

RULES OF PROCEDURE OF CHURCH COUNCIL

of the

EVANGELICAL-LUTHERAN CHURCH IN SOUTHERN AFRICA (N-T)

{Abbreviated name: ELCSA (N-T)}

TABLE OF CONTENTS

TABLE OF CONTENTS	1
introduction	3
Section 1 General	3
Section 2 Decision Making.....	3
Section 3 Preparation and Convening.....	3
Section 4 Opening, Quorum, Public	3
Section 5 Minutes of Meeting	4
Section 6 Commencement Date	4

INTRODUCTION

Church Council has adopted the following Rules of Procedure in terms of section 51 (5) of the Constitution of ELCSA (N-T).

Section 1 *General*

In these Rules, unless the context indicates otherwise, singular shall include plural and vice versa and masculine shall include feminine and vice versa.

Section 2 *Decision Making*

- (1) Church Council passes its resolutions during ordinary meetings.
- (2) Outside of ordinary meetings agreements may be reached in writing, provided at least 5 members agree to this method.
- (3) If a decision cannot be postponed until the next meeting, or cannot be taken in writing in terms of paragraph (2) above without damage to the cause, the Chairman may take the necessary decision. If possible, he should consult his deputy on this matter. The decision shall be conveyed to the other members of Church Council without delay and the matter shall be placed on the agenda of the next meeting. This meeting may confirm, amend or rescind such decision.

Section 3 *Preparation and Convening*

- (1) Church Council meets as and when necessary, but at least four times per annum. A meeting must be convened if at least five members demand such a meeting.
- (2) The Chairman determines time and place of the meeting, inasmuch as it has not been determined by Church Council, and convenes the meeting.
- (3) The Bishop or his Deputy chairs the meetings of Church Council. If neither of them is able to do so the President of Church Synod shall take the chair.
- (4) The Chairman prepares the provisional agenda, taking into account decisions of Church Council and proposals of its members.
- (5) A notice of meetings shall contain the provisional agenda and possible submissions.
- (6) Notice shall be given to members at least two weeks prior to the intended meeting.

Section 4 *Opening, Quorum, Public*

- (1) Each meeting shall be opened and concluded with a devotion.

- (2) A quorum is established if more than half of its members are present, of whom at least two shall be ordained and three lay members.
- (3) The quorum is determined at the beginning of the meeting.
- (4) The agenda may be supplemented and is then finalised.
- (5) Church Council passes its resolutions by a simple majority of members present. In case of a tied vote the motion fails.
- (6) Meetings of Church Council are not open to the public.
- (7) The Chairman may invite experts for discussion of specific points on the agenda, provided that not more than three members of Church Council object.
- (8) Members shall maintain confidentiality on all discussions and matters voted on, even after they have relinquished their membership of Church Council. The commitment to secrecy also applies to decisions, the nature of which is in itself confidential or has been expressly declared to be so.
- (9) The Chairman may hand over chairmanship to any member of Church Council.

Section 5 *Minutes of Meeting*

- (1) Minutes of meetings of Church Council shall be kept and shall record general discussions and the wording of decisions taken.
- (2) Draft minutes are to be forwarded to members of Church Council as soon as possible.
- (3) The draft minutes shall be discussed and adopted, with possible amendments at the next meeting and shall be signed by the Chairman and another member.
- (4) The signed minutes shall be filed with the records of ELCSA (N-T).

Section 6 *Commencement Date*

- (1) These Rules shall come into effect on the 15th October, 2007.

Forwarded to all Congregations on 24 June 2008/hh