC Compliance |

Number and Designation of Assembly Committees

1. Assembly Committee Structure

a. The Stated Clerk shall propose the number and designation of assembly committees to the General Assembly, which shall include a Committee on Mid Councils. 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 Presbyterian Mission Agency 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*, F-1.0401.

Assembly Committee Moderator and Vice Moderator

c. The (Co-)Moderator(s) of the General Assembly shall appoint a moderator and a vice moderator to each committee. The moderator positions are filled by commissioners to the upcoming General Assembly or may be from an assembly within the last six years. All vice moderator positions shall be filled by commissioners to the upcoming General Assembly. Final appointment shall be made only after consultation with a representative of the Committee on the Office of the General Assembly, and then also with a representative of the General Assembly Committee on Representation regarding the inclusivity mandated in the *Book of Order*, F-1.0403, F-1.0404, and G-3.0103. The moderators of at least one-half of the assembly committees, including any committees dealing with finance and budgets, shall be ruling elders. In appointing moderators, consideration should be given to all gender identities, and the moderators of at least one-half of the assembly committees should be

women. The moderators of at least two-thirds of the assembly committees shall be current commissioners. No more than one person from any one presbytery may be appointed to serve as a moderator. All synods shall be represented across the full spectrum of moderator and vice moderator appointments.

**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 Presbyterian Mission Agency, 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 ruling 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 ministers of the Word and Sacrament commissioners and vacant positions for minister of the Word and Sacrament commissioners shall be numbered in sequence. The list of ruling elder commissioners in each district shall be rotated downward so that no ruling elder commissioner is opposite a minister of the Word and Sacrament commissioner from the same presbytery. Separate lists of groups identified in *Book of Order*, F-1.0403, 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*, F-1.0403.

(2) The Stated Clerk shall list the young adult 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 young adult 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 young adult 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 young adult 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 Business Is 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 when the committee has approved a motion by 75 percent or more;
- (4) for consideration by the General Assembly in a plenary business session;
- (5) declined for referral.

**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 referral 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

**COGA,
Committee on
Business Referral**

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.

**Referral of Synod
Minutes Review,
GAPJC
Compliance**

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 (see Standing Rules I.4.b.(3) and I.4.b.(4)). Review of the minutes of the synods pursuant to G-3.0502c and of statement(s) of compliance with decisions of the General Assembly Permanent Judicial Commission by councils, reported by the Stated Clerk pursuant to IV.B.2.e. of the *Organization for Mission*, shall be assigned to the same assembly committee. 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

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Registration and Seating <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 2. Quorum 3. Committee Moderators and Overture Advocates Meeting 4. Land Acknowledgment |
|---|--|

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 a 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.

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. Registered presbytery staff may have access to the seating area to contact their commissioners and advisory delegates during breaks in business.

Quorum

2. Quorum

The presence of a quorum may be established by sign-in to the electronic voting platform at the beginning of the meeting. Thereafter, the continued presence of a quorum may be determined by the online list of participating members.

**Meeting with
Overture
Advocates**

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.

**Land
Acknowledgment**

4. Land Acknowledgment

Opening worship or the first meeting of the General Assembly for the transaction of business shall include an acknowledgment of the Indigenous peoples on whose land the assembly is meeting. The Stated Clerk shall seek to include a welcome from those Indigenous peoples from that land.

E

Committee Meetings

- 1. Committee Leadership and Support**
 - a. Moderator and Vice Moderator
 - b. Recorder
 - c. Committee Assistant
- 2. Procedures for Assembly Committee Meetings**
 - a. Open Meetings
 - b. Time of Worship and Prayer
 - c. Parliamentary Procedures
 - d. Use and Preparation of Resources
 - e. Reports of Special Committees
 - f. Privilege to Speak
 - g. Overture Advocates/ Signer of Commissioners' Resolution
 - h. Responsibilities of Overture Advocate
 - i-j. Financial Implications
- 3. New Business**
 - a. Consider Only Matters Referred
 - b. Proposing Amendment to Constitution
 - c. Constitutional Matters
 - d. Approval Requirement
 - e. Presentation of New Business
 - f. Referral to Advisory Committee on the Constitution
- 4. Organizational Meeting**
 - a. Private Session
 - b. No Business
- 5. Public Hearings**
 - a. Schedule
 - b. Registration
 - c. Time Limits for Presentations
- 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. PMA 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 presides over the committee's deliberations. The moderator may request the vice moderator or others 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.

Time of Worship and Prayer

b. Each meeting of the committee shall include a time of worship and opportunity for prayer.

Parliamentary Procedure

c. Committee meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* except when in contradiction to the Constitution of the PC(USA). Prior to a vote, methods of deliberation shall be consistent with the principles of Presbyterian government. (F-3.02 and G-3.0305)

Use and Preparation of Resources

d. Use and Preparation of Resource Material:

(1) Each committee determines the use to be made of the resource material or resource persons available to assembly committees. Each assembly committee determines whether or not to permit the distribution of particular materials to the committee members.

(2) 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 be as succinct as possible. 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. The Assembly Committee on Bills and Overtures, with a commitment to equitable presentation of different perspectives, shall distribute this resource material to the full assembly.

Resource material provided for the committee by the appropriate General Assembly entity shall include well-written presentations from the variety of different perspectives on any issue under consideration. These presentations on other perspectives should come from the most articulate and informed proponents of that particular point of view. A report including a summary of the actions taken on this issue by our ecumenical partners and previous General Assemblies shall also be prepared by an appropriate General Assembly entity.

Reports of Special Committees

e. When business has been referred by a previous assembly to a special task force, committee, or commission created for that purpose, the assembly committee receiving that report shall set aside no less than ½ hour (30 minutes) to hear a presentation by the special task force (or committee or commission) giving background on their report. Each committee shall determine if additional time is required for presentation.

Privilege to Speak

f. During the deliberations of the committee, in contrast to public hearings, only the following persons, having been recognized by the moderator, may speak:

(1) Members of the committee;

(2) Committee assistant;

(3) Persons with special expertise, including elected members or staff members of General Assembly entities; when such experts advocating a particular point of view have spoken to the committee, the committee moderator shall offer to the committee the opportunity to hear from experts advocating a different point of view;

(4) Members of special committees, task forces, commissions created by previous assemblies (see E.2.d and K.1.f), overture advocates, and signers of commissioners' resolutions;

(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 provides 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 except as outlined in E.2.e.

**Overture
Advocates/
Signer of
Commissioners'
Resolution**

g. 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, as an individual (or in cooperation with other overture advocates in a pre-arranged presentation), 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.

**Responsibilities of
Overture
Advocate**

h. 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 or as asked for clarification by the committee concerning the original intent of the overture.

**Financial
Implications**

i. A representative of any agency affected by an overture or commissioners' resolution, either with respect to the use of its financial resources or its mission priorities, shall be entitled to speak to the item of business immediately after the presenter of the overture or the commissioners' resolution, and shall be allocated reasonable time to speak.

j. The financial effect of each recommendation on any agency or entity of the denomination that would be affected by the action shall be clearly presented at the time that an overture or commissioners' resolution is considered by the committee.

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-6.04b and G-6.02) 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 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
New Business**

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

**Referral to
Advisory
Committee on the
Constitution**

f. New business initiated in an assembly committee proposing an amendment to the Constitution (*Book of Order*, G-6.04) or requiring an interpretation of the Constitution by the General Assembly (*Book of Order*, G-6.02) 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 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. Organizational Meeting

Private Session

a. Ordinarily, the initial meeting of each assembly committee is an organizational meeting in private session for up to one hour for the purpose of developing intragroup 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.

No Business

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 provide for public hearings on matters before it, including on any commissioners' resolutions submitted to it. Public hearings are the opportunity for the committee to hear from those who do not have other avenues for addressing the committee—including those who are not Presbyterian. For this reason, those who are given privilege to speak to the committee in E.2.f.(1–7) are not entitled to address the committee during public hearings.

Registration

b. The Stated Clerk shall announce, no later than the first meeting of the assembly, the method by which a person who wishes to be heard in a public hearing shall register to speak, and the deadline for registering. 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.

Time Limits for Presentations

c. The committee may limit the time for the presentation by any person during a public hearing. 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.

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, councils, 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 final 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. General Assembly entities have the authority to set a budget and/or scale the work mandated by the assembly to fit the budget approved by the assembly in consultation with their elected boards/committees.

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.

PMA to Determine Entity e. When the entity to which an assembly action is directed is a part of the Presbyterian Mission Agency, such as a division or related entity, the Stated Clerk shall automatically amend the language so that the action is directed to the Presbyterian Mission Agency. The Presbyterian Mission Agency 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 *Journal* 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 council 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 council concerned before proposing such action to the General Assembly or taking such an action.

Minority Report h. Minority Report

(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.

(2) A minority report must be appropriate for consideration as a substitute motion (see *Robert's Rules of Order, Newly Revised*, 2011, p. 527).

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, Previous Question
 - b. Voting Methods
 - c. Mindful of Effort Required to Fulfill Recommendations
 - d. Constitutional Questions
 - e. Electronic Devices
 - 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. During the assembly, requests for the privilege of communicating with the General Assembly shall be referred to the Assembly Committee on Bills and Overtures. This includes requests from assembly committees who wish to include reports or presentations that don't relate directly to an item of business that is before the assembly. The Assembly Committee on Bills and Overtures 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 beginning of the plenary where the presentation will occur.

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 *Book of Order*, G-3.0105b).

2. Reports of Assembly Committees

Distribution

a. Electronic copies of the written reports of assembly committees 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. When necessary 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' provided 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. The presenters of the committee's recommendation and the minority report are to coordinate their presentations so that the assembly can best understand the particular issues at hand and keep them as equal in length as possible. (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 updated per capita budget incorporating the financial implications of actions taken by the assembly shall be presented to the assembly for action. If the assembly approves a budget that does not adequately fund the estimated financial implications of new actions, all new items will be scaled in proportion to the amended per capita budget.

5. Plenary Meeting Procedures

Debate

a. (1) In debate on any pending matter, no commissioner or delegate shall be allowed to speak more than two minutes until all other commissioners or delegates who desire to speak on the pending matter have been heard. These or any other limitations to debate in the Standing Rules or approved by the assembly apply to all persons recognized by the Moderator for any purpose, including resource persons and corresponding members. However, resource persons shall not be limited in the number of times they may respond to questions from commissioners or delegates.

Previous Question

(2) Motions for the previous question on more than one pending item are not in order at any time.

Voting Methods

b. (1) The General Assembly shall ordinarily decide questions by electronic voting. The (Co-)Moderator(s) may also call for unanimous consent. All decisions made by assembly committees by a three-quarters vote shall be placed on the assembly plenary consent agenda to be considered as the first order of plenary business following committee meetings. Any actions requesting constitutional change or interpretation must be considered in plenary, unless the assembly committee recommends disapproval by a three-quarters vote, in which case the recommendation for disapproval may be placed on the assembly plenary consent agenda.

(2) In addition to all consent items from assembly committees, the following items shall be placed on the assembly plenary consent agenda:

(a) All unchallenged nominations from the General Assembly Nominating Committee.

(b) Unanimous recommendations from assembly agencies and entities for confirmations of those offices that, according to the Manual of the General Assembly, require General Assembly confirmation.

(3) In all cases, the right of any commissioner to remove any item from the plenary consent agenda or to call for one of the other forms of voting 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 considering an item of business, questions arising in debate concerning constitutional matters shall be referred to the Advisory Committee on the Constitution (ACC) present at the plenary (see Standing Rule B.4.). In cases where the ACC cannot give an immediate response, the Moderator may entertain a motion to postpone the pending motion until the ACC is prepared to advise the assembly concerning the question that has been asked.

Electronic Devices

e. Commissioners are expected to be present when meetings are in session both physically and mentally. The use of electronic devices for purposes other than those directly related to the current topic is therefore discouraged when meetings are in session. Commissioners are also expected to adhere to the General Assembly Social Media Policy.

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, no later than 48 hours after the convening of the General Assembly, 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. The availability of the pertinent information provided by the person challenging the nominating committee's nominee shall be announced to the assembly at least twenty-four hours in advance of the nomination being made from the floor.

(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 three 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. Ordinarily, printed materials that are not official business before the General Assembly may only be distributed at authorized booths in the General Assembly Exhibit Hall. Other distribution is permitted to 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, councils, 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

Social Witness 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. Directory for Worship and Accessibility

Services of Worship

Moderator of Preceding General Assembly Responsible for Planning

a. The (Co-)Moderator(s) 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 (Co-)Moderator(s) shall preside on this occasion and preach a sermon or deliver an address. The (Co-)Moderator(s) shall seek advice to ensure inclusivity in the planning of appropriate daily worship periods, in consultation with the General Assembly Committee on Representation. The (Co-)Moderator(s) 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.

Directory for Worship and Accessibility

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.]



Persons in Ordered Ministry and Elections

1. Moderator of the General Assembly

- a. Title/Functions
- b. Stand with Either Co-Moderator or Vice Moderator Candidate
- c. Election
- d. Vice Moderator
- e. 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 person in ordered ministry, 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 ruling elders and ministers of the Word and Sacrament.

(2) The office of Moderator may be shared by Co-Moderators. In this case, the office of Vice Moderator will remain vacant until the next election of a Moderator.

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

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

(5) 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.

(6) 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 council (*Book of Order*, G-3.0104).

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

Stand with Either Co-Moderator or Vice Moderator Candidate

b. At the discretion of the candidate, he or she may choose to stand for election with a Co-Moderator or with a Vice Moderator candidate. When choosing to stand with another Moderator candidate, both candidates:

- (1) must fulfill all the requirements specified in these Standing Rules,
- (2) notify the Stated Clerk of their intention to stand for election together, and
- (3) will together determine how to fulfill the duties of the office.

Election

c. 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 elect as Vice Moderator, as appropriate.

(3) The following guidelines are intended to create an equal and open opportunity for Moderatorial candidates. To this end, the following procedures shall be observed:

(a) Candidates shall covenant not to spend in excess of \$2,000 in making their candidacy known to the church. This \$2,000 includes out of pocket expenses as well as the estimated value of in-kind contributions, but does not include travel and meeting expenses.

(b) 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.

(c) 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.c.(3)(g).

(d) In order to encourage reliance on the leading of the Holy Spirit in the selection of the Moderator, neither candidates or their advocates are allowed to communicate with commissioners and/or advisory delegates.

(e) Distribution of written campaign materials at General Assembly shall be limited to the public distribution area.

(f) Candidates are encouraged to meet and make themselves available for conversation with commissioners and advisory delegates within the scope of these procedures.

(g) Not less than fifteen days before the convening of the General Assembly, the Stated Clerk shall publish for commissioners and advisory delegates an electronic information packet containing the following material regarding each candidate for 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 that includes a statement regarding the candidate's sense of call to the ordered ministry,

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

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

The layouts for the presentation under this standing rule (as outlined above) may be chosen by the candidates, but all material including photographs submitted for each presentation shall be provided in electronic format as well as print. 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, each candidate shall be nominated by a commissioner to the assembly in the following manner: the

commissioners making nominations shall be recognized at microphones on the assembly floor. Upon recognition by the assembly Moderator, the nominator shall say one of the following statements:

(i) “Moderator, I place in nomination for the office of Moderator of the ___ General Assembly Ruling Elder/Minister of the Word and Sacrament _____ from the Presbytery of _____ and Ruling Elder/ Minister of the Word and Sacrament _____ from the Presbytery of ____.”

(ii) “Moderator, I place in nomination for the office of Moderator of the ___ General Assembly Ruling Elder/Minister of the Word and Sacrament _____ from the Presbytery of _____. And for Vice Moderator of the ___ General Assembly Ruling Elder/Minister of the Word and Sacrament _____ from the Presbytery of ____.”

The nominator shall then return to his/her seat on the plenary floor. No seconds to nominations are required.

(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 order of speaking shall be determined by lot, the drawing conducted by the most recent Moderator attending the General Assembly.

(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 nomination for Moderator, the election may be by acclamation. Where there is more than one, the election may be by secret ballot in a format which is determined by the Stated Clerk and announced to commissioners and advisory delegates prior to the convening of the assembly.

(5) The Stated Clerk shall provide a service of installation for the newly elected Moderator and Vice Moderator, as appropriate, as the last item of business at the session in which the Moderator is elected. The families of the newly elected officers 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. 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

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) Each proposed Vice Moderator candidate shall include biographical information and a photograph in electronic format to be included with the Moderator candidate information.

(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

e. 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 Presbyterian Mission Agency, 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 councils 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 Nomination Committee.

(a) The slate of nominees for the 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 Presbyterian Mission Agency Board (nominated by the Presbyterian Mission Agency Board), and five at-large members nominated by the General Assembly Nominating Committee, in consultation with the General Assembly Committee on Representation, in the following categories: one mid council stated clerk and four persons (two ruling elders and two ministers of the Word and Sacrament) 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 Nomination Committee. The slate presented shall reflect the denomination's commitment to inclusiveness.

(b) Nominations from the floor for the 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, and must be in the same category (H.2.b.(3)(a)). 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 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 nomination process is provided in the Office of the General Assembly and shall designate staff services for the Stated Clerk Nomination Committee.

(e) The nomination committee shall begin its work no later than 300 days before the start of the assembly that will elect the Stated Clerk.

(f) The Committee on the Office of the General Assembly shall be responsible for conducting the end-of-term evaluation of the Stated Clerk.

(g) The nominating committee shall announce that persons seeking the position of Stated Clerk shall file a completed application form and a resume or personal information form (PIF) with the committee 180 days before the opening of the General Assembly.

If the incumbent wants to be considered, he or she will notify the committee in writing and submit a current resume or PIF 180 days before the opening of the General Assembly. The Committee on the Office of the General Assembly shall provide a copy of the end-of-term evaluation to the Stated Clerk Nominating Committee.

(h) 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 review and evaluate all applications to determine the constitutional eligibility of the candidates. Any candidate who is determined to not be eligible will be notified in writing within forty-five days of receipt of their resume or PIF.

(j) The committee shall interview all eligible candidates using the same methodology and select one as the committee's recommendation. All members of the committee shall ordinarily participate in the interview. The committee shall declare its nominee no later than sixty days before the opening of the General Assembly.

(k) 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.

(l) 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 ordered ministry,

(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.

(m) The candidates may not distribute any other materials, print or electronic, including flyers, buttons, tokens or other objects that would denote a campaign for the office of Stated Clerk.

(n) Other organizations supporting the candidacy of a particular candidate may not distribute materials electronically, through the mail, or at the General Assembly with the

knowledge, support, or permission of that candidate. Should a candidate discover that an organization is advocating or campaigning for him or her, it is expected that the candidate will request that organization to cease its activities. The same expectation will be true of organizations that are critical of a particular candidate for Stated Clerk.

(o) Each candidate will be provided a place to meet and talk with commissioners and advisory delegates two days before the election. Only information provided by the Office of the General Assembly may be distributed in those rooms. Other materials, apart from that packet, are not permitted. Each candidate for Stated Clerk will be allowed to post the times when he/she will be available for conversation in that room.

(p) Any questions concerning interpretation of the election process outlined in H.2.b. shall be determined by the Stated Clerk Nomination Committee.

(4) The General Assembly, by majority vote, shall elect the Stated Clerk in the following manner:

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

(b) The Moderator shall then invite other nominations from those who have completed the nomination process. Only one speech, made by a commissioner or a member of the Stated Clerk Nomination Committee 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 other nominations, 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 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.

(d) In the event there are other nominations, 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, after which the voting shall take place.

(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 Nomination Committee, or shall propose to the Moderator for

appointment, if the assembly is not in session, to a Stated Clerk 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 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 normally assume office thirty days after the adjournment of the assembly. A longer period of transition between Stated Clerks may be negotiated by the Committee on the Office of the General Assembly, but shall not exceed ninety days.

Acting Stated Clerk

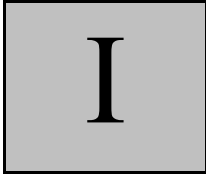
c. Acting Stated Clerk

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, Place, and Format of Meeting

- a. Format, Values, Electronics
- b. Date and Place
- c. Presbytery Invitations
- d. Criteria
- e. 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, Place, and Format of Meeting

Format of the Assembly

a. Meetings of the General Assembly may be conducted by means of electronic communications equipment, by gathering at a central location, or both, as authorized by the assembly or by the Committee on the Office of the General Assembly in consultation with the Stated Clerk. The technology shall enable all persons participating in the meeting who are authorized to do so to have simultaneous aural communication.

Values

(1) Arrangements for the General Assembly shall be made with attention to the church's commitment to inclusivity, accessibility, stewardship, and the physical and spiritual well-being of all participants.

Electronic Meetings

(2) When some or all participants are participating by means of electronic communications equipment, the Stated Clerk shall provide information about the platform(s) to be utilized no later than sixty days in advance of the convening of the General Assembly. Such information shall include:

- How to access the platform(s)
- The method for establishing and assuring the maintenance of a quorum
- How to seek recognition, make motions, and vote

(3) In order to be enrolled as participants with voice and/or vote, commissioners, advisory delegates, and corresponding members must participate in a live technology orientation prior to the convening of the assembly.

(4) While every effort will be made to provide stable access to electronic platform(s), each member is responsible for their audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

(5) Online meeting service availability shall begin at least fifteen minutes before the start of each meeting.

Date and Place

b. 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-3.0503, 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**

c. 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

d. 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**

e. 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*, F-1.0403.

**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 Events

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 Presbyterian Mission Agency. The moderator of the Committee 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

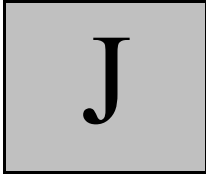
b. Responsibilities

(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, councils, 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

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|---|---|
| 1. Method of Calling <ul style="list-style-type: none"> a. Petition’s Subject Matter b. Resolution Form c. Not Called for Discussion Only d. Resolved in 1 or 2 Days e. Full Text on Each Page of Petition f. Consult with Assembly Committee on Bills & Overtures g. 120-day Requirement | 2. Signatures <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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-3.0503). 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.

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| 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-3.0501). |
| 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-6.02. 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

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.

Verification of Signature

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

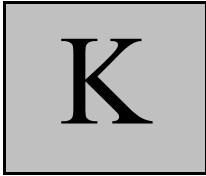
b. The COGA shall set the date and place of a called meeting.

Expense Plan

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

- | | |
|---|--|
| 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 | 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. The General Assembly may establish special committees and commissions to carry out decisions of the assembly or make recommendations to the assembly on matters that cannot be undertaken or accomplished by an existing entity. (*Book of Order*, G-3.0109)

Considerations for Creating

b. When the assembly is considering the creation of a special committee or commission, the Assembly Committee on Bills and Overtures shall hear from the most closely related assembly entity or entities as to whether the work to be assigned to the special committee could be more effectively and economically assigned to that entity or entities. The Assembly Committee on Bills and Overtures will also consult with the Committee on the Office of the General Assembly, a representative from the General Assembly Nominating Committee, a representative from the General Assembly Committee on Representation, and the assembly committee considering the proposal. The Assembly Committee on Bills and Overtures shall report to the assembly committee considering the proposal and to the assembly regarding this consultation and may provide comment, guidance, or an alternate recommendation to the assembly regarding the creation of a special committee or commission. Financial implications of special committees or commissions shall accompany any recommendation to the assembly.

Appointed by Moderator

c. The Moderator of the General Assembly appoints members of special committees or commissions, unless otherwise designated, in collaboration with the General Assembly Nominating Committee and the General Assembly Committee on Representation. The Moderator is authorized to fill any vacancies that may occur. No person appointed may serve on more than one committee or commission unless otherwise designated by the assembly.

Length of Existence and Reports

d. Special committees or commissions shall normally complete their work within two years. Requests for an extension of work shall be referred to the Committee on the Office of the General Assembly. An extension shall require a two-thirds vote of the assembly.

Review

e. The Committee on the Office of the General Assembly shall review the work of each special committee or commission.

**Representation at
General Assembly
and Funding**

f. When the report of the special committee or commission is presented, its moderator shall serve as a corresponding member of the assembly and may be accompanied by one other member of the committee or commission. The expenses of these authorized representatives shall be reimbursed through the committee or commission's budget.

In the event of a minority report, a designated member of the minority shall also be invited to attend the assembly. The expenses of this member shall be reimbursed through the committee or commission's budget.

Other members of special committees or commissions may be reimbursed for attendance at the assembly only if they are required to be involved in hearings or for other official purposes.

Coordination

g. The Stated Clerk shall provide staff services and other assistance to special committees and commissions. The work of the special committees and commissions 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-3.0502c). There are three ways the General Assembly could be requested to consider such review:

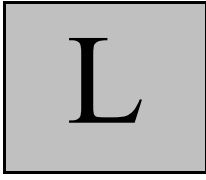
(1) by an overture from a presbytery or synod (G-3.0302d; G-3.0402; Standing Rule A.3.);

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

(3) By a commissioners' resolution (Standing Rule A.6.). If such overture, request, or resolution is acted on favorably by the General Assembly, the General Assembly could undertake Special Administrative Review (G-3.0108b) through commission or special committee as provided for in Standing Rule K.1. and G-3.0109.

**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 Presbyterian Mission Agency, 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.1.) to conduct a special administrative review in accordance with G-3.0108b 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**
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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 majority vote of the commissioners present and voting. A motion to amend the rules is debatable. Amendments to the Standing Rules go into effect at the adjournment of the last meeting on the final day of the assembly, unless the General Assembly includes a proviso stipulating a different time.

Suspending the Standing Rules

3. A motion to suspend the standing rules is not debatable and shall require notice no later than the previous meeting and a majority vote of the total enrollment of the commissioners.

