

Christian Church (Disciples of Christ) Capital Area, Inc.

Plan of Procedure of Regional Assembly

Plan of Procedure of the Board of Directors And Provision for Other Regional Groups

**Re-typed as Amended 10-23-2004
And as amended by the Regional Board 11-24-2006
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CHRISTIAN CHURCH CAPITAL AREA

PLAN OF PROCEDURE OF THE REGIONAL ASSEMBLY

PART 1. OFFICERS

The officers of the Christian Church Capital Area shall serve as officers of the Regional Assembly.

PART 2. COMMITTEES

2.1 The Program Committee for the Regional Assembly shall be chaired by the Regional Assembly Planning Coordinator and shall include others as may be appointed by the Administrative Committee.

2.2 A Registrar and such other appointments necessary to conduct the work of the Regional Assembly shall be named by the Program Committee.

PART 3. REPRESENTATIVES

3.1 Each congregation of the Region shall be entitled to four voting representatives, at least one of whom shall be a participating member under twenty-one years of age. Each congregation shall be entitled to one additional voting representative for each 100 participating members above 50, and one additional voting representative under 21 for each 250 participating members above 250, as reported in the last Yearbook of the Christian Church (Disciples of Christ). In addition, all ministers who hold standing in the CCCA, all members of the Board of Directors and the chair of the Nominating Committee shall have full voting rights. Any congregation may register additional representatives with voice but without vote.

3.2 Voting representatives shall serve from the beginning of one biennial Regional Assembly until the beginning of the next biennial Regional Assembly. Congregations may name alternates to replace designated voting representatives who are unable to attend.

3.3 Representatives from each congregation are to be certified to the Assembly Registrar no later than a date specified by the Program Committee. The certification shall be signed by the presiding officer of the congregation's board of directors (or equivalent). If an alternate is to replace a designated voting representative, the alternate must be certified before the beginning of the first business session of the Assembly.

PART 4. PARLIAMENT PROCEDURE

4.1 The conduct of all business meetings shall follow procedures as described in "Roberts's Rules of Order" insofar as such rules are not in conflict with the Constitution of the CCCA or with this Plan of Procedure.

4.2 The Moderator shall appoint a Parliamentarian to serve during the business sessions of the Assembly. The Parliamentarian shall interpret and advise on procedural propriety at the request of the presiding officer.

PART 5. BUSINESS ITEMS FOR THE BIENNIAL SESSION OF THE ASSEMBLY

5.1 Items for consideration by the Assembly may be submitted by any congregation, the Board of Directors or by any organization having a recognized relationship with the Christian Church Capital Area.

5.2 All items of business to be considered by the Assembly shall be received by the Administrative Committee or by another committee or commission designated by the Board for this purpose. Such items shall be received no later than 91 calendar days prior to the first business session of this Assembly. Only matters as judged by the Administrative Committee to be of emergency nature, as described in part 5.7, shall be considered after this deadline.

5.3 Items of business may include: a) Reports; b) Resolutions c) Items for Reflection and Research and d) Study Documents.

5.3.1 A Report is a summary of ministries performed, or plans, or an audited financial statement of the Region or its ancillary groups.

5.3.2 An Operational, Policy, or Organizational Resolution aims to establish policy, institution or revise structures or procedures, authorize programs, approve directions, or mandate actions. Such a resolution must include a fiscal impact note, outlining total cost and/or savings envisioned and suggesting how any costs are to be underwritten.

5.3.3 A Sense-of-the-Assembly Resolution is an expression of the Regional Assembly concerning a moral, ethical or religious matter confronting the church, the nation or the world. Only one Sense-of-the-Assembly resolution will be accepted from any congregation or organization having a recognized relationship with the CCCA, and any resolution aiming to describe any test of fellowship in or among congregations of the Region shall be disqualified.

5.3.4 An Item for Reflection and Research introduces a critical issue the requires further exploration before it can be addressed in a resolution, study document or item dealing with church policies or operations or which introduces a matter that may not be appropriate for a “Yea or Nay” vote.

5.3.5 A Study Document is a study and analysis of a subject involving moral, ethical or religious elements and on which it is deemed important that members of the Christian Church (Disciples of Christ) be more thoroughly informed to aid in the formation of Christian opinion and judgment, or on which the judgment of individuals or groups is desired. Any study document approved for dissemination by the Assembly shall be issued with the following disclaimer: “This document is issued by the Regional Assembly of the Christian Church Capital Area. It is issued only for study and is not to be construed as an official statement of attitudes or policies of the Regional Assembly”

5.4 The Administrative Committee of the CCCA shall review all items of business, shall determine whether each item qualifies for consideration and shall determine its classification. If an item is disqualified or if its classification is different from that under which it was filed, the Regional Minister shall notify the submitting entity, giving reasons for the Administrative Committee decision. Submitters of the proposed items of business may appeal decisions of the Administrative Committee to the Board of Directors. The Administrative Committee may combine similar resolutions from different sources into a single, substitute resolution.

5.4.1 The Administrative Committee shall prepare the Docket of Business for consideration by the Board of Directors before transmittal to the Representatives, with a proposed order of business.

5.4.2 In the Docket of Business, items shall be listed under their respective classifications, each classification shall be defined and the actions appropriate to each classification shall be stated.

5.5 All items of business for consideration by the Regional Assembly shall be mailed to the congregations no later than 45 calendar days in advance of the Assembly sessions.

5.6 This Assembly shall receive all items of business submitted in accord with Parts 5.1, 5.2, 5.3, 5.4, and 5.5 of this Plan of Procedure, shall consider the comments and recommendations of the Board, and after appropriate discussion and debate shall take one of the following actions:

- 5.6.1 REPORTS: A report is received and made a part of record of the Assembly. No vote is required.
- 5.6.2 RESOLUTIONS:
- a) Amend;
 - b) Adopt
 - c) Commit to the Board of Directors for study and action;
 - d) Refer to a designated group for study and report back to the Assembly at a specified time; and
 - e) Defeat
- 5.6.3 ITEMS FOR REFLECTION AND RESEARCH: Accept, or not accept, reflection and research.
- 5.6.4 STUDY DOCUMENTS: Approve or not approve for dissemination for study.
- 5.7 EMERGENCY ITEMS: Items of business received later than 91 calendar days prior to the first business session shall be referred to the Assembly only with the full concurrence of the Executive Committee.

PART 6. BUSINESS ITEMS FOR SPECIAL SESSIONS OF THE ASSEMBLY

As provided in the Constitution (Article V, Section 2), the Regional Assembly may be called into special session in the interim between biennial sessions. The rules governing such special sessions shall be as follows:

- 6.1 To assure that the business to be considered is of a substantive nature, special sessions may be called only with the approval of 2/3 of the total members of the Board of Directors.
- 6.2 The Board of Directors shall announce the time and place of a special session of the Assembly, by mail to the congregations, no later than 42 calendar days in advance of the session, and the business docket shall be mailed to the congregations no later than 28 calendar days in advance.
- 6.3 The following rules described in this document shall apply equally to these special sessions: Part 1, Part 3, Part 4, Part 5.3, Part 5.4, Part 5.6.1, Part 5.6.2, Part 5.6.3, and Part 5.6.4.
- 6.4 Special Sessions of the Assembly may consider only such items of business as the Board of Directors includes in this docket.
- 6.5 At the pleasure of the Regional Assembly in special session, the session may be recessed to a subsequent date if the business docket is not complete.

PLAN OF PROCEDURE OF THE BOARD OF DIRECTORS AND PROVISION FOR THE OTHER REGIONAL GROUPS

(Amended by Regional Board 11/4/2006)

PART 1. MEETINGS

1.1 The Board of Directors shall meet in January, June and November of each year, plus a meeting 70 to 90 calendar days prior to the Regional Assembly in even numbered years if not otherwise scheduled. Special meetings may be called by the Moderator or the Regional Minister. Unless otherwise noted, regular meetings shall be face-to-face meetings at a time and place announced at least 20 calendar days before the meeting. A regular meeting may be conducted as a “teleconference” and/or “videoconference*” meeting provided the process for emergency meetings below are met. Notice of emergency meetings shall be given in writing via e-mail to all Official Board members, specifying the time and date for the “teleconference” and/or “videoconference*” emergency meeting and nature of the emergency for the meeting.

*Examples of videoconferencing technology include fixed videoconferencing facility (e.g., Regus USA) or web-based applications such as Skype, GoToMeeting, WebEx, RingCentral, or FreeConferenceCall.com.

1.2 The Administrative Committee shall meet during February, April and October of each calendar year.

1.3 The Program Cabinet shall meet in March and September.

1.4 Emergency Meetings may be called by the Moderator or Regional Minister, when a Board decision is absolutely necessary because an emergency exists, or a deadline that may cost the church additional monies or expenses and requires a decision in less than ten calendar days or prior to the regularly scheduled meeting. The meeting shall be conducted following the rules applying to the conduct of regular meetings with the following exceptions:

a. An e-mail shall be sent to all the members stating the reason for calling the meeting and providing an outline of the issue to be discussed or nature of the emergency and specifying the time and date for the “teleconference” and/or “videoconference” emergency meeting. A called Emergency Meeting can be completely electronic (all members participating together on teleconference and/or on videoconference technology) or a combination meeting with some of members assembled at a single location with the other members using permitted technologies to participate as described herein. All voting members must be able to be heard by all other members.

b. At the specified start time of the emergency meeting, the Board Secretary (a.k.a. Secretary) shall ascertain that a quorum is present via active “teleconference” and/or “videoconference” connection in the meeting. The rules followed in a regular meeting to proceed with the meeting shall be followed.

c. Motions shall be presented, seconded and opened to discussion by following the same rules and procedures followed in regular meetings.

d. Once a motion has been seconded, the Chair shall then start a discussion period which shall be open for a specific time during the “teleconference” and/or “videoconference” meeting.

e. At the end of the discussion period, the Chair shall then start the voting period by submitting the motion to a vote by the members. The rules and procedures followed for regular meetings shall be followed for passage of a motion during the “teleconference” and/or “videoconference” meeting.

f. Each voting member must be participating via “teleconference” and/or “videoconference” in the meeting at the time of the vote and shall verbally signify his/her e-mail vote to the Chair and the Secretary in a

manner that can heard by all other participants in the meeting. The Secretary shall tally the votes and announce the results at the end of the voting period along with a list showing the vote of each member.

- g. Once the voting results are announced, the Chair shall declare the special meeting closed.
- h. A written record of the vote shall be recorded in the minutes of the meeting.
- i. Decisions made during the “teleconference” and/or “videoconference” meeting shall be ratified during the subsequent in-person board meeting.

PART 2. COMMISSIONS

Commissions, as provided for in the Constitution, are responsible for continuing programs and support services in the CCCA. They provide ministry to the congregations of the Region and develop and implement programs which, by their nature, may more fittingly be performed by the congregations working together than by individual congregations working separately. The Commissions may be comprised of committees to accomplish their objectives. Commission Directors, in consultation with the Moderator, Regional Minister and with each other, shall name the membership of each Commission, committee and the committees' chairs. Members of Commissions, committees and task forces of the Region shall serve no more than one six-year term without taking a two-year sabbatical. This shall not abridge the right of the Assembly to call its Commission Director for three, two-year terms. The objectives of the Commissions include:

2.1 The COMMISSION FOR CONGREGATIONAL LIFE provides for comprehensive regional year-round programs of Christian Education, evangelism training, and leader development for congregations, various other groups in the region (youth, families, et al), and regional leaders by:

- a) assisting congregations and the region to assess educational needs and to provide access to resources;
- b) sponsoring special training and educational events (such as Regional Assembly workshops, elders' retreats, and evangelism workshop);
- c) awarding scholarships for leader development training; and
- d) planning and implementing regional programs of evangelism to encourage and assist congregations in their own evangelism programs.
- e) plans, initiates, and implements the establishment of new congregations within the region, and coordinates these activities with agencies of the General Church, with other local congregations and with target communities
- f) communicates and explains the mission funding program of the Christian Church (Disciples of Christ) to the congregations of the Region; develops and promotes educational programs to enhance the commitment of individuals and congregations to the worldwide mission and witness of the church; is responsible for the promotion of regional financial campaigns; interprets Regional outreach goals for Disciples Mission Fund, the special offerings that support the Region, the General Units, the education institutions and new church development, Reconciliation, and the Week of Compassion; develops programs to help meet local needs in such circumstances as natural or human-caused disasters, social change or lack thereof, sickness or injury, poverty, injustice and/or crime; allocates Reconciliation funds in accord with published guidelines; coordinates its activities with other denominations and with governmental and community agencies; reminds congregations of the world-wide need for peace, justice, human dignity, and the necessities of life; promotes the concerns of Christian unity and the ecumenical church; cooperates with appropriate councils of churches and with ecumenical programs and agencies in the Region; serves as liaison between the Region and the Council on Christian Unity of the General Church; and promotes Campus Ministry programs in the region and seeks their appropriate financial under girding.

And shall receive applications for financial assistance from congregations of the region, and in accord with published guidelines and within the constraints of funds available, recommends to the Board of Directors such grants as may be appropriate, in the following areas:

- (1) training events and seminars for local church leadership to equip congregations to meet established goals;
- (2) bringing a resource person(s) to a particular congregation to conduct a consultation, seminar, training or other type of event;
- (3) supplementing salary support of the pastor to enable more pastoral time than the congregation can afford, limited to a maximum of three years on a descending scale each year; and
- (4) other creative opportunities to enhance the mission and ministry of the church.

The Commission is authorized to allocate funds not exceeding \$1,000 to a single grantee; allocations in excess of \$1,000 require approval by the Board of Directors.

2.2 The COMMISSION FOR MINISTRY counsels candidates who are seeking admission to the Order of Ministry through ordination, license and/or standing in accordance with Policies and Procedures of the Christian Church (Disciples of Christ) Capital Area Concerning the Order of Ministry. The Commission identifies candidates for ministry as early as possible in their preparation and takes candidates “under care” when requested by a candidate who has also been endorsed by a Disciples congregation and/or other sponsoring body recognized by the Christian Church Capital Area. The Commission in cooperation with his/her sponsoring congregation and supervising pastor shall coordinate and supervise the nurture, development, and growth of each candidate.

The Commission shall administer regional educational grants, endowments and funds, such as the Flinn Memorial Fund and others, which have been designated to provide financial assistance for seminarians as well as continuing education for clergy in accordance with published criteria.

The Commission shall grant Regional licenses for specific and designated ministries and shall review requests annually for the renewal of said licenses. All licenses shall have an annual endorsement for licensure by his/her sponsoring congregation and/or other body.

In order to foster effective stewardship of abilities and resources for the church’s life and work, the Commission shall review the standing of all ministers in the Christian Church Capital Area on an ongoing and regular basis. This shall include the standing of all military and institutional chaplains in this Region who are endorsed by the General Commission on Ministry of the Christian Church (Disciples of Christ).

The Director of the Commission for Ministry, in cooperation with the Regional Minister and the President of the CCCA Ministers’ Association, shall administer the Crisis and Stress Fund which is maintained by the Ministers’ Association.

The Director, with and for the Commission for Ministry, shall receive, accept, and promulgate additional assignments which may be given by the Regional Board, the Moderator and/or the Regional Minister.

The Commission for Ministry shall be guided by and act in accord with Policies and Procedures of the Christian Church Capital Area (Disciples of Christ) Concerning the Order of Ministry and the Policies and Procedures of the General Commission on Ministry of the Christian Church (Disciples of Christ) in the United States and Canada.

2.3 The COMMISSION FOR CAMPS AND CONFERENCES is to be responsible for general oversight of camps, conferences and related programs, and maintain and develop camp and conference facilities. It will

a) plan for, administer, and oversee camp and conference programs which are carried out at Christian Church Conference Center (Bethany Beach, DE) , Camp Mary Mac (Sharpsburg, MD), and any other

facilities which may be acquired by the Christian Church Capital Area as well as other settings deemed appropriate for broader programming;

b) develop policies and procedures for the administration, programming and long-range development of such programs. To accomplish these goals the Commission may, with the approval of the Board of Directors, create management groups, committees, etc., as well as name members of these groups. These committees need to be broadly representative of the Region geographically and culturally.

c) provide a summer chaplain at the Christian Church Conference Center in Bethany Beach and other facilities as may be practical and deemed necessary;

d) develop long-range plans for facilities through management committees for the Conference Center and for Camp Mary Mac. These will be named by the Director of the Commission in consultation with the Regional Minister and Moderator. There will be no more than 12 members on each management committee, one-third of whom shall be appointed every other year for a six-year term. Members may not serve more than one consecutive term; and;

e) set the rates for the use of the facilities and create an annual operating budget which shall be submitted to the Commission for Administration for review and approval for the Region's budgetary procedures.

PART 3. PERSONNEL COMMITTEE

3.1 The Personnel Committee is responsible for evaluation functions, salary recommendations, and other personnel matters as determined by the Regional Minister, the Moderator and Chair of the Committee. The Regional Minister shall be responsible for the supervision, direction and evaluation of all staff of the Region. The Committee shall be responsible for reviewing performance evaluations completed by the Regional Minister or other designated group. An annual performance review of the Regional Minister and all full-time, professional staff shall be performed by their Pastoral Relations Committee. All other full-time staff will be reviewed by the Personnel Committee. In all cases evaluations shall be written, and after careful review and discussion, a copy of the written review shall be provided to the person reviewed. The Personnel Committee shall perform annual salary reviews and make recommendations to the Administrative Committee for budgeting purposes on all employees unless otherwise assigned.

3.2 The members of the Personnel Committee shall be appointed by the Chair of the Committee, in consultation with the Regional Minister. The Committee is intended to be representative and inclusive of the CCCA in its composition. When the management committees have personnel committees, a representative of each committee serve on the Personnel Committee selected as above.

3.3 The Personnel Committee shall meet at least twice during each year. Other meetings may be called at the discretion of the Chair and the Regional Minister as directed by the Board of Directors.

3.4 The Personnel Committee shall submit a report to the Regional Assembly, an annual report to the Board of Directors and interim reports to the Board of Directors as appropriate and necessary.

PART 4. AUDIT COMMITTEE

4.1 An Audit Committee, appointed by the Moderator, reports to the Board of Directors annually and makes such other reports as requested by the Board.

4.2 The Audit Committee shall employ an official auditor from a recognized firm to audit the financial records of the CCCA each year and to report findings by June 1.

PART 5. PASTORAL RELATIONS COMMITTEE

5.1 A Pastoral Relations Committee shall be established for each full-time professional staff member of the CCCA. It shall be responsible for providing confidential support, nurture, or counsel as requested by the individual for whom it is established. It shall also be a sounding board for the congregations, be responsible for evaluation of the clergy person and recommend any changes in the terms of call.

5.2 The Pastoral Relations Committee shall consist of 3-9 members with a revolving three-year term. The PRC shall be appointed by the Moderator in consultation with the professional staff member for whom the committee is being appointed. Members should be selected sensitive to the various geographical, racial, sexual and ethnic divisions within the CCCA. The membership may be no more than fifty (50%) percent clergy.

5.3 The Support Committee will meet at least quarterly. Any member may request that a meeting be called.

5.4 Members may serve two consecutive terms and then must be off for one year.

5.5 The Committee will select its own chair. This person serves as a member of the Board of Directors of the Region with voice and vote.

PART 6. CONSTITUENCY ORGANIZATIONS

Constituency organizations recognized by the Regional Church shall act as planning groups in the areas of church life for which they exist. They shall propose program and dates to be coordinated by the Program Cabinet and shall submit any budget proposals to the Administrative Committee. Each organization shall select its officers as determined by its by-laws. Constituency organizations currently recognized by the Regional Assembly are:

6.1 **Disciples Women** (CWF) seeks to promote the development in Christian living and service of all women in the congregations of the Region.

6.2 The **Regional Youth Fellowship** seeks to promote activities among the high school youth of the Region; seeks to be representative of those youth and shall make recommendations to the Moderator, Board of Directors and the Nominating Committee for youth representation on the various Commissions, departments and committees of the Region.

6.3 The **Disciples Men** seeks to promote programs of fellowship, mutual/spiritual enrichment, and joint action on the inter-congregational level involving all men of the Region. It shall also seek to promote and coordinate within congregations such organizations as may be appropriate to a specific congregation to make the most efficient use of its manpower potential.

6.4 The **Ministers' Association** seeks to support and represent clergy & students, promote collegiality, connections, and mutual support among the clergy of Region. It shall also create and promote continuing education, administer the Clergy Continuing Education Fund, administer the Association's Administrative Fund; jointly administer the Clergy Crisis and Stress Fund with the Commission on Ministry and the Regional Minister, and work with the Regional Minister to assist in matters pertaining to clergy and students.

PART 7. CONGREGATIONAL CLUSTERS

Congregational clusters may be formed, on a voluntary basis, for fellowship and collegiality and for promotion and communication among regional congregations within a limited geographical area. An organized effort may result which shall be for the purpose of ministry and/or outreach with the cluster. Regional staff may be requested to assist from time to time, but no provision will be made for budgetary or special staff support before funds are available.

A volunteer designated as a “Wisdom Elder” may be sought to assist the Regional staff in working in a particular cluster or portion of the Region. Expenses may be reimbursed as available.

PART 8. TRUSTEES

The Trustees serve the Region in the management of the estate, property, interest and inheritance of the organization. The Chair of the Trustees serves on the Administrative Committee. It is the responsibility of the trustees to supervise invested funds and trust accounts of the Region, to conduct business within the framework of the Articles of Incorporation and the Constitution and to carry out such instructions as may be given them by the Regional Assembly and the Board of Directors.