**Standing Rules**

**Maumee Valley Presbytery**

**Authority**

Maumee Valley Presbytery (“the Presbytery”) is a council of the Presbyterian Church, USA (“PC(USA)”) (G-3.03) and subject to the Constitution of the PC(USA) (“the Constitution”), constituted by the Book of Order, the Book of Worship and the Book of Discipline. Nothing in these standing rules shall contradict the Constitution.

**Description of the Presbytery**

The Presbytery is a corporate expression of the church in Northwest Ohio and Southeastern Michigan. The Presbytery bears responsibility for ministry within the boundaries of the following counties in the State of Ohio: Allen, Auglaize, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Shelby (parts), Van Wert, Williams, Wood and Wyandot. The Presbytery bears responsibility for ministry within the boundaries of the following counties in the State of Michigan: Lenawee and Monroe.

**Incorporation**

The Presbytery is incorporated under the laws of the State of Ohio and shall have a statutory agent in the State of Michigan. The Central Support Committee shall be the Trustees of the corporation. Officers of the corporation shall be:

 President – Moderator of the Central Support Committee

 Secretary – Stated Clerk

 Treasurer - Treasurer

**Members, Meetings & Officers**

Minister Members

Continuing members of presbytery are teaching elders (ministers), as described in the Book of Order (G-2.05). Ministers of other denominations, who qualify under the provisions of G-2.0506, shall be enrolled as temporary members for the duration of their service within the presbytery.

Voting Privileges for Members and Commissioners

Continuing and temporary members of Presbytery, commissioners elected by their respective sessions, and ruling elders serving as officers of the presbytery and moderators of continuing committees, who are ruling elders, are entitled to vote on matters coming before the Presbytery. The following Ruling Elders, also have voice and vote:

1. Current members of the Committee on Ministry
2. Former Moderators of the Presbytery
3. Certified Ruling Elders in active service to a congregation

The following composition for commissioners elected by their respective sessions shall be:

Churches with a membership of up to 299 shall have 1 commissioner.

Churches with a membership of 300 to 599 shall have 2 commissioners.

Churches with a membership of 600 to 899 shall have 3 commissioners. Etc.

Corresponding Members and Visitors

Corresponding members and visitors are welcome to attend Presbytery meetings. The Presbytery may grant voice but not vote to corresponding members and visitors.

Meetings

The Presbytery will hold stated meetings at least twice each year (G-3.0304) and will adopt the number and date of the stated meetings on a yearly basis. The last meeting of each calendar will normally be the annual meeting of the corporation and will normally include the installation of the Presbytery Moderator and other Presbytery officers.

Special meetings of the Presbytery may be called by five members of presbytery*.*

The most recent edition of *Robert’s Rules of* *Order* shall be used to conduct meetings requiring deliberation or the setting or enacting of policy of Presbytery and its teams, committees and commissions, except where the Constitution provides otherwise.

These standing rules superseded all previous standing rules, by-laws, and procedures enacted by Maumee Valley Presbytery or its predecessor presbyteries.

Quorum

The quorum for meetings of the Presbytery shall be three ministers of Word and Sacrament and an equal number of ruling elders from at least three churches. Committees, commissions, and work groups may set their own quorum, and if not specified it shall be one half of its elected members. No unit may conduct business without a quorum.

Officers

The officers of the Presbytery are moderator, vice moderator, stated clerk, treasurer, and immediate past moderator.

Moderator: The Moderator shall preside over all meetings of the Presbytery and shall be the Vice Moderator of the Central Support Committee, with vote, and shall appoint all committees except those elected or otherwise named, and may appoint moderators of committees.

Vice-Moderator: In absence of or at the request of the Moderator, the Vice Moderator shall perform the duties required of the Moderator and be a member of the Central Support Committee, with vote. Upon completion of a term of service as Vice Moderator, the Vice Moderator will normally be nominated for the office of Moderator of the Presbytery.

Immediate-Past Moderator: The Immediate Past Moderator shall be the moderator and a member of the Central Support Committee, taking office upon adjournment of the Presbytery meeting in which a new Presbytery Moderator is installed.

Stated Clerk: The Stated Clerk shall perform all the duties required by the Constitution, shall be a member of the Central Support Committee, without vote, and shall serve as the secretary of the Central Support Committee. The work and compensation of the Stated Clerk shall be reviewed annually by the Central Support Committee.

Treasurer: The Treasurer shall keep an accurate and up-to-date record of the financial transactions and condition of the Presbytery and provide for the receipt and disbursement of all monies assigned to the Presbytery. The Treasurer shall have the authority to invest funds of the Presbytery in keeping with the policies and approval of the Central Support Committee. The Treasurer shall be accountable to the Presbytery through the Central Support Committee and shall submit all records for an annual audit under its direction. The Treasurer shall be bonded at the expense of the Presbytery, have a thorough knowledge of accounting, and be present at all Central Support Committee and Presbytery meetings so as to effectively present and handle the business of the Presbytery. The work and compensation of the Treasurer shall be reviewed annually by the Central Support Committee.

Election and Installation

The election of the officers of those essential for the fulfillment of the mission and ministry of the Presbytery shall normally take place during the last meeting of the calendar year of Presbytery.

Officers of the Presbytery, commissioners and alternates to General Assembly and Synod are normally elected by written ballot if more than one person is nominated for a particular position.

Officers (the Moderator, Vice Moderator, and Immediate-Past Moderator) will each be elected to one-year terms and may not be elected to the same office until three years have passed. The Stated Clerk and Treasurer will be each elected to three-year terms and may be re-elected to successive terms, without restriction.

Members of the Central Support Committee, other Committees, and Constitution mandated committees and subcommittees shall also be elected at the last stated Presbytery meeting of the calendar year. Elections shall be for three-year terms unless otherwise provided for in these Standing Rules or in the Constitution. Moderators of Committees will be elected by Presbytery for one-year terms and will be eligible for annual re-election for up to six consecutive terms.

**Presbytery Staff**

A General Presbyter may be authorized, called, and employed by the Presbytery. The work and compensation of the General Presbyter shall be reviewed annually by the Central Support Committee. The Presbytery may employ other staff as deemed necessary in order to fulfill its mission.

**Suspension and Amendment of Rules**

These standing rules may be suspended or amended by a two-thirds majority of presbyters present and voting, provided that proposed amendments have been submitted in writing at the previous stated meeting or have been distributed in written form in connection with the call for the meeting.

When changes in the *Constitution* occur that place these standing rules in contradiction, the *Constitution* prevails.