

Nominating Committee Manual

I. Statement of Purpose and Goals

The Committee's purpose is to submit to Presbytery nominations for all Presbytery officer and committee vacancies and for the appropriate General Assembly nominations and positions. The Committee's goals are to bring the nominations before Presbytery in as timely a manner as possible, to seek out those nominees best qualified and able to serve, and to seek input from Presbytery's Committees, Churches and Teaching Elders when selecting nominees to bring before Presbytery.

II. General Operating Procedures for the Committee

A. Membership

Membership of the committee, as established by the Standing Rules of Presbytery, shall be six members; three Teaching Elders and three Ruling Elders or Deacons or any combination thereof divided into two Classes of equal number. Members shall be elected by Presbytery at the May Stated Meeting upon nomination from the floor for one two-year term with term of office to begin immediately upon election. One Teaching and two Ruling Elders or Deacons or any combination thereof shall be elected on the odd numbered years, and two Teaching and one Ruling Elder or Deacon shall be elected on the even numbered years. No one is eligible to serve a consecutive term. Members elected to fill unexpired terms shall be eligible to serve one full term additionally.

B. Quorum

A quorum shall be one half of the elected members.

C. Officers

The officers of the Committee shall be a Chairman and a Secretary elected annually by the membership shortly after the election of the new class at the May Stated Meeting of Presbytery, with their duties to begin immediately upon election. The Committee is encouraged to have the meeting for this election during or immediately after the May Stated Meeting of Presbytery.

1. Chairman

a. The Chairman shall preside at all regular and called meetings during his term of office, unless he is absent, in which case, another member may be elected to preside over that particular meeting.

b. The Chairman shall send and receive all correspondence for the Committee and keep an accurate file on all proceedings and business of the Committee. At the end of his term, he shall

transmit all files, records and reports pertaining to the work and proceedings of the Committee to the incoming Chairman.

c. The Chairman shall ordinarily call the meetings of the Committee, setting the exact time and place of each. He shall prepare an agenda for each meeting and make a copy available to each member before the meeting.

d. The Chairman shall provide the Stated Clerk of Presbytery with accurate names and addresses of any person elected by the Presbytery to a Presbytery office, to membership on any Committee of Presbytery or to any General Assembly nomination or position.

e. The Chairman shall send a copy of the Committee's proposed budget for the next year to the Chairman of the Presbytery Administration Committee in time for him to receive it by August 15.

f. The Chairman shall keep a current list of all the Elders and Deacons of Presbytery serving as officers of Presbytery or of General Assembly, all the Elders and Deacons of Presbytery serving on Permanent Committees, Commissions, or Boards of Presbytery or of General Assembly, and all the Elders and Deacons of Presbytery serving on other committees such as the Faith Prison Ministry Committee and the Mississippi Joint Committee on Campus Work. The Chairman shall request that the Stated Clerk of Presbytery inform him of any changes in these at his earliest convenience.

g. The Chairman shall seek to obtain from the Stated Clerk of Presbytery a list of the General Assembly positions and nominations to be filled by Presbytery that year as soon as this is available.

h. The Chairman shall be responsible in seeing that the work of the Committee is carried out as a whole in the best means possible.

2. Secretary

a. The Secretary shall keep an accurate record of the minutes of each committee meeting and shall send copies of the minutes to each committee member.

b. At the end of his term of office, he shall transmit all file, records and reports in his possession pertaining to the Committee to the incoming Committee Secretary.

c. If, for any reason, the Chairman is unable to call a meeting when it is needed, a meeting may be called by the Secretary.

D. Meetings

1. Stated Meetings

The Committee shall ordinarily have two Stated Meetings during the year. The exact time and place of the meeting shall be set by the Chairman or by the Secretary when the Chairman is unable to do so, but not less than seven days in advance.

a. One Stated Meeting shall be before the October Stated Meeting of Presbytery. The primary purpose of this meeting shall ordinarily be to prepare nominations to submit at the October Stated Meeting of Presbytery. This Committee meeting shall be held in time for the Committee Chairman to submit its report to the Presbytery Stated Clerk three weeks prior to the October Stated Meeting of Presbytery.

b. Another yearly Stated Meeting shall be shortly after the election of the new class to the Nominating Committee at the May Stated Meeting of Presbytery. The primary purposes of this meeting shall ordinarily be to elect officers to serve for the next twelve months and to adopt a budget for the year beginning the following January. The Committee is encouraged to have the meeting for this election during or immediately after the May Stated Meeting of Presbytery.

2. Called Meetings

Called Meetings of the Committee may be arranged by the Chairman or the Secretary when the Chairman is unable to do so. If the business for a Called Meeting is sufficiently limited, the Chairman may use cost effective alternative methods for conducting the business, such as conducting business by correspondence or by telephone or by conference call.

E. Expenses

Expenses of the Committee shall be paid by Presbytery through the use of vouchers signed by the Chairman of the Committee.

F. Amendments

Committee procedures may be changed by vote of the Committee during any meeting, but such changes shall not take effect until ratified by the Presbytery.

III. Special Operating Procedures for the Committee

A.

The Committee Chairman is encouraged to send out a letter to the Churches and Teaching Elders of Presbytery after the May Stated Meeting of Presbytery and before August 15. The purpose of the letter is to inform the members of Presbytery of the vacancies that need to be filled at the October Stated Meeting and to solicit input from the members of Presbytery regarding nominations.

B.

The Committee will try to confirm that all its nominations are eligible, able to serve and willing to serve. The Committee will especially take care not to nominate any one to a Presbytery Permanent Committee such that the person, if elected, would be serving on more than two Presbytery Permanent Committees as principals or alternates at the same time. Any member of Presbytery who is serving a partial term on the current year's Class of a Presbytery Permanent Committee or who is a currently serving as an Alternate on a Presbytery Permanent Committee and who does not want to be nominated to that same Committee at the upcoming October meeting needs to so inform the Chairman of the Nominating Committee and to do so before August 15 if possible.

C.

The Presbytery grants to the Nominating Committee the power of a commission to fill any General Assembly Committee of Commissioner Positions and/or General Assembly Service Positions not filled after the February Stated Meeting of Presbytery.

D.

The Presbytery grants to the Nominating Committee the power of a commission to fill any Presbytery Nominations to the General Assembly Permanent Committees not filled after the October Stated Meeting of Presbytery.

E.

The Presbytery shall not hold the Nominating Committee responsible when the Presbytery is not able to fill all its positions if the Nominating Committee has made a reasonable good faith effort to find eligible and able and willing nominees.

F.

The Nominating Committee, as a part of its report at the May Stated Meeting of Presbytery, shall remind the Moderator of Presbytery to open the floor for nominations for the new Class of the Nominating Committee.