

**THE PRESBYTERY OF NORTH CENTRAL IOWA**  
**BYLAWS**  
**[Adopted November 13, 2005]**

**PREAMBLE**

A. **DEFINITION**

The Presbytery of North Central Iowa is a part of the universal Church of Jesus Christ, with its roots in the Reformed Tradition, and is a Presbytery of the Presbyterian Church (U.S.A.). It serves the member churches within its bounds, subject to the more inclusive governing bodies of the Church (the Synod and the General Assembly) and is regulated by the Constitution of the Presbyterian Church (U.S.A.). Its mission is guided by the Scriptures, the Book of Confessions and the Book of Order.

B. **INCORPORATION**

The Presbytery of North Central Iowa is incorporated under the laws of the State of Iowa as a corporation not for profit. Articles of Incorporation were approved by the Presbytery on April 28, 1959. Restated Articles of Incorporation were filed in November, 1984.

C. **BOUNDARIES**

Member churches of the Presbytery of North Central Iowa consist of the Presbyterian Church (U.S.A.) congregations within the counties of Black Hawk, Boone, Bremer, Butler, Cerro Gordo, Chickasaw, Floyd, Franklin, Greene, Grundy, Hamilton, Hancock, Hardin, Howard, Humboldt, Kossuth, Marshall, Mitchell, Story, Tama, Webster, Winnebago, Worth, Wright, and within the communities of Jesup and Littleton in Buchanan County.

D. **MISSION STATEMENT**

The mission of the Presbytery of North Central Iowa is to serve Jesus Christ by equipping its congregations for ministry and mission, providing encouragement, resources and training for these congregations and linking congregations with the broader Christian Church as it is expressed in the Presbyterian Church (U.S.A.) and its partner denominations.

**SECTION 1**  
**MEMBERSHIP OF THE PRESBYTERY**

**MEMBERSHIP SHALL INCLUDE:**

- A. Continuing Members: All ministers on the active roll of Presbytery.
- B. Commissioned Lay Pastors: An Elder who has been granted a local commission by the Presbytery to serve as Commissioned Lay Pastor shall have voice and vote at Presbytery meetings during the period of service as specified in the commission.
- C. Elder Commissioners: Each church shall be represented by an elder commissioned by the Session. Congregations with memberships in excess of 500 will be represented in accordance with the Book of Order (G-11.0101a).
- D. Other members: Every elder elected by the Presbytery as Moderator, Vice-Moderator, or other officer, Presbytery Executive Staff, moderator of a commission, committee or task force, or a member of the Presbytery Council not included in the above classes, shall be enrolled as a member with voice and vote for the tenure of his/her office.
- E. Corresponding members: Presbyters (ministers of the Word and Sacrament or elders) in good standing in other governing bodies of this Church or in any other Christian Church, (Including ministers who are laboring within the bounds of the Presbytery) who are present at any meeting of the Presbytery may be invited to sit as corresponding members, with voice but without vote. (G-11.0203)
- F. Minister/Elder Balance: The Stated Clerk shall annually report to Presbytery the number of resident minister members of Presbytery entitled to vote and the number of elders so entitled. When the number of resident ministers entitled to vote is greater than the number of elders so entitled, the Stated Clerk shall recommend to Presbytery a method for redressing this imbalance by providing for the election, appointment or selection of additional elders, paying special attention to the concerns of G-9.0104.
- G. Resignations and Removals: Any member of Council, a Council Committee or Presbytery committee or commission who is absent three consecutive meetings without requesting an excused absence shall be considered to have resigned and the position shall be filled at the next regular meeting of the authorizing body.

**SECTION 2**  
**MEETINGS OF THE PRESBYTERY**

- A. Stated Meetings: Presbytery shall hold a minimum of two Stated Meetings each year. The last meeting of the year will serve as the annual meeting of the Presbytery. The date and time of the meetings shall be recommended by the Presbytery Council at least six months prior to the beginning of the year.

- 80 B. Adjourned or special meetings: Adjourned or special meetings may be called according to  
 81 the Book of Order, (G-11.0201).  
 82  
 83 C. Quorum: A quorum for the transaction of business shall be that stated in the most recent  
 84 edition of the Book of Order (G-11.0202).  
 85  
 86 D. Parliamentary Procedure: The latest revision of Robert's Rules of Order shall be the  
 87 standard of parliamentary procedure except when the Constitution or these bylaws provide  
 88 otherwise.  
 89  
 90 E. Voting by Proxy: No voting by proxy shall be permitted at any annual, stated, or special  
 91 meeting of Presbytery.

92  
 93 **SECTION 3**  
 94 **OFFICERS**  
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- 96 A. Officers: The Officers of the Presbytery of North Central Iowa shall be the Moderator,  
 97 Vice-Moderator, Stated Clerk and Treasurer. All Officers shall be nominated by the  
 98 Nominating Committee. Nominations may be made from the floor. Nomination, election  
 99 and installation shall take place at the Annual meeting of Presbytery.  
 100  
 101 B. Directors: The directors of the corporation shall be the same as the voting members of the  
 102 Council and shall perform the duties of directors as prescribed by the Articles of  
 103 Incorporation of the Presbytery and the Laws of the State of Iowa.  
 104  
 105 C. Terms: The Presbytery year shall be from January 1 to December 31, and officers and  
 106 committee members elected and installed at the last stated meeting of the year shall take  
 107 office on January 1 of the following year. The term of office for the Moderator and the  
 108 Vice Moderator shall be one year, or until a successor has been elected and installed.  
 109 Ordinarily, the Vice Moderator will be nominated as Moderator at the end of his/her term as  
 110 Vice Moderator. The term of office for the Stated Clerk and Treasurer shall be five years  
 111 and both shall be eligible for re-election.  
 112  
 113 D. Duties: Duties of all officers shall be set forth in the Administrative Manual.

114  
 115 **SECTION 4**  
 116 **THE PRESBYTERY COUNCIL**  
 117

- 118 A. MEMBERSHIP:  
 119 1. Members: Presbytery Council shall consist of the following persons: Moderator of  
 120 Presbytery, Vice-Moderator of Presbytery, Immediate Past Moderator of Presbytery,  
 121 Moderators or their designees from: Presbytery committees; Bi-Presbytery Camp  
 122 Council; Presbyterian Women of North Central Iowa Presbytery and nine at-large  
 123 members. The moderator of Presbytery from the prior year shall serve as the moderator  
 124 of Council. The current Presbytery moderator will serve as council moderator in the  
 125 temporary absence of the Council moderator. If the past moderator of Presbytery is

unable to serve a term as Council moderator, the current Presbytery moderator will serve as the alternate.

2. Members at-large: Members at-large shall be elected in classes of three for three-year terms, divided as equally as possible between ministers and members of congregations. At large members may serve two consecutive terms.
3. Other members: Ex-officio members, with voice but no vote, include the Executive Staff, the Stated Clerk, the Treasurer, and the Camp Administrator. The Council is authorized to add ad hoc members without vote as it deems wise.
4. Committee representatives may attend a Council meeting at the request of Council or on the committee's initiative, but are not members of Council.
5. Presbytery's Commissioners to General Assembly and Synod may attend the Council meetings but are not members of Council.

B. MEETINGS: Council shall meet at least once prior to each stated meeting of Presbytery. Special meetings of Council may be called by the moderator and shall be called when requested in writing by 2 members of council from 2 different congregations. These meetings shall be called with at least seven days advanced notice and business shall be conducted only as specified in the call. A conference telephone call may be used for conducting special council business providing notice of time, date and agenda is given to each member in advance of the telephone call.

C. QUORUM: A quorum of the Presbytery Council shall be five, with at least two ministers, two elders or lay persons from at least 4 congregations present.

D. PURPOSE: To serve the Presbytery, in accordance with the Book of Order G-11.0103v.

E. RESPONSIBILITIES:

1. Act on behalf of the Presbytery by exercising all the responsibilities of Presbytery which the Book of Order allows to be delegated. (Refer to the Administrative Manual attachment entitled "Delegation of Powers by Presbytery to its Council or Committees")
2. Coordinate the adoption and distribution of the annual program calendar.
3. Provide for the periodic review the Presbytery Bylaws and Administrative Manual.
4. Review and approve any financial appeal to churches and/or the Presbytery beyond those directed by the Synod or General Assembly.
5. Arrange for Presbytery meetings, with the assistance of the Stated Clerk, including: docket, worship, facilities and program.
6. Serve as the Board of Trustees of Presbytery with the authority to act in matters related to the encumbrance of property.
7. Provide recommendations to Presbytery regarding the adoption of any policy statements related to church and/or society, including information regarding any related policy of General Assembly and/or Synod, and with careful provision for open

discussion of issues prior to the vote by Presbytery of any recommended policy statement.

8. Nominate members and moderator of the Nominating Committee.
9. Nominate persons to fill the positions of Stated Clerk and Treasurer.
10. Coordinate and provide for communication within the Presbytery.
11. Coordinate denominational, ecumenical and agency relationships.
12. Set mileage rates.
13. Determine which areas of responsibility shall be assigned to each Committee when they have not already been designated by the Bylaws.
14. Create and assign temporary committees as needed.
15. Supervise and carry out such administrative and promotional activities as may be referred to it by Presbytery, Synod or General Assembly.
16. Change the date of any Presbytery meeting in case of emergency with advance notice being given to the members of Presbytery.
17. Report at each regular meeting of Presbytery every item of business conducted by it. Its decisions shall be immediately operative wherever power has been conferred, but may be reviewed and reversed by Presbytery.
18. Provide for orientation of commissioners, council members and committees.

**F. COMMITTEES OF COUNCIL:**

1. Council shall have the authority to establish committees as it deems appropriate. The committees of the Council shall be accountable to the Council and not to the Presbytery as a whole. Council may request that the Nominating Committee recommend members of council committees. The chairperson shall be a member of Council. Their general responsibility shall be to carry out specific aspects of the work of the Council.
2. Council may add additional persons to serve on council committees as it deems appropriate. In determining the make-up of council committees, insofar as possible, council shall apply the principles of inclusiveness in accordance to the Book of Order Section G-9.0104.
3. Job descriptions for Committees of Council shall be maintained in the Administrative Manual.

**SECTION 5**  
**COMMITTEES OF PRESBYTERY**

**A. MEMBERSHIP:**

1. The membership of each committee shall be composed of three classes, as equal in number as possible, one of which shall be elected each year. Each class shall be composed as nearly as possible of an equal number of ministers and elders or other lay persons, as provided by the Book of Order.
2. No one shall serve as the Moderator of more than one committee at the same time, and no person shall serve concurrent terms as a voting member on more than two committees.
3. Nominations for the Nominating Committee and moderator of the Nominating Committee shall be provided by the Presbytery Council.

- 218 4. The Nominating Committee shall provide nominations for committee personnel and  
219 committee moderators. Moderators of the committees shall be elected annually by the  
220 Presbytery. A Committee Moderator shall be eligible for re-election, although a person  
221 shall not serve more than three consecutive years moderating the same committee.  
222 Opportunity for nominations from the floor shall always be provided.
- 223 5. Other persons, both lay and ministers may be added for temporary assignments or to  
224 serve as a task force member by vote of the elected members of the committee. Such  
225 persons shall be full members with vote on the temporary committee or task force for  
226 which they are added. All task forces and ad hoc members of committees shall be  
227 reported to the Presbytery Council.  
228
- 229 B. Terms: Unless otherwise provided, terms shall be for three years. The election shall take  
230 place at the last stated meeting of Presbytery for the calendar year, and the term of office  
231 shall begin January 1<sup>st</sup> of the following year. No person shall serve on the same committee  
232 for consecutive terms, either full or partial, aggregating more than six years.  
233
- 234 C. Vacancy: A vacancy in an unexpired term shall be filled at the next stated meeting of  
235 Presbytery after the vacancy occurs. The Moderator of Presbytery may, in consultation  
236 with the Nominating Committee, appoint persons to fill vacancies until election at the next  
237 Presbytery Meeting.  
238
- 239 D. Responsibilities: Each committee shall annually present to the Presbytery Council a review  
240 of the work done during the previous year and their plans for the coming year, along with  
241 the projected procedures for implementation.  
242
- 243 E. Quorum: A Quorum for conducting committee business shall consist of one-third of the  
244 voting members of the committee plus the Moderator except for the Committee on Ministry,  
245 which shall be a majority of the members. (G-11.0501b)  
246
- 247 F. Committee Power and Responsibility: The basic responsibilities of each Committee shall  
248 be set forth under each Committee in these Bylaws, but shall not be limited to these.  
249 Responsibilities may be shifted by action of the Council where allowed by the Book of  
250 Order. The work of each Committee may be carried out by Sub-Committees or Task  
251 Forces.  
252
- 253 G. Accountability: Committees, Commissions, and Task Forces of Presbytery shall be  
254 accountable to Presbytery as a whole. They shall report to Presbytery, and seek its advice  
255 and consent on their work. Every Sub-Committee and Task Force of a Committee shall be  
256 accountable to the committee as a whole of which it is part.  
257
- 258 H. A conference telephone call may be used for conducting committee business providing  
259 notice of time, date and agenda is given to each member in advance of the telephone call,  
260 normally at least five days. A vote may be taken by email if deliberation on the matter has  
261 already taken place in a face-to-face meeting of the committee and if all voting members of  
262 the committee have access to email.  
263
- 264 I. Committees shall always have access to other committees regarding mutual concerns.

**SECTION 6**  
**TRANSFORMATIONAL COMMITTEES**

A. **MISSION AND MINISTRY BOARD**

1. **Membership:** Nine members elected by the Presbytery.
2. **Responsibilities:** The Mission and Ministry Board shall be responsible for planning and administering the Mission and Ministry Consultation, receiving mission plans and enlisting a planning team for each project. In addition, the Mission and Ministry Board shall be responsible for coordinating all Mission projects at the Presbytery level.

B. **VITAL MINISTRIES INITIATIVE BOARD**

1. **Membership:** Nine members elected by the Presbytery.
2. **Responsibilities:** The Vital Ministry Initiative Board shall be responsible to provide pastors and church leaders with information, mutual support, encouragement and accountability as the Church worships and serves in the present reality. The Board shall govern the Vital Ministry Initiative Academy which is to provide courses in transformational leadership for pastors and congregations.

**SECTION 7**  
**ECCLESIASTICAL COMMITTEES**

A. **COMMITTEE ON PREPARATION FOR MINISTRY**

1. **Membership:** Twelve members, all of whom shall be ministers or elders.
2. **Responsibilities:** Fulfill the duties assigned to this committee by the Book of Order, G-14.0300, plus the following duties either delegated per G-11.0103v or assigned by Presbytery:
  - a. Shall have the authority to examine all prospective candidates for ministry to determine whether or not to enroll them as Inquirers, to dismiss candidates to another presbytery and to certify candidates as ready for examination for ordination with the provision that all such actions be reported to the next stated meeting of the presbytery.
  - b. Shall be responsible for the oversight of Applicant Lay Pastors and Eligible Lay Pastors prior to their commissioning.
  - c. The Bi-Presbytery Lay Academy shall be accountable to the Presbytery through the Committee on Preparation for Ministry.

B. **COMMITTEE ON MINISTRY**

1. **Membership:** Twenty one persons, all of whom shall be ministers or elders and shall be representative of the geographic areas of the Presbytery. One member of the COM shall be appointed as liaison person with the Board of Pensions.
2. **Responsibilities:** Shall fulfill the duties assigned to this committee in the Book of Order, G-11.0500, and those delegated in G-11.0502h.
  - a. Shall appoint a moderator of session for any church without a pastor.
  - b. Shall approve administrative commission for installation of ministers to permanent pastoral positions.

- c. Shall be responsible for the oversight of Commissioned Lay Pastors and Eligible Lay Pastors who are currently or have been previously commissioned.

C. NOMINATING COMMITTEE

1. Membership: Six persons nominated by the Presbytery Council and elected by the Presbytery (G-9.0801).
2. Responsibilities:
  - a. Shall diligently seek out, receive permission from, and place in nomination, persons for:
    - 1) Moderator and Vice-moderator of Presbytery, giving consideration to both elders and ministers who have provided outstanding leadership;
    - 2) The Members at Large of Presbytery Council;
    - 3) Members of committees;
    - 4) Moderators of committees
      - a) Special consideration shall be given to the leadership style of moderators of committees. The preferred style is that of an enabler: that is, one who helps in both the task and the job to be accomplished and the relationships among the people doing the task.
      - b) Normally persons nominated as Moderator will have served at least one year on the committee they will moderate.
    - 5) Members of the Permanent Judicial Commission, as required by the Book of Order D-5.0000
    - 6) Commissioners to the meetings of the General Assembly and the Synod, both principals and alternates and Youth Advisory Delegates.
    - 7) Vacancies on Synod and General Assembly boards, agencies, or committees, where eligible; and ecumenical or related bodies.
    - 8) Readers for the cooperative ordination examinations.
  - b. Shall make nominations to fill unexpired terms as needed, such persons to be nominated and elected for the unexpired term at the first stated meeting of the Presbytery after such vacancy occurs.
  - c. Shall maintain, insofar as possible, a balanced representation of churches of the Presbytery, and of lay persons and ministers with attention to full participation as outlined in G-4.0403.
  - d. Shall solicit names of eligible nominees from every available source, including church sessions and individuals.
  - e. Shall circulate the names of nominees to Presbytery along with the distribution of the docket for stated meetings.

D. COMMITTEE ON REPRESENTATION

1. Membership: Six persons other than those presently serving on the nominating committee (G-9.0801c), elected by the Presbytery.
2. Responsibilities: Convene at least once a year to fulfill the duties assigned to this committee in the Book of Order, G-9.0105, G-9.106 and G-11.0302, with attention to full participation as outlined in G-4.0403.



E. PERMANENT JUDICIAL COMMISSION

1. Membership: Seven members elected by the Presbytery, all of whom must be minister and elders.
2. Responsibilities: There shall be a permanent judicial commission whose purpose and responsibilities are mandated in the Book of Order D-14.0000. It shall adhere to all sections of the Book of Order which relate to its task, especially the Rules of Discipline.

**SECTION 8**  
**OTHER COMMITTEES**

A. REPRESENTATIVES TO THE BI-PRESBYTERY COUNCIL FOR THE PRESBYTERIAN CAMP ON OKOBOJI

1. Membership: As outlined in the Covenant Agreement currently in effect between the Presbytery of Prospect Hill and the Presbytery of North Central Iowa and in the Bylaws of the Presbyterian Camp on Okoboji, Inc.
2. Responsibilities:
  - a. Shall be those responsibilities outlined in the Covenant Agreement currently in effect between the Presbytery of Prospect Hill and the Presbytery of North Central Iowa and in the Bylaws of the Presbyterian Camp on Okoboji, Inc.
  - b. Shall be accountable to the Presbytery through the Presbytery Council providing reports and interpretation to the Council and to meetings of the Presbytery.
  - c. Shall cooperate with other committees of Presbytery to develop camping programs enriching to the life of the Presbytery.
  - d. Shall caucus at least annually as a committee of Presbytery to plan for effective cooperation between the camp, the Presbytery, and the congregations of the Presbytery.

**SECTION 9**  
**AMENDMENTS AND SUSPENSION OF RULES**

- A. These Bylaws may be amended or new Bylaws adopted by a two-thirds vote of the Presbytery providing the proposed changes have been distributed at least ten (10) days prior to the Presbytery meeting where action is taken.
- B. Any rule of Presbytery may be temporarily suspended at any stated or special meeting by a two-thirds vote of the members present and voting, so long as the suspension is not in violation of the Book of Order.
- C. These Bylaws shall become effective upon the adjournment of the November 13, 2005 stated meeting of Presbytery and shall supersede all previous rules.