

## **THE STANDING RULES of THE PRESBYTERY OF NEW HARMONY (NHP)** (Approved by The Presbytery of New Harmony: last revision 8-18-20)

1. **Meetings:** NHP will hold four Stated Meetings ordinarily on either a Tuesday or Saturday in the middle of February, May, August and November. The Guiding Council will propose specific dates and locations to NHP at its November meeting for approval; any changes throughout the year and between NHP meetings will be made by the Guiding Council. In extraordinary circumstances, when an approved location or date needs to be changed, two of the following three persons shall be able determine an alternative: NHP Moderator, NHP Moderator-elect and the Stated Clerk.

NHP may hold a Special Called Meeting as necessary to conduct urgent business, as indicated in the Form of Government (G-3.0304). The meeting may be called at either the agreement of the Moderator and the Stated Clerk or at the request of at least ten (10) Ministers of Word and Sacrament members and ten (10) Ruling Elders commissioners (representing at least four NHP congregations). The call shall include the purpose of the meeting and no business beyond that listed in the call may be conducted at that meeting.

2. **Lord's Supper:** NHP will ordinarily celebrate the Sacrament of the Lord's Supper at the first Stated Meeting of each year and the Guiding Council may determine changes.
3. **Moderator:** In the absence of the NHP Moderator at a meeting of NHP, ordinarily the immediate past Moderator followed by the Moderator-Elect shall moderate.
4. **Voice and Vote:** A Ruling Elder who is serving as an officer of NHP or who is serving as a member of the Guiding Council shall have voice and vote at all NHP meetings for the term of their service.
5. **Motions:** All main motions and substitutes for main motions shall ordinarily be submitted in writing to the Stated Clerk before discussion on the floor.
6. **Changes to Standing Rules:** All proposed overtures and changes to the Manual of Operations, including the Standing Rules, shall be provided in writing to the Stated Clerk, at least one month prior to a Stated Meeting in order for the Guiding Council to provide NHP counsel and then made available to all members and sessions accompanying Guiding Council's recommendation. Changes to the Manual of Operations shall require a first reading and then a two-thirds vote at a second Stated Meeting to be approved. Any specified section of the Manual and/or any Standing Rule, except this Rule 6, may be suspended for a specified period of time by a two-thirds vote at any Stated Meeting.
7. **Minutes:** Ordinarily, the Guiding Council shall approve the minutes of NHP prior to the next Stated Meeting. The Stated Clerk is responsible for annually compiling and making available the approved minutes of NHP.
8. **Committee Membership:** Ordinarily, members of all NHP standing committees/commissions/ministries shall be elected at the November Stated Meeting and begin their terms of service on the following January 1 and those elected at other times shall begin their terms of service upon election. Vacancies in between meetings may be temporarily filled by the Guiding Council upon nomination by the Committee on Representation and Nominations (CORN); this election by the Guiding Council shall be confirmed by NHP at its next Stated Meeting. Ordinarily, no person shall serve as an elected

member of more than one standing committee. Any member of a NHP standing committees/commissions/ministries who has been absent without communication for a period of six months or two consecutive meetings, whichever is shorter in duration, shall be understood to have resigned and the moderator/chair of that entity shall report that information to CORN.

9. **Conflict of Interest:** Whenever an NHP entity has business involving a particular congregation, then those employed by or are members of that congregation must recuse themselves from the discussion and vote. Whenever the business involves an individual, then anyone related to or from the same congregation as the individual must recuse themselves from the discussion and vote.
10. **Reports:** The moderator/chair of each standing committees/commissions/ministries shall submit written reports to the entity to which they are accountable in advance, meeting the deadline.
11. **Electronic Meetings:** Committees, commissions, boards and other official entities of the NHP, including NHP itself, may, from time to time when physical meetings are impractical, arrange to meet and conduct business via technology. Reasonable notice of the date, time and set-up procedures of electronic meetings will ordinarily be given by the group's chairperson or moderator, or in the case of NHP, the Stated Clerk. The conduct of electronic meetings will conform as closely as possible to the procedures for physical meetings set out in the latest edition of Robert's Rules of Order, including (but not limited to) those for quorums and the recording of minutes. Actions taken in meetings shall be reported to NHP in the same manner as any other actions are reported. Minutes of of these meetings shall be treated as official minutes, must be approved by the entity at its next meeting and shall be kept and distributed in the same way as minutes of physical meetings.
12. **Email Voting:** Committees, commissions, boards and other official entities of NHP may, from time to time, cast binding votes through email or other commonly used but individually addressed electronic tool. Email voting is limited to action items believed to be routine and/or not controversial. In such cases, the chair or moderator of the entity will make a motion (a second is not required) by sending the motion's text and any significant background material to all members of the body. The group's moderator or chairperson will also include an announcement which clearly indicates the deadline for receipt of responses and offers any and all members the opportunity to stop the email vote and call for an electronic meeting to consider the matter. Members of the group voting will use the "respond all" facility of email or otherwise respond in a way by which all participants can see all the votes. Email voting produces a valid action when the number of voters responding meets or exceeds the group's normal quorum, and the measure being voted on receives positive responses from at least 3/4 of those members who respond.
13. **Investigating Committee and Committee of Counsel:** The Stated Clerk, Associate Stated Clerk and NHP Moderator are authorized to appoint an Investigating Committee in accordance with the Book of Order D-10.0201b and a committee of counsel in accordance with the Book of Order D-6.0302.