

**STANDING RULES OF THE PRESBYTERY OF EASTERN OREGON  
SYNOD OF THE PACIFIC  
THE PRESBYTERIAN CHURCH (U.S.A.)**  
*Adopted by Presbytery October 24, 2008, Amended through April 20, 2013*

**Contents**

**ARTICLE I NAME AND BOUNDARIES**

**Section 1.** The name of this body is the Presbytery of Eastern Oregon (also referred to as "Eastern Oregon Presbytery" or "EOP"), a constituent body of the Synod of the Pacific of the Presbyterian Church (U.S.A.)

**Section 2.** The Presbytery of Eastern Oregon includes the counties of Wallowa, Umatilla, Union, Baker, Grant, Wheeler, Harney, Morrow, Gilliam, and Malheur (except the cities of Adrian and Ontario), Oregon.

**ARTICLE II GENERAL RULES OF ORDER**

**Section 1.** The Constitution of the Presbyterian Church (U.S.A.), *The Book of Confessions* and *The Book of Order*, shall be the principal governing document of the Presbytery and shall prevail over any conflict in these standing rules. Unless governed by the Constitution of the Presbyterian Church or these standing rules, procedures for conducting meetings shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised*.

**ARTICLE III MEMBERSHIP**

**Section 1.** Members of presbytery shall be: All enrolled Teaching Elders<sup>1</sup> who have been admitted to Presbytery; Elders Commissioned for Particular Pastoral Service<sup>2</sup>; at least one Ruling Elder from each congregation as determined by the Constitution of the Presbyterian Church; the Presbytery's commissioners to the Synod of the Pacific<sup>3</sup>; Ruling<sup>4</sup> Elders appointed or elected by Presbytery as officers or other members of Council, the chair of the Personnel Committee of Council, and Chairs of Board of Trustees, the Nominating Committee and the Committee on Representation<sup>5</sup>.

**Section 2.** In order that Presbytery may have continuity to fulfill its responsibilities, Ruling Elder Commissioners shall normally be elected to the Presbytery for a term of one year. Alternate Ruling Elder<sup>6</sup> Commissioners shall be elected from each congregation who shall be the member of

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1 As amended April 20, 2013

2 As amended April 20, 2013

3 As amended April 8, 2011

4 As amended April 20, 2013

5 As amended April 20, 2013

6 As amended April 20, 2013

Presbytery when the principal Commissioner cannot.

**Section 3.** Ministers may be received with temporary rights and privileges from another denomination when serving a ministry within the Presbytery.

**Section 4.** Persons eligible for membership of other presbyteries may be seated and enrolled as corresponding members. They may speak but may not vote.

#### **ARTICLE IV MEETINGS**

**Section 1.** Meetings shall be either stated or specially called<sup>7</sup>. A meeting may be recessed for a short period or continued to another scheduled time and place.

**Section 2.** There shall be at least three stated meetings of Presbytery each year in the first, second, and fourth calendar quarters of the year.

**Section 3.** The time and place of stated meetings shall be determined by Presbytery prior to the close of the previous meeting pursuant to invitations from congregations. The time and place of specially called meetings, shall be as designated in the call. Changes made necessary by events or circumstances shall be made by the Moderator in consultation with the Stated Clerk. Meetings shall be rotated among the congregations to the extent practical.

**Section 4.** Each active Teaching Elder and the Ruling Elder member from each congregation is expected to attend the meetings of Presbytery. Any necessary absence of an active Teaching Elder shall be reported in advance to the Stated Clerk

**Section 5** The Presbytery Council shall propose a docket to the Presbytery, based on a draft submitted by the Stated Clerk. The Moderator shall convene and adjourn each meeting with prayer.

**Section 6** A quorum of the presbytery is three Teaching Elders and Ruling Elders commissioners<sup>8</sup> from at least three congregations<sup>9</sup>.

#### **ARTICLE V OFFICERS**

**Section 1.** The officers shall be a Moderator, Vice Moderator, and Stated Clerk and Treasurer.

**Section 2.** The terms of office of the Moderator, Vice Moderator, Past Moderator, shall be two years<sup>10</sup>. The term of office of the Stated Clerk and Treasurer shall be three years.

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7 Opinion of Stated Clerk, November 1, 2014: As the way to call a special meeting is not specified in bylaws or now in Book of Order, the terms of 2009-11 Book of Order, G. 11-0202 specify the moderator shall call a special meetings at request of 2 Teaching Elders and 2 Ruling Elders. If moderator is not able to act, the Stated Clerk shall call meeting.

8 As amended April 20, 2013

9 As amended April 20, 2013

10 Terms end 12/31/ of even numbered years

**Section 3.** The Moderator shall:

- 1 Appoint, after consultation with appropriate members of the Presbytery, task forces and administrative commissions.
- 2 Preside, or appoint a presiding officer, to preside and ask the constitutional questions at all presbytery ordination or installation services.
- 3 Represent the Presbytery at any area-wide ecumenical services.

**Section 4.** The Vice-Moderator shall act for the moderator when the moderator is unable to act and shall carry out such other duties as the Moderator shall designate.

**Section 5.** The Past Moderator. shall:

1. Serve as moderator of the Presbytery<sup>11</sup> Council.

**Section 6.** The Stated Clerk shall:

- 1 Serve as custodian of all records and historical documents for the Presbytery.
- 2 Maintain the presbytery rolls.
- 3 Maintain the presbytery registers.
- 4 Prepare and maintain a full and accurate record of the proceedings of Presbytery meetings.
- 5 Prepare an annual report to Presbytery indicating the ratio between the number of active resident Teaching Elders and Ruling Elders who are members of presbytery and propose to presbytery at its first meeting of the year ways to redress any imbalance.
- 6 Prepare the docket for and record the minutes of Presbytery Council.
- 7 Have recent minutes of presbytery, Presbytery Council, synod and General Assembly meetings as well as the Constitution of the Presbyterian Church (U.S.A.) and *Robert's Rules of Order, Newly Revised*, available at presbytery meetings .
- 8 Prepare, keep up-to-date, and distribute a list of officers and members of all presbytery committees, commissioners, delegates and task force members.
- 9 Notify all presbytery members and clerks of sessions of congregations with vacant pulpits of all forthcoming Presbytery meetings at least ten days in advance of the meeting.
- 10 Transmit annual statistical information for the General Assembly year end report to all congregations and report such facts in a summary analysis to the next stated meeting of presbytery.
- 11 Assist in the annual review of session minutes.

**Section 7.** The Treasurer shall:

- 1 Bill the churches of presbytery for their payment of presbytery, synod and General Assembly per capita apportionment.
- 2 Receive and account for the payments for per capita payments and all other presbytery receipts.

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<sup>11</sup> As amended April 20, 2013

- 3 Write all checks to disperse presbytery funds as per budget and authorized vouchers and reconcile bank statements each month.
- 4 Report the most recent quarterly<sup>12</sup> presbytery financial report .to presbytery.
- 5 Work with the board of trustees to secure an annual review of presbytery financial records.
- 6 After consultation with the board of trustees, invest the presbytery's funds

**Section 8.** The Stated Clerk may appoint a Minute Clerk as needed.

## ARTICLE VI PRESBYTERY COUNCIL

**Section 1.** The Presbytery Council shall consist of the;

- Moderator,
- Past Moderator,
- Vice Moderator
- COM chair
- Mission and Program Committee chair<sup>13</sup>
- 1 Ruling Elder and 1 Teaching Elder at large<sup>14</sup>
- Representative from Presbyterian Women
- General Presbyter<sup>15</sup>
- Clerk – *ex officio* non-voting

**Section 2.** The Nominating Committee is asked to consider this factor of balance in the Presbytery Council in making other nominations to attempt to have a balance of Ruling and Teaching Elders, and of men and women on the Council.

**Section 3** Duties of Council include an ongoing, regular review of the functional relationships between Presbytery's structure and it mission.

**Section 4.** Council shall in regular stated meetings or in special called meetings, by assembling in person or by telephone conference call, act for the Presbytery to:

- 1 Receive request of pastors and churches relayed through the Committee on Ministry, and with due consideration of that committee's recommendation act to dissolve the relationship between a church and pastor.
- 2 Receive request of churches to call a pastor, and with recommendation of the Committee on Ministry, issue a Call to a pastor, and to request transfer of a minister from another presbytery to accept a call .
- 3 Upon recommendation of the Committee on Ministry acting for the Presbytery enroll a minister from another presbytery.
- 4 Appoint a commission to install a pastor.

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<sup>12</sup> As amended April 20, 2013

<sup>13</sup> As amended April 8, 2011

<sup>14</sup> By action at October meeting, 2014, terms of members at large set to 2 years, with terms to end 12/31 of odd-numberd years

<sup>15</sup> As amended April 8, 2011

- 5 Dismiss a minister to another presbytery.
- 6 Act in such other matters as Presbytery may assign to it for interim action between Presbytery meetings or, in an emergency, act for Presbytery.

**Section 5.** Council shall report in full its actions to the next stated meeting of Presbytery.

**Section 6.** Council shall submit to the Presbytery a proposed docket for each stated Presbytery meeting.

**Section 7.** Council shall meet as often as necessary at the discretion of the Moderator in consultation with the Stated Clerk and one or more Council members.

**Section 8.** Council shall act as the Nominating Committee to nominate persons to serve as Stated Clerk and Treasurer, and the moderator and members of the Nominating Committee.

**Section 9** Council shall appoint a liaison from among its members to serve to facilitate communication with and from the committees.

**Section 10** Council shall annually appoint two subcommittees:

A. Personnel

- to review the General Presbyter's job performance annually.
- to review and recommend the General Presbyter's compensation annually.
- to report to Council and to the Synod of the Pacific the results of the reviews.
- to review the Stated Clerk's compensation
- to review the Stated Clerk's job performance

B. Budget

- to annually review the recommendations of the Personnel Subcommittee and the Mission Funding Grant Subcommittee.
- to reconcile the various budgets and present to the Presbytery a budget for the subsequent year.

**Section 11** Council shall appoint a task force or task forces<sup>16</sup> following General Assembly to review and make recommendations on the Proposed Amendments to the Constitution.

## ARTICLE VII COMMITTEES

**Section 1 Mission and Program.** The Mission and Program Committee will consist of five members. The committee will recommend the mission priorities of the presbytery. Doing so, it will send and receive mission grant applications, review applications and make recommendations for the mission budget to the budget task force, and recommend to the presbytery council the method for sharing mission stories at the meeting of the presbytery in the first calendar quarter<sup>17</sup>. The Mission and Program Committee will also review, recommend and coordinate the programs and opportunities for programs to and throughout the presbytery.

<sup>16</sup> As amended April 20, 2013

<sup>17</sup> As amended April 20, 2013

The Mission and Program Committee will coordinate the work of the following task forces:

Peacemaking

Mission Opportunities

Youth

-Triennium

-Shar<sup>18</sup>ed presbytery events

-Presbytery event

Any other task forces deemed necessary to its work Ruling Elder and Commissioned Elder<sup>19</sup>  
continuing education programs

**Section 2 Committee on Ministry.** The Committee on Ministry will consist of seven members. It will:

- Focus on transitional issues for congregations
- Respond with support to minor crises
- Review and renew the temporary pastoral relationship
- Recommend to EOP the “minimum terms of call<sup>20</sup>”
- Fulfill the Book of Order requirements as able
- Support and oversee the following task forces
  - Preparation for Ministry
  - Commissioned Ruling Elder program

**Section 3 Nominating Committee.** The Nominating Committee will consist of three members. The committee will nominate people to fill vacancies on presbytery committees, at large positions on the presbytery council, officers of the presbytery, and recommend to the presbytery those to serve as moderators of committees.

**Section 4 Committee on Representation.** The committee on Representation will consist of three members.. It shall advise presbytery's nominating committee of any need for nominations in particular categories needing increased representation and shall regularly inform the presbytery of its progress toward fair representation. The presbytery will attempt to be representative of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions.

## ARTICLE VIII BOARD OF TRUSTEES

**Section 1** The Presbytery is incorporated as of February 17, 1937 under the laws of the State of Oregon as "The Board of Trustees of the Presbytery of Eastern Oregon" a domestic non-profit corporation whose officers are three trustees.

**Section 2** The Board of Trustees shall consist of three persons, at least one of whom shall be a Teaching Elder and one a Ruling Elder, and the third person being either. One trustee is to be elected each year for a term of three years. No member is to serve more than seven years. The

18 As amended April 20, 2013

19 As amended April 20, 2013

20 As amended April 20, 2013

stated clerk and treasurer shall serve *ex-officio* on the Board of Trustees.

**Section 3** The officers of the Board shall be the Chair and the Secretary. The Stated Clerk and Treasurer shall serve as the Treasurer of the Board of Trustees.

**Section 4** This board shall have charge of the property interests of the Presbytery; it shall carry out any instructions of Presbytery concerning trusts or other funds entrusted to the Presbytery. The Board of Trustees must secure Presbytery approval before borrowing funds or expending funds. The annual meeting of the Corporation shall be held at the Stated Meeting of Presbytery in the second calendar of each year. Special meetings of the Board shall be called by the Chair, or if unable to act, by the Secretary. Two elected members of the Board of Trustees shall constitute a quorum.

### **ARTICLE IX COMMISSIONERS**

**Section 1.** Nomination for principal and alternate Teaching and Ruling Elder commissioners and for the Young Adult <sup>21</sup>Advisory Delegate shall be made and the election held at the last stated meeting of the year preceding the General Assembly meeting.

**Section 2.** Nomination of Ruling Elders shall take into consideration the rotation of and membership size of the respective churches of Presbytery.

**Section 3.** Nomination of Teaching Elder commissioners shall take into consideration the date of becoming a member of the Presbytery of Eastern Oregon, the frequency and dates of attending General Assembly in the past, the length of service to the Presbytery and the date of ordination.

**Section 4.** Persons nominated as Alternates shall normally be nominated as principal commissioners for the following General Assembly.

**Section 5** The presbytery shall elect Commissioners to the Synod of the Pacific. Where possible, commissioners shall be Teaching or Ruling Elders as recommended by the Synod. When possible one of the commissioners shall be a racial ethnic person.

### **ARTICLE X DUTIES OF CHURCH SESSIONS**

**Section 1** In addition to the duties of Session described in the Book of Order, Sessions shall be responsible for completing the annual statistical report to the General Assembly and for submitting the completed report to the Stated Clerk of Presbytery on or before the due date.

**Section 2** Session shall pay the per capita apportionment by January 31 of each year, or arrange with the Presbytery Treasurer for a suitable payment schedule.

**Section 3** The minutes of each session shall be presented annually for review when requested by

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<sup>21</sup> As amended April 20, 2013

Presbytery or Council action.

### **ARTICLE XI MANUAL OF PRESBYTERY**

These Standing Rules are but one section of the "Presbytery Manual of Administrative Operations" . One complete copy of the manual is to be kept in the office of the Stated Clerk. Each Committee Moderator shall keep a complete up-dated copy of that committee's section of the manual and send to the Stated Clerk copies of such updates when they have been made. The up-dated committee manual must be passed on to the next Committee Moderator when that person assumes office. The Committee Moderator shall see that copies of that manual are made available to all committee members.

### **ARTICLE XII SUSPENSION AND AMMENDMENT**

The Standing Rules of Presbytery may be temporarily suspended by a two-thirds vote. They may be amended by a majority vote provided that written notice shall have been given in the call for the meeting or notice has been given at the preceding meeting of the Presbytery.