

# **RULES OF PROCEDURE OF THE PASTORS' CONVENTION**

of the

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

**{Abbreviated name: ELCSA (N-T)}**

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## INTRODUCTION

The Pastors' Convention of the ... Circuit has adopted the following Rules of Procedure in terms of section 58 (5) of the Contribution 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      *Offices***

- (1) Every year the convention elects a chairman and a secretary from within its own ranks. Re-election is possible.

### **Section 3      *Meetings***

- (1) As a rule meetings take place at three-monthly intervals.
- (2) A convention lasting several days shall take place annually except if the General Pastors' Convention takes place.
- (3) The Dean issues invitations to the meetings, but he can delegate this duty to the chairman or the secretary. The provisional agenda shall be attached to the notice of meeting.

### **Section 4      *Participation in Conventions***

- (1) Participation in conventions is compulsory in terms of section 19(3) of the Law on Pastors.
- (2) Absence will only be granted on good cause. The Dean shall be advised thereof stating the reasons. Occasional Services do not constitute grounds for absenteeism.
- (3) In cases where distance is an impeding factor, the absence shall be arranged with the Dean in such a way that participation in at least four conventions per year, including the annual convention, is possible.

### **Section 5      *Meetings***

- (1) Meetings are opened and closed with devotion.
- (2) Meetings of the convention are not open to the public.
- (3) Members shall maintain confidentiality on all discussions and matters voted on, even after they have relinquished their membership of the convention. The commitment to secrecy also applies to decisions, the nature of which is in itself confidential or has been expressly declared to be so.
- (4) The Dean, in consultation with the chairman, decides whether to invite guests and which guests are to be invited.

**Section 6        *Minutes***

- (1) The secretary shall keep minutes of the meetings of conventions. The minutes shall include topics discussed, schedules agreed on and the wording of resolutions taken.
- (2) Minutes shall be forwarded to members of the convention timeously before the next meeting. The chairman shall table the minutes for discussion at the next meeting. If there are no motions to amend, the minutes shall be deemed to be confirmed and shall be signed by the chairman and the secretary.
- (3) The Dean shall file the signed minutes. The Bishop shall receive a copy.

**Section 7        *Costs***

- (1) Travelling costs are paid for by the congregations.
- (2) The Circuit contributes to the costs of lunch.
- (3) On request the costs of conventions lasting several days are borne by ELCSA (N-T).

**Section 8        *Commencement Date***

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

Forwarded to all Congregations on 24 June 2008/hh