



**ONE MISSION  ONE MOVEMENT**

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# Constitution and Bylaws 2024

## **DISTRICT OFFICIALS**

District Bishop  
Tony Andrade

District Secretary  
Bryan Roberts

District Presbyterian  
Jon Kincaid

### **Regional Representatives:**

Eastern	Shane Cox
North Central	Connie Jackson-Osborne
Central	Jolene Bailey
Western	Jon Kincaid

### **Ministry Directors:**

Student Ministries  
Dustin & Danielle Otto

Women's Ministries  
Teresa Roberts

Men's Ministries  
Darrick Peyton

Communications  
Jason Norvell

Missions and Outreach  
Jon Kincaid

\*Administrative Assistant  
Donna Lancaster

**KENTUCKY DISTRICT  
PENTECOSTAL CHURCH OF GOD**

**130 Depot Street  
P.O. BOX 842  
VERSAILLES, KENTUCKY 40383**

**859-873-3336  
kentuckypcg.org**

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## **Constitution and Bylaws of the Kentucky District Pentecostal Church of God**

### **Preamble**

WHEREAS, It is the express purpose of God, our Heavenly Father, to call out of the world a people who shall constitute the Body, the Church of Jesus Christ, built and established upon the foundation of the Apostles and Prophets, Jesus Christ Himself being the Chief Cornerstone; and

WHEREAS, The members of the Body, the Church, are enjoined to assemble themselves together for worship, fellowship, and instruction in the Word of God, the work of the ministry, and for the exercise of those spiritual gifts and offices provided for in the New Testament; and

WHEREAS, According to God's Word, the early Christians came together in such fellowship as a representative Body of blood-washed and Spirit-filled believers, who cooperated with, and sent out evangelists and missionaries and, under the leadership of the Holy Spirit, set over the churches, pastors, teachers, deacons, and helpers; therefore, be it

Resolved, That we recognize ourselves as a co-operative Fellowship of Christians, endeavoring to keep the unity of the Spirit in the bond of peace, till we all come in the unity of the faith and the knowledge of the Son of God, unto a perfect man unto the measure of the stature of the fullness of Christ (Ephesians 4:3-13).

## SECTION I - "ESSENTIAL VALUES"

### ARTICLE I Doctrinal Statement

As a covenant community comprised of followers of Jesus Christ devoted to the Word of God, the Pentecostal Church of God adheres to the following essential values as foundational doctrines and those things which we hold as absolute beliefs (Luke 1:1); seeking always the global advancement of the Kingdom of God (Acts 1:8); endeavoring to be connected and serve with a Christ-honoring approach that there be no divisive disturbance of the peace and harmony within the Body of Christ (Mark 10:45, 1 Corinthians 1:10) in order that we will be a relevant voice to reach the unreached peoples of our generation and send the reached into the harvest (Acts 13:36).

#### 1. The Scriptures

The Scriptures of the Old and New Testaments are the inspired Word of God (2 Timothy 3:16) presenting to us the complete revelation of His will for the salvation of men and constituting the Divine and only rule of Christian faith and practice (2 Peter 1:21).

#### 2. The Godhead

We believe there is but one true and living God, who is everlasting, infinite in power, wisdom and goodness; that He is the Creator of all things, visible and invisible, and Preserver of all things (Romans 1:20; Colossians 1:16). In the unity of this Godhead, there are three persons of one individual essence, who are co-equal, co-existent and co-eternal; namely, the Father, the Son and the Holy Ghost (Matthew 3:16, 17; 28:18, 19; 2 Corinthians 13:14; John 1:1, 2, 18; 10:33; 14:26; 15:26; Philippians 2:6; Hebrews 9:14).

The Son is the eternally begotten of the Father and accepted earthly limitations for the purpose of incarnation, being true God and true man; conceived by the Holy Ghost and born of the Virgin Mary. He died upon the cross, the

just for the unjust as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on High as our great High Priest, and He will return to establish His Kingdom of righteousness and justice.

The Holy Spirit is a Divine Person, Executive of the Godhead on earth, the Comforter sent by the Lord Jesus Christ to indwell, to guide and to teach the believer, and to convince the world of sin, of righteousness and of judgment.

### **3. Man, His Fall and Redemption**

Man is a created being, made in the likeness and the image of God, but through Adam's transgression and fall, sin came into the world (Romans 5:12). "All have sinned and come short of the glory of God." (Romans 3:23) "As it is written, there is none righteous, no, not one." (Romans 3: 10) Jesus Christ, the Son of God, was manifested to undo the work of the devil, and gave His life and shed His blood to redeem and restore man to God (1 John 3:8).

### **4. Salvation**

Salvation is made possible through the meritorious work of Jesus Christ on the cross and through Holy Spirit conviction. Godly sorrow works repentance and makes possible the experience of the new birth, and Christ formed within us is the gift of eternal life (Titus 2:11; Romans 10:13-15; Luke 24:47; Titus 3:5-7).

Man is a free moral agent and can at any time after the new birth experience turn away from God and die in a state of sin facing the consequences of hell. (II Peter 2:20-22)

Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8).

## **5. The Church**

The true Church built upon the Foundation of Jesus Christ (1 Corinthians 3:11; Ephesians 2:20), is the Body of our Lord (Romans 12:5; 1 Corinthians 12:27); Christ being the Head (Ephesians 1:22; Colossians 1:18). Its earthly constituents are all true believers, born again of the Spirit (John 3:6) and of the Word (1 Peter 1:23), who are living an overcoming Christian life (Ephesians 5:27; Revelation 21:27). To the Church, through its members, is delegated the various gifts and offices of the Holy Ghost (1 Corinthians 12:7-11, 27, 28) which are necessary for the successful evangelization of the world and the perfecting of the Body of Christ (1 Corinthians 12:7; Ephesians 4:11, 12).

This universal, invisible, sanctified Church is the chaste virgin Bride of Christ (2 Corinthians 1:1, 2; Ephesians 5:26, 27; Revelation 21:9b, 27). It is this Bride for whom Jesus Christ returns, just prior to the Great Tribulation, to catch her away and take her to heaven (John 14:23; 1 Thessalonians 4:13-18).

## **6. The Ministry**

God, through the Holy Spirit, calls such as He desires to serve as apostles, prophets, evangelists, pastors, and teachers, and specifically endues the one called with the talents and gifts peculiar to that office or offices (Ephesians 4:11-13). Under no circumstances should anyone be ordained or set apart from any such office unless the calling is distinct and evident.

## **7. Water Baptism**

Baptism in water is by immersion, a direct commandment of our Lord (Matthew 28:19) and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial and resurrection (Romans 6:4; Colossians 2:12; Acts 8:36-39).

The following recommendation regarding the water baptism formula is adopted, "On the confession of your faith in the Lord Jesus Christ the Son of God, and by His authority, I baptize you in the name of the Father, and of the Son, and of the Holy Ghost. Amen."

## **8. The Baptism of the Holy Ghost**

The Baptism of the Holy Ghost and fire (Matthew 3:11), is a gift from God, as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the new birth (John 14:16, 17; Acts 1:8; 2:4, 38, 39; 10:44-48). The Baptism of the Holy Ghost is accompanied by the speaking in other tongues as the Holy Spirit Himself gives utterance as the initial physical sign and evidence (Acts 2:4).

## **9. Sanctification**

The Bible teaches that without holiness no man can see the Lord (Hebrews 12:14). We believe in the doctrine of sanctification as a definite, yet progressive, work of grace, commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 13:12; 2 Thessalonians 2:13; 1 Peter 1:2; Ephesians 5:26; 1 Corinthians 6:11; John 17:17; 1 Thessalonians 5:23).

## **10. The Lord's Supper**

The ordinance of the Lord's Supper is a commandment of our Savior; and being a memorial to His death and resurrection, is strictly limited to Christian believers (1 Corinthians 11:27). The time and frequency of its observance is left to the discretion of each congregation (1 Corinthians 11:26).

Only unfermented grape juice, the fruit of the vine, as recommended by our Lord (Matthew 26:29; Mark 14:25; Luke 22:18) shall be used in connection therewith.

## **11. Foot Washing**

Foot washing is recognized among many believers as a Christian practice, and the time, manner and frequency of its observance is left to the discretion of each local congregation (John 13).

## **12. Divine Healing**

Healing is for the physical ills of the human body and is wrought by the power of God, through the prayer of faith, and by the laying on of hands (Mark 16:18; James 5:14, 15). It is provided for in the atonement of Christ and is available to all who truly believe.

## **13. Resurrection of the Just**

The Bible promises, "This same Jesus shall so come in like manner" (Acts 1:11). His coming is imminent; when He comes, "The dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air" (1 Thessalonians 4:16, 17). Following the tribulation, He shall return to earth as King of kings and Lord of lords, and together with His saints, who shall be kings and priests, He shall reign a thousand years (Revelation 20:6).

## **14. Setting a Time for the Lord's Return**

It is unwise to teach that the Lord will come at some specified time, thereby setting a date for His appearance. It is also unwise to teach, preach or publish visions of numbers and dates which would tend to fix the time of the second coming of the Lord (Mark 13:32, 33).

## **15. The Coming of the Lord**

We believe the Bible presents the coming of Christ as personal, imminent, pre-tribulation and pre-millennial. We further contend that this position alone admonishes watchfulness, incites holy living, prevents spiritual declension, and provides maximum incentive and motive for urgency and zeal in evangelizing the unsaved. As demonic deception and satanic darkness deepens, we urge our ministers to maintain and proclaim this doctrinal viewpoint as the "blessed hope" of the Church.

Furthermore, we recommend that should any of our preachers hold to the mid or post-tribulation doctrine, they refrain from preaching and teaching it. Should they persist in emphasizing this doctrine to the point of making it an issue,

their standing in the fellowship will be seriously affected.

## **16. Hell, and Eternal Retribution**

The one who physically dies in his sins without Christ is hopelessly and eternally lost in the Lake of Fire, and therefore has no further opportunity of hearing the Gospel or for repentance (Hebrews 9:27). The Lake of Fire is literal (Revelation 19:20). The terms “eternal” and “everlasting” used in describing the duration of the punishment of the damned (Matthew 25:41-46) in the lake of fire, carry the same thought and meaning of endless existence, as used in denoting the duration of joy and ecstasy of saints in the presence of God.

## **17. Tithes**

We recognize the scriptural duty of all our people, as well as ministers, to pay tithes as unto the Lord (Hebrews 7:8). Tithes should be used for the support of the active ministry and for the propagation of the Gospel and work of the Lord in general and not given to charity or used for other purposes (Malachi 3:7-11; Hebrews 7:2; 1 Corinthians 9:7-11; 16:2).

# **SECTION II - “MORAL VALUES”**

## **Article II Biblical Standards for Ministry**

**Section 1. Christian Affirmations.** As Christians, the members of the Pentecostal Church of God:

- a. We faithfully pledge our loyalty to Jesus Christ as Lord and Savior.
- b. We affirm complete confidence in the infallible Word of God.

- c. We affirm our commitment to the Great Commission (Matthew 28:19, 20; Mark 16:15, 16) and we declare our willingness to go anywhere, do anything and sacrifice everything God requires of us in the fulfillment of that commission.
- d. We accept God's call to preach and teach the Word to all people as God gives opportunity, and we do this because of God's love for every human being who, apart from faith in Christ, is judgment bound and destined for hell.
- e. We endorse the Gospel message of salvation by grace alone through faith in the risen Lord Jesus Christ and His atoning death on the cross for our sins.
- f. The proclamation of the Gospel must include a thoughtful call of every person to repent, to commit to Jesus Christ and to follow Him as Lord and Savior, and to do all these lovingly and without coercion or manipulation.
- g. We will stay prayerfully filled and controlled by the Holy Spirit for a deeply spiritual Christ-centered ministry.
- h. We will lead lives of holiness and moral purity, appropriately representing Christian ministry to the Church and the world.
- i. We will practice a life of regular Bible study and pray for personal spiritual growth and anointed ministry.
- j. We will be faithful stewards of all personal and church finances, and we will be accountable to all concerned in the finance of our ministry and will be honest in reporting our statistics. We will keep personal, and church financial activities separate and inviolate. Following these standards, we will faithfully promote our ministry in the community, "providing things honest in the sight of all men."

- k. We believe our family is a sacred trust and our responsibility to each family member is to be kept as faithfully as our call to minister to others.
- l. We are responsible to the local church, and we will conduct our ministry to build up the local body of believers in the larger interest of the Church universal. We are responsible to faithfully discipline all who come to faith under our ministry, to encourage every person to identify with the local church, to work faithfully at evangelism, Christian education and Christian discipleship, and endeavor to train every believer in personal witnessing.
- m. We will share the cross of Christ by relieving both the social and spiritual sufferings of humanity, whether rich or poor, healthy or infirmed; we will do our utmost to alleviate human need, following Christ as our example.
- n. We will give ourselves to prayer, to evangelism, to revival, to Bible-based counseling, to Christian education, to peacemaking and to our office, ministry and calling until Christ returns for His own. We do solemnly affirm these biblical principles for Christian ministry.
- o. We will be subject to those whom God has placed in authority over us.
- p. We believe that homosexuality is incompatible with Christian ministry and practicing homosexuals may not be credentialed within the Pentecostal Church of God.

- q. A marital union is only a monogamous marriage between a natural born man and a natural born woman. Based on the principle of covenant started by God, marriage is the relationship through which sexuality can fulfill its potential to bless human lives. The covenant of marriage stresses fidelity to one's spouse. It promotes love, respect, trust, companionship, intimacy, spirituality, and peace. (Ephesians 5:21-33)"

### **ARTICLE III** **Sexual Ethics**

**Section 1. Principles of Moral Behavior.** The following principles of moral behavior and relationships are foundational for sexual ethics throughout the Pentecostal Church of God. These principles arise from our understanding of God's Word as revealed by the Holy Spirit in Scripture, creation, and the tradition of the Church.

- A. The love of God revealed in Jesus Christ is central to our approach in ethics.
- B. The worth of persons is understood by God's eternal love.
- C. Scripture assigns to the Church the responsibility to protect the vulnerable.
- D. Personal responsibility for behavior is paramount.
- E. Freedom for the oppressed and for the captive is essential (Luke 4:18, 19).
- F. The marriage covenant between men and women is foundational (Genesis 2:24; Malachi 2:13-16).
- G. Faithfulness to our covenants is vital (Ecclesiastes 5:5).

**Section 2. Affirmations Regarding Sexuality.** We affirm the following statements about human sexuality:

- A. Sexuality is a good and holy gift of God to humanity bestowed in original creation (Genesis 1:27; 2:25). At the same time, we recognize that our sexuality has been affected by the fall of humanity in the Garden of Eden making necessary these statements about God's original and redeemed design for human sexuality.
- B. Monogamous marriage between a man and a woman, based on the principle of covenant started by God, is the relationship through which sexuality can fulfill its potential to bless human lives. The covenant of marriage stresses sexual fidelity to one's spouse. It promotes love, trust, companionship, intimacy, spirituality, and peace. (Ephesians 5:31)
- C. Biblical sexual relationships demonstrate and are guided by the principles of Christ's love, mutual respect, responsibility, justice, covenant, and faithfulness. (1 Corinthians 7:3-5)
- D. Sexual ethics should be the same for all persons without discrimination.
- E. People can lead fulfilling lives in harmony with God's will without being sexually active. (1 Corinthians 7:17)

**Section 3. Personal Action.** Based on these principles and affirmations, we believe God calls the Church and all persons to:

- A. Exemplify the morality of sexual ethics as expressed through Christ's love, justice, and faithfulness in the marriage covenant.
- B. Stress that sexual desire itself does not morally justify sexual activity.

- C. Renounce as immoral sexual activities that are selfish, irresponsible, promiscuous, degrading, or abusive.
- D. Denounce all forms of exploitation, abuse, and sexual violence. Sexual acts that degrade or dehumanize are contrary to God's will. These include, but are not limited to sexual harassment, pornography, genital mutilation, child abuse, incest, rape, prostitution, and human sex trafficking. No physical, emotional, or spiritual abuse is acceptable.
- E. Offer safety and healing ministry as a natural function of the Body of Christ to those who have been threatened, ostracized, exploited, abused, violated, and whose relationships have been broken.

#### **Section 4. Leadership.**

- A. Those who carry credentials with the Kentucky District of the Pentecostal Church of God will not be allowed to knowingly perform any marriage other than between a natural born man and a natural born woman.
- B. While all are welcome to attend; homosexuals, lesbians and transgender persons cannot knowingly be allowed to be a member or serve in leadership positions within church functions or services, whether volunteer or paid. (This needs to be included in each local church By-Law, specifically naming the local church).

### **ARTICLE IV**

#### **Marriage, Divorce and Remarriage**

**Section 1. Affirmation of Marriage.** The Pentecostal Church of God affirms that marriage is between one man and one woman. Homosexuality is not compatible with Christian ministry. Therefore, PCG Ministers are only able to officiate ceremonies compatible with our affirmation of marriage.

**Section 2. Designed by God.** Marriage is an institution designed by God and is a sacred covenant relationship between husband and wife for a lifetime. The sanctity of marriage and family is upheld in Scripture. It is understood, therefore, that divorce is the breaking of the marriage covenant and represents less than the ideal. We further understand that sin has disrupted marriage and family relationships. Divorce is not encouraged in Scripture, for the grace of God encourages reconciliation. Yet because of the hardness and stubbornness of the human heart, reconciliation is not always possible. The New Testament does reflect a higher standard for the ministry because of the responsibility of leadership in the Church and that the minister's life must model his/her message. We seek to comprehend and practice a balance between God's grace and holding the standard set forth in God's Word.

**Section 3. Divorced and Remarried Ministers.** No divorced and remarried Christian shall be granted Credentials with the Pentecostal Church of God except in the following cases:

- a. The divorce occurred prior to the first confirmed experience of salvation (Hebrews 9:22; 2 Corinthians 5:17).
- b. The divorce was for the cause of fornication on the part of the applicant's former spouse (Matthew 5:32; 19:9), where the applicant was faithful to the marriage vows.
- c. The divorce occurred when an unbeliever departs from a believer (1 Corinthians 7:15). It must be determined that every effort was made personally and legally to save the marriage, and said divorce occurred against the will of the applicant.

## **ARTICLE V**

### **Ministerial Discipline and Restoration**

**Section 1. Biblical Authority.** The Pentecostal Church of God recognizes the responsibility to exercise Biblical authority in the form of discipline. Disciplinary action should always honor God, follow Scriptural truth, maintain purity of intention, seek reconciliation and restoration, and safeguard the integrity and purity of ministry.

**Section 2. Accountability of Ministers.** All ministers are accountable to their respective district board in every matter of conduct and doctrine. No accusations or charges against any credentialed minister shall be considered unless all the procedure outlined within the Addendum to the General Bylaws shall be adhered to. Violations resulting in disciplinary action include lack of compliance of the Biblical Standards of Ministry (Article II of General Bylaws).

#### **PROCEDURE:**

1. When an accusation is correctly filed with the District Bishop, the District Executive Committee shall meet with:
  - A. The accuser
  - B. The accused
  - C. Both parties
2. After the three meetings, the District Executive Committee shall determine if the accusation shall be made a formal charge.
3. If a formal charge is made, the Investigation Team shall be formed, and the remaining procedures remain in place.

#### **Section 3. Development and Approval of Policy.**

- A. The General Board shall be assigned the functional role of developing the policies and procedures for accusations, discipline and restoration of ministers.

- B. The General Convention shall adopt the policies and procedures on accusations, discipline and restoration, which may be amended by a majority vote.
- C. These procedures shall be printed as a separate policy and included in the General Handbook along with the bylaws of the Pentecostal Church of God.
- D. Evidence. No question may be asked, nor is any evidence submitted at the hearing, unless they have a direct bearing upon the charges already filed. It is the explicit duty of the chair of the hearing committee to enforce this rule.

**Section 4. Indebtedness of Ministers.** All credentialed ministers who depart from a place of ministry without making satisfactory stewardship arrangements for indebtedness shall be brought before their district board.

**Section 5. Gambling.** The Pentecostal Church of God declares opposition to the sin of gambling in any form.

## **Article VI**

### **Youth Ministries Covenant**

We believe that God is calling the youth of the world to a personal experience of salvation, through faith in the sacrifice of Christ on Calvary, and is then baptizing them in the Holy Ghost; and

God is filling their hearts with a passionate love for souls, and with holy fire and zeal for service and sacrifice.

Because of God's loving action toward us, the youth of the Pentecostal Church of God, do hereby pledge themselves to a complete commitment to our Lord, and, recognizing the severity of our times, we hereby unite ourselves to do battle against Satan and his snares, and we will not be found in places of immoral entertainment or exhibition that bring dishonor to the Kingdom of God.

Knowing that Satan will do all he can to hinder us, we will keep ourselves free from all forms of gambling, tobacco, alcoholic beverages and drugs that are physically and mentally harmful; and we will avoid malicious talk and/or vulgar communications; and we will keep ourselves from the influence of, and personal involvement in witchcraft, astrology and the occult, from types of music which suggest behavior not conducive to wholesome Christianity, and from involvement in premarital, impure and/or unnatural sex; and,

Since our bodies are the temples of the Holy Ghost, we hereby pledge to clothe them with apparel, which is neither suggestive nor provocative, but which attracts others to our Lord rather than our persons; and,

We do further agree to cooperate with our ministers and leaders, and with both our general and district officials for the glory of God, and the furtherance of the Gospel.

## **Article VII Women's Ministries Covenant**

God is calling the women of our churches into His service to equip others; therefore, as the Pentecostal Church of God Women's Ministries, we do hereby commit as laborers together with God; empowered by the Holy Spirit to impact our families, our communities, our nation and our world.

## **SECTION III – "MISSIONAL VALUES"**

## **ARTICLE VIII Ministerial Relationships**

**Section 1. Ministerial Relationships.** The following shall govern ministerial relationships in the Kentucky District.

- a. Our ministers should cultivate mutual fellowship and work in harmony. No Pentecostal Church of God minister shall plant, build, or assume the responsibility

and or control over a church or ministry desiring to become a part of the PCG, within 5 miles of a sister church without the knowledge and consent of the District Ministry Council. No minister shall lend themselves to any disgruntled element in any of our churches for the purpose of deposing the incumbent pastor or causing dissension and strife. Any minister doing such things will be subject to disciplinary processes.

- b. The District Administrative Council along with the Regional Representative of the applicant's region can process ministerial applications between District Council sessions. The District Council will have final authority on all applications.
- c. In recognition of the fact that ordination is the highest goal to which ministers may attain and, therefore, is reserved for those who have spent sufficient time in the active ministry so as to prove their qualifications for this high office, no person shall be ordained to the ministry who is not active in the ministry at the time application is made for ordination and/or who does not give clear evidence of his or her intention to remain in the active ministry.
- d. To be considered for ordination, the applicant must have fulfilled at least one (1) full year of full-time ministry; if working on a secular job, must have at least two (2) years' experience in an acceptable ministry.
- e. PCG churches are privileged to use the ministers of other churches of like faith, as evangelists only. Any pastor or evangelist is privileged to labor in other churches where he deems it wise to do so for the up building of the cause of his or her district, providing he or she does not lend his or her efforts to a neighboring antagonistic assembly or church, thereby injuring the Pentecostal Church of God congregation in the community.

- f. Ministers and workers are advised not to interfere with others who may have charge of a church or mission, whether it is contacting the members without the consent of the one in charge, or by corresponding with the members of the church, to affect the influence of the leaders. All inquiries or correspondence that concerns the church, such as visiting the field, conducting meetings, etc., should be addressed to the pastor; or where there is no pastor, the correspondence should be addressed to the church secretary and/or trustees.
- g. Ministers shall be considered in good standing when the minister has not violated any general or district bylaws, has no written accusations or pending charges and has paid all fees and met their obligations.
- h. Any minister coming from another organization shall provide a letter of recommendation, if possible, from the previous organization.
- i. Any minister looking to apply for, try out, and send in their resume to be considered as a lead or senior pastor of a church within the Kentucky District, shall notify the District Council of their actions & intentions upon applying, trying out, and or sending in their resume, and shall work together with the local church and the District Council to ensure the best possible transition.
- j. Inasmuch as the Ministers are a strong influence in their church; all ministers are expected to attend District Convention and all other district sponsored meetings as possible. Ministers are expected to attend at least 50% of all District Meetings such as leadership meeting, Camp meeting, and District Convention to be able to register at District Convention.
- k. No funds will be returned from the district to any minister withdrawing from the PCG.

- l. When a church becomes open the ministers of the Kentucky District shall be notified by the District Office.
- m. All ministers affiliated with the district shall use every means possible to affiliate their church and congregation as soon as convenient.

**Section 2. Minister's Retirement Fund** 5% of the monthly tithe is to be placed in an individual account for each minister willing to participate. Should a minister cease to be in good standing they will forfeit any benefits accumulated in the fund.

- Minister may draw out the retirement fund:
  - At age 70 or older.
  - When they transfer to another PCG District in good standing, or with a validated permanent disability.
- Any exception to draw from the fund requires approval by the District Board.
- At death, the funds will go to the minister's family.

### **Section 3. Tithes**

1. All ordained ministers shall pay their entire tithe acquired from the ministry and from all other income to the District Office.
2. License and Exhorters shall pay their entire tithe acquired from their ministry to the District Office. If in any month, they have no tithe from the ministry, they shall send \$20.00 from other income.
3. In any three-month period where it appears that any minister is not paying tithes, said minister shall be notified to meet the District Board and give just cause for not paying tithes or he/she will be dropped.

4. All Ministers who are not faithful in their tithing and cooperation shall meet with the District Council annually to review their tithing record, participation in district functions and progress in the Minister's Study Series if applicable.
5. Any minister starting a new church in the district or in a monetary crisis shall notify the District Office: exceptions may be approved by the District Council for a specified period set by the District Council. To keep good tithing records at the District Office; a monthly report of tithing shall be provided by the church secretary to the district office.

## **ARTICLE IX**

### **Ministerial Credentials**

#### **Section 1. Minister's Study Series.**

- a. The *Minister's Study Series* shall consist of the *Exhorter's Study Series*, *License Study Series*, and *Ordination Study Series* and shall be the official study course for ministers of the Pentecostal Church of God. This shall be the process for credentials for all new ministers and those advancing from exhorters to license and from license to ordination. Those ministers who believe they have completed equivalent studies shall be required to pass the final examination for the appropriate credential, in which case the requirement for completing the *Study Series* for that credential shall be waived. If equivalency is sought, the exam and either the transcript of classes taken, or the *Minister Study Series* Equivalency Form shall be submitted with the minister's application to the office of the General Secretary. Upon the completion of the *Minister's Study Series*, a comprehensive test, provided by the general office, will be given to the minister by the respective district. Said minister must receive a seventy percent (70%) score on the test to receive a certificate of completion. Should said minister fail to achieve a score of at least seventy percent (70%), he/she must repeat the test until the satisfactory

score is achieved. No series will be deemed completed until a satisfactory score is achieved. A certificate of completion shall precede acceptance for ordination. Although this is a national program, it shall be processed through the district office.

- b. For ministers transferring to PCG from another organization, a questionnaire shall be established from this series for exhorter, license, and ordination. If passed and everything else is cleared, the minister shall be granted the desired credential. If the minister does not pass, they shall be asked to take the course at whatever level was failed.

**Section 2 . Exhorters .** Exhorter status is considered the first step toward the goal of ordination .

- A. Upon acceptance as an exhorter, by completing the *Exhorter's Study Series*, the minister shall hold this first step credential for a minimum of one (1) year. During this time, the minister may exercise spiritual ministries as their gifts may be.
- B. During this one-year period the minister may complete the *License Study Series* and complete the reading of the whole Bible, but this must be completed within two (2) years.
- C. Within a two-year period, the exhorter shall submit to their district board an application for advancement to licensed status. The district board shall then determine if the exhorter is granted licensed status. If the district board does not grant licensed status at this time, the exhorter may apply again within another two-year period. If after that time the district board does not grant licensed status, the exhorter shall no longer hold ministerial credentials.

**PROVISO:** Any person who holds exhorter status prior to August 1, 2013, may maintain this status for an additional two years as the exhorter proceeds toward licensed status. The district board shall then determine if the exhorter is granted licensed status. If the district board does not grant licensed status at this time, the exhorter may apply again within another two-year period. If after that time the district board does not grant licensed status, the exhorter shall no longer hold ministerial credentials.

**Section 3. Licensed Minister.** The license credential is considered a second step toward the goal of becoming an ordained minister.

- A. Within a two-year period, the licensed minister shall submit to their district board an application for ordination. The district board shall then determine if the licensed minister is approved for ordination. If the district board does not approve ordination at this time, the licensed minister may apply again within another two-year period. If after that time the district board does not approve ordination, the licensed minister shall no longer hold ministerial credentials.
- B. Upon completion of the *Ordination Study Series*, a licensed minister may apply to the district board to be approved for ordination.
- C. In the district board's consideration, the following questions should be noted:
  - ▶ Has the licensed minister read the whole Bible?
  - ▶ Has the licensed minister given evidence of definite plans to be active in the ministry?
- D. Licensed ministers are at liberty to exercise their gifts as the Spirit leads and the doors open.

**PROVISO:** Licensed ministers who have served in this role for at least (7) years prior to August 1, 2013, may take the ordination exam and be ordained with the approval of the district board.

**Section 4. Ordination.** Ordination is considered an eventual goal for Pentecostal Church of God ministers.

- a. The potential ordination candidate shall give unmistakable evidence of the intention to remain in an active ministry. The district shall notify the general office of new ordinations.
- b. Any licensed minister desiring ordination in any district other than the district in which licensed status was granted, shall present a recommendation from the district bishop of the district that issued the license.
- c. Applicants for credentials or promotions may be denied, even though all the required criteria are met, if it is deemed that the acceptance of the applicant for other reasons would be detrimental to the well-being of the church as a whole.
- d. Annual credential renewal shall be attested by the district office and issued by the general office.
- e. Any minister holding credentials with the Pentecostal Church of God cannot hold credentials in any other church organization or religious fellowship that issues credentials to preach the gospel.
- f. The place of women in ministry relates to the principle that the Holy Spirit divides upon each as He will. "In the last days our sons and daughters shall prophesy" (Joel 2:28, 29; Acts 2:17, 18). When called of God and anointed by the Spirit, women may freely serve.

- g. No credentials shall be approved for any candidate, nor any minister be given annual renewal of ministerial status who attended Messenger College and still has outstanding amounts payable to the college unless a letter is presented from the college indicating that proper arrangements have been made for payment. Each district office shall be notified by the college not later than December first of each calendar year of any delinquency of payments by the respective student.

**Section 5. Credential Fees.** Each minister shall participate financially for the maintenance of the General offices by paying the sum of \$30.00 each month, two dollars of which shall go to support Messenger College, six dollars for the support of the department of youth ministries, one dollar to the national mission's department, with five dollars being placed in the benevolent death benefit fund to be applied to death benefits only.

Included in the monthly contributions shall be the following:

1. The usual application or renewal fee for credentials.
2. The subscription to *The Pentecostal Messenger*.
3. Where both husband and wife are ministers, either ordained or licensed, or licensed to exhort, the following option is available: One minister shall pay \$30.00 monthly, which is the usual application or renewal fee for ministers, and the other shall pay half the regular rate (\$15.00 monthly) and would not be entitled to a separate subscription to *The Pentecostal Messenger*.
4. If said fees are not paid for a period of thirty (30) days, the minister will receive a letter of delinquency with a copy to the district office. If the minister is still delinquent after sixty (60) days, the credentials will be dropped by the General Office and the district office will be notified.

5. The following ministers shall have their credentials fees and their subscription to the *Pentecostal Messenger* waived for one of the following three conditions; (1) When credentialed ministers reach the age of seventy (70) and have carried ordination with the Pentecostal Church of God for at least twenty (20) years or (2) if they are totally disabled with a terminal illness/physically debilitating condition and are not pursuing active ministry, or (3) if they are seventy (70) year of age with twenty (20) years of continuous service and who do not qualify for gratis status and cannot pursue active ministry. For ministers to begin receiving this waiver, their credential fees must be paid up to date.
6. All ministers shall pay their tithe/dues as required by their district.

**Section 6. Covenant Affiliation:** A Covenant Affiliation with the Kentucky District may be granted to those who have an evident calling and commitment to devote one's time to any area of the five-fold ministry, (including Apostolic, Prophetic, Pastoral, Evangelistic, and Teaching) (Ephesians 4:11) within the local church or considering entering into a full time ministry. Applicants must be recommended by their pastor, pass a standardized background check, and be involved in a local church ministry. The purpose of this affiliation is 1) to establish networks for training and the sharing of resources, 2) to establish a connection with local ministries not previously associated with the Kentucky PCG, 3) to establish a recognition of and furtherance of development for those desiring to pursue full-time ministry.

## **SECTION IV – “STRATEGIC VALUES”**

### **ARTICLE X Officers**

1. The officers of this district shall be District Bishop, District Secretary, District Presbyter, Regional Representatives, and Ministry Directors.
2. The District Ministry Council shall consist of: District Bishop; District Secretary; District Presbyter; and Regional Representatives.
3. Four members of the District Ministry Council, together with the District Bishop shall constitute a quorum.
  - a. Duties and Responsibilities: The District Ministry Council shall act as trustees of the district, have general oversight of the activities and departments during the interim between district conventions and review and approve or disapprove all applications for Ordination, License or Exhorter status referred from Regional Councils.
  - b. A District Ministry Council may be called with notice to all the council members. Notices shall be sent out not less than seven days prior to said meeting and include where the meeting will be held and the time of the meeting. In the event an emergency should arise, a District Ministry Council meeting may be called any time a quorum is present; however, in such an event, the absent members shall be sent the minutes of the session, along with a brief explanation for the session, as soon as it is practical following the session. District Ministry Council meetings shall be twice a year or as needed.
  - c. No business of confidential nature shall be divulged by the District Ministry Council members to any minister, laypeople, or person other than a member of the council except, as the nature of the issue shall require.

- d. All decisions of the Council shall be made by a majority vote of those members of the council present and voting if a quorum is present.
  - e. The District Ministry Council shall set the salaries for District Personnel.
  - f. The District Administrative Council and District Council may conduct business by conference call or by other electronic means so long as all members may hear each other and participate simultaneously.
4. The District Administrative Council shall consist of the District Bishop, District Secretary and District Presbyterian. The executive council shall act on such district matters that require immediate attention when there is not sufficient time or opportunities to secure a meeting of the entire District Ministry Council.
  5. There will be a thirty-day transition period for all District Offices.
  6. Be it resolved that anyone holding a leadership position within the KY District Pentecostal Church of God must be consistently faithful in their monthly tithing.

## **Part Two**

### **Qualifications and Duties of Officers**

#### **I. District Bishop**

1. The District Bishop shall not be less than 35 years of age, an ordained minister who has the Baptism of the Holy Spirit, a minister with at least seven years' experience in the ministry, and a member of the Kentucky District for one year. He or she shall be elected by a two-thirds majority vote at the District Convention. He or she shall be elected to serve for a period of two years for the first term and four years thereafter or until a successor is chosen. If the District Bishop is unable to continue to serve for whatever

reason, the District Secretary shall serve as the interim Bishop and call a special convention within a minimum of thirty days.

2. The District Bishop shall serve as chair of all district meetings. He or she shall be the head of the District Office and supervise the work of that office. He or she shall be general overseer of all the work in the district, administer discipline in cases when requested to do so by the District Board and perform any other function usual and customary for the presiding officer; or such as may be directed by the District Board. He or she shall sign all official and legal documents. The District Council shall stipulate the assignment of other duties.
3. The District Bishop shall be granted a thirty-day vacation with salary to be continued as usual. The Regional Representative shall take care for any business matter during this time. The District Secretary shall be notified of any business conducted at such time.
4. The District Bishop shall maintain a responsive schedule and open communication with the pastors, ministers, and local churches. If the presiding District Bishop is NOT filling a full-time pastoral position, they should strive to visit each church a minimum of once a year. If the presiding District Bishop is also holding a full-time pastoral position, they are to balance and work within their available time and calendar space with a goal of visiting the churches within a 2-year period.

## **II. District Secretary**

1. The District Secretary shall be an ordained minister, who has the Baptism of the Holy Spirit and is qualified to fill that office. He or she shall have five years' experience in the ministry and have been a member of the Kentucky District for one year. He or she shall be elected to serve for a term of two years

for the first term and four years thereafter or until a successor is chosen. Should the District Secretary resign, or the office otherwise become vacant, the District Council is empowered to appoint a qualified individual to serve as District Secretary until the next District Convention.

2. The District Secretary shall make and keep a true record of all ordained, licensed ministers and exhorters. He or she shall also keep a record of all affiliated churches in the district. He or she shall serve as the Recording Secretary for the District Council at all District Meetings. He or she shall represent the district as a member of the General Board (as provided by the General By-Laws). He or she shall be authorized as the Corporate Secretary to sign or otherwise execute all official and legal documents as may be directed by the District Council. He or she shall maintain the general oversight of the fiduciary operations of the district. He or she shall devote enough time to the position to fulfill the required duties and the Directives of the District Bishop. He or she is authorized to sign all legal documents and to perform such other functions as are customary or may be directed by the District Council. He or she shall notify any minister not complying with the tithe and assessment requirements. He or she shall be custodian of all district funds and shall keep an accurate record of all the receipts and disbursements. He or she shall give a report from time to time as may be requested by the District Board. His or her books shall be closed on the last day of each month. His or her books shall be closed 30 days before the convention for the purpose of a review. The books shall be reviewed by an outside source, such as a CPA prior to the District Convention. The District Council shall stipulate the assignment of other duties.
3. He or she may act as Regional Representatives of the region in which he or she resides.

4. He or she will send out a yearly schedule of events at the beginning of the year.
5. An individual will be selected by the District Council to serve as an office assistant to the District Secretary for the purpose of keeping a true record of all ministers and affiliated churches in the district. The selected individual will have the professional qualifications needed to perform assigned functions. They will have a solid Christian background and have the recommendation of their pastor. They shall keep an accurate record of all receipts and disbursements. They shall provide at least quarterly reports to the District Council.

### **III. District Presbyter**

1. The District Presbyter shall be an ordained minister and appointed by the District Council for a period of two years. Their qualifications will be the same as the District Bishop plus have experience in discipleship, ministerial training, and equipping congregational leadership for effective ministries.
2. Their duties shall be to develop and implement leadership and mentoring resources for the district and pastors; coordinate ministerial training programs for those in the credentialing process; establish relational networks for different levels and areas of ministry; and serve as the liaison with local pastors to assist in development of leadership within their congregations.

### **IV. Regional Representatives**

1. The district shall be divided into regions established by the District Council.
2. A Regional Ministry Council shall be comprised of all credentialed ministers, affiliate ministers, and their saved spouses within the region.

3. In Regions with more than three churches, the Regional Representative shall be elected by the Regional Council during District Convention. The District Council shall appoint a Regional Representative for regions with less than three churches.
4. The Regional Representative will serve as a Mentoring Coach to the Ministers and Churches in their region. They shall conduct a minimum of two Regional Events per year.
5. A Regional Representative must be an ordained minister with at least three years of active pastoral ministry experience and be available for all District Board Meetings.
6. Must be in good standing with their credential fees and district giving.
7. Shall serve for a two-year term or until a successor is selected.
8. Shall be selected by the Regional Ministry Council along with an alternate by a two-thirds vote.
9. Shall offer clear communication by serving as a liaison from the District Council; and,
10. Shall cooperate with and assist the District Bishop in the region they represent and shall be responsible for its development.

## **V. Ministry Directors**

All ministry directors shall be appointed by the District Council for a period of two years or until their successor is appointed.

## **1. District Student Ministries Director**

The District Student Ministries Director shall be at minimum a licensed minister, who has the Baptism of the Holy Spirit, with at least two years' experience in the ministry and a member of the district. He or she shall not be less than 21 years of age. They shall have general oversight of all student activities in the district, working in harmony with the district.

## **2. District Women's Ministries Director**

- A. The District Women's Ministries Director shall be a woman, an ordained minister or lady of comparable experience, who has the Baptism of the Holy Spirit. She shall be experienced in Women Ministries work and shall be a member of this district.
- B. She shall have the oversight of the local groups of Women Ministries work and shall work in harmony with these groups. It shall be her duty to help organize a Women's group in any local church who desire the same. She shall give a report on the progress of her work at the District Convention.

## **3. District Director of Communications**

- A. The District Director of Communications shall coordinate communications and publications in coordination with the District Bishop and Ministry Directors including social media, website, newsletter, and promotional materials.
- B. The District Director of Communications develops training programs to assist local churches with the development of media opportunities.

## **4. Director of Missions and Outreach**

The Director of Missions and Outreach will identify opportunities for outreach ministries, coordinate and assist

with mission trips and projects (home and abroad), assist local churches with outreach ministry opportunities, coordinate missionary itineraries, and serve as a liaison with the International Missions Office.

## **ARTICLE XI**

### **District Convention**

1. **Location:** The District Council shall decide the time, place, and schedule of the District Convention.
2. **Notice:** Notice of the time and place of the annual District Convention shall be provided to each church within the district not less than (30) thirty days in advance of the convention.
3. **Convention Voting Body:** The voting constituency at the District Convention shall consist of all accredited members present and registered. This shall include ordained and licensed ministers and those licensed to exhort, the saved spouses of each of the above ministers, the spouses of deceased ministers who continue to maintain active membership and are in good standing in a local Pentecostal Church of God church in the District, two delegates for each affiliated church in the district, local church youth pastors/leaders, and local women's directors. All delegates must be 18 year of age or over. All ministers shall show full cooperation with their tithes and church assessments to the District Office before being permitted to vote in the District Convention. The voting constituency shall be segregated at the business session of the District Convention.
4. **Finance:** It shall be recommended that each church be responsible for a \$100.00 offering for the convention budget. The registration fee for the convention shall be established by the District Board.

**5. Officers of the Convention:**

- a. Presiding Officer: The District Bishop or a General Official shall preside at the annual District Convention.
- b. Convention Secretary: The District Secretary shall be the Convention Secretary and shall be responsible for seeing that the minutes of the convention are properly taken. To fulfill this responsibility the District Secretary may procure the services of a trained individual.

**6. Resolutions and/or Amendments:**

- a. The Articles contained within the District Constitution and By Laws may be amended by a two-thirds vote by the voting constituency at any District Convention so long as they do not conflict with any General Constitution and By Laws.
- b. All resolutions presented to the Convention shall be printed. All resolutions shall be sent to the District Office, attention of the District Bishop, in typed form one week prior to the District Convention

**7. Convention Rules and Procedures:** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the convention in all cases in which they are applicable and in which they are not inconsistent with these bylaws, or any other rules properly adopted by the District Convention.**8. Order of Business:** The following shall be the general order of business for the District Convention. The District Bishop shall have the authority to alter this agenda if circumstances warrant with the approval of a two-thirds vote of the members of the Convention body who are present and voting.

Call to Order  
 Report of Registration Committee  
 Report of Rules of Order Committee  
 Reports of District Officers:  
     District Bishop  
     District Secretary  
     District Presbyter  
 Financial Reports  
     Report of the Auditor  
     General Administrative  
 Ministry Financial Reports  
 Ministry Directors Reports  
 Report of the Resolutions Committee  
 Election of Officers  
 Adjournment

## SECTION V – “LEGAL VALUES”

### ARTICLE XII

#### Name

Our name shall be, The Kentucky District, Pentecostal Church of God, Incorporated.

#### Purpose

**Section 1. Objects.** The objects of this District shall be:

1. To preach the Gospel and further the cause of the Kingdom of God in the United States of America and foreign lands.
2. To promote and maintain churches and missions.
3. To promote fellowship and means of cooperation between churches of similar faith and doctrine.
4. To promote freedom of worship and liberty of expression, within the limits of its own statement of faith and doctrine, among its own churches, ministers and members.

5. To qualify and credential ministers to preach the Gospel.
6. To foster biblical education and ministerial training.
7. To further, within our own boundaries, the general aim and purpose of the Pentecostal Church of God.

### **Form of Government**

The Pentecostal Church of God, Kentucky District, Inc. now has and shall always maintain a representative and congregational form of Government.

### **Territory Covered**

The Kentucky District shall be composed of the territory covered by the State of Kentucky as set by the regional boundaries according to the state map.

## **ARTICLE XIII SPECIAL MEETINGS AND OFFERINGS**

### **I. Special Meetings**

The district shall have at least three District Sponsored Meetings each year. The time and place of these meetings will be determined by the District Board.

1. It is recommended that each local church be responsible for a \$100.00 offering for support of District Sponsored Events.
2. Each church must pay the assessments of \$25.00 to the Messenger College and pay the assessment for General Convention.

## **ARTICLE XIV Local Churches**

1. Each church shall elect its own pastor and officers. In the event they cannot elect a pastor within 3 months,

the District Bishop is empowered to appoint a Pastor. In churches that have less than 15 members, the District Bishop will appoint the pastor.

2. Each church shall have its own By-Laws, but these shall in no way be contrary to or interfere with those of the District and General By-Laws. Each church shall provide a current copy of their By-Laws to the District with any revisions thereafter.
3. It is recommended to churches, which should the pastor be asked to resign, he or she be given thirty days grace, or should the pastor resign of his own accord, he or she gives the church thirty days' notice. This ruling is subject to other satisfactory arrangements between the church and pastor.
4. When any chartered, jointly deeded, or fully deeded church is without a pastor, the District Bishop automatically becomes the pastor by virtue of his office and shall be chair of all boards and committees until a new pastor has been installed and takes over the pastoral duties of the church.
5. All officers of a department of our local churches must be a member of that church and shall be subject to the By-Laws of that church and those of the District and General By-Laws. The pastor shall be chair of the board and ex-officio officer of every department.
6. Each church shall keep a true record of its members.
7. The pastor shall be in full membership with the Pentecostal Church of God and shall be elected by a two-thirds vote of members present and in good standing.
8. All churches are expected to support both foreign and home missions' programs. All churches should be open at any time for service for any of our missionaries touring the district.

9. Any church which has been set in order with the Pentecostal Church of God, Inc. in the Kentucky District, who for any cause desires to withdraw their affiliation must have a duly called business meeting with the District Board.
10. If any pastor, official, member, or any other person or persons or any congregation or church should be found to be conspiring, plotting, or planning in any manner against the welfare of the Pentecostal Church of God, for the purpose of gaining control of any real estate or personal property of any congregation, or of the Pentecostal Church of God or any other situation should arise that might require prompt and definite action, then in that event, the General Organization or the District Organization shall, and are authorized and directed to, through their proper official, promptly take possession of said property or properties, in the name the Pentecostal Church of God, and so retain possession thereof until the emergency has passed.
11. If the corporation ceases to exist all assets shall go to the General Headquarters of the Pentecostal Church of God, Bedford, Texas.
12. A local church shall be defined as a congregation of at least 15 active members in good standing, which is defined by local by-laws or in compliance with attendance and tithe. When the membership of an established affiliated Church falls below 15 active supporting members it shall be under the supervision of the district.
13. The district or the local church is not liable for gifts and offerings given to the local Church or to the district. Any gift or donation once given cannot be returned.
14. Since tithe is God's plan for financing His church, each church affiliated and associated with the Pentecostal Church of God is encouraged to support general and district ministries with First Fruits (10%)

of their undesignated income (designated income, salaries, missions, etc.). Each church's First Fruits shall be sent to their respective district office with the district office forwarding 1/2 of the local church contribution to the general office. Districts with 35 churches or less will forward 1/3 of the local contribution to the general office.

15. Each church must pay the assessments of \$25.00 to the Messenger College and pay the assessment for General Convention.
16. Suggested guidelines for church bylaws.
  - A. The Church Board shall be individuals of a mature mind and meet spiritual requirements. They shall be subject to the pastor and the church and shall work in harmony with the same. Any board member not working in harmony or for the interest of the church shall be removed either by the church or the District Bishop. Their duties shall be to serve the pastor at times of communion and to pray for the sick. They shall have no authority over the pastor and cannot discharge the pastor without the consent of the church with a two-thirds majority vote. This decision must be reached at a business meeting for which five days' notice must be given. Members of the Church Board shall be elected by a two-thirds majority vote at an announced business meeting of the church. The Church Board shall assist the pastor and church in all forms of real estate purchases, building programs, matters which pertain to church property or any other church business deemed necessary by the pastor.
  - B. The office of Secretary-Treasurer may be combined or separated but may not be filled by any immediate family member of the Senior Pastor. The secretary shall keep a record of all business meetings and preserve all books, and shall be custodian of the seals and need, etc., and shall surrender all church property entrusted

to them immediately upon leaving office, or if asked to do so by either the church or the District Bishop.

- C. The Church Treasurer shall accept and disburse all church money as directed by the church board or pastor and shall do such other duties as designated for that office. When leaving office for any purpose they shall surrender all church property in their possession immediately. It is highly recommended that two signatures be required for checks.
- D. There should be an annual business meeting of the pastor and the church board for the discussion of the welfare of the church, or for any business pertaining to that board. All matters of major importance should be brought before the church body. Parliamentary laws govern all business meetings. After prayer, all officers shall be elected by secret ballot unless the church decides to rescind this rule for this election only.
- E. **DISCIPLINE.** In all matters of difference between members, the Biblical procedure shall be followed. First, let the disagreeing members make an honest effort to settle things privately. And then if unsuccessful, let the matter be brought before the board. Only as a last resort, let the board bring the matter before the church. Anyone bringing any matter before the church without the former requirements shall be liable to drastic action for being a troublemaker. No personal or slurring remarks shall be allowed at any business meeting. Anyone found guilty of gossiping or injuring another member or officer may be brought before the board for discipline. The board is asked to be lenient with anyone showing a contrite or broken spirit and who asks for forgiveness. Those who have made restitution for any charge shall not be required to face the same charge again, and others referring to it may be disciplined for it. The District Bishop shall be

empowered to accept the resignation of the pastor or any church official without bringing it to the church, if in their estimation the resignation will promote greater harmony of the church and save an unwholesome discussion by the members of the local body.

- F. Should any difference arise between the pastor and any member or members of the church they shall, as far as possible, be settled privately. If, after an honest effort has been made to settle this matter, it cannot be done then the matter will be referred to the official Church Board. If the matter is still not able to be settled, the issue can be referred to the District Ministerial Council.
- G. It is recommended to the church, in order to protect the property of the church and to keep it from falling into other hands, the following clause be incorporated into property deeds; Having granted, sold, and conveyed, and by these present do grant, sell, and convey unto the said (name and grantee) upon the following conditions to-wit: That should for any reason the premises and property hereinafter described cease to be used as a Pentecostal Church of God church, all of said property shall immediately vest in fee simple in the General Pentecostal Church of God, Inc., with headquarters at Bedford, Texas. This limitation on the use of said properties part of the consideration for this conveyance, and is made herein for the express purpose of protecting said property from being diverted from its originally intended use, which for the benefits and welfare of the Pentecostal Church of God only, all that certain lot, tract, or parcel of land situated, lying, and being in the city of \_\_\_\_\_ County of \_\_\_\_\_ State \_\_\_\_\_
- H. The proceeds of the sale of such property that so revert to the district shall go to the Home Mission Fund of the district in which the church is located.

## DISTRICT CONVENTION STANDING RULES

### KENTUCKY DISTRICT PENTECOSTAL CHURCH OF GOD RULES RELATED TO THE ORGANIZATION OF THE CONVENTION

**1. VOTING MEMBERS:** The voting members of the convention, when duly registered, shall be:

- a. All ordained, licensed or exhorter ministers who are current with their credentials.
- b. Saved spouses of the above ministers.
- c. Spouses of deceased ministers who continue to maintain active membership in a local Pentecostal Church of God.
- d. Delegates from chartered churches based on two (2) delegates per fifty (50), or fraction thereof, in average Sunday morning attendance as reported on the last Annual Local Church Report. These delegates must be members of a local church and at least eighteen (18) years of age.

**2. REGISTRATION COMMITTEE:** All members entitled to vote at the convention who are present shall register with the Registration Committee. The Registration Committee shall report the number of voting members of the convention who are registered and present at the opening of the convention. The Registration Committee shall be authorized to proceed with the certification of additional voting members who may arrive throughout the convention without further reporting to the convention unless such a report is requested by the chair.

**3. BADGES:** Registration badges are to be displayed by any voting member during the convention business meetings.

**4. NUMBER OF ELIGIBLE VOTERS:** The report of the Registration Committee will establish the number of voters who are eligible to vote during the convention. If less than or equal to that number are reported as having voted on any ballot, the ballot shall be considered valid.

**5. VOTING MEMBER SEATING:** Voting members of the convention shall be seated in rows and sections designated by the chairman. Only persons seated in those rows and sections will be counted.

**6. PARLIAMENTARIAN:** The chair shall appoint a parliamentarian to serve at the convention.

**7. REVIEW AND APPROVAL OF THE MINUTES:** The chair shall appoint a committee to work with the District Secretary to review and approve the minutes of the convention.

**8. TIMEKEEPERS:** The chair shall appoint a committee of two (2) to serve as timekeepers during the business meetings of the convention. One timekeeper shall be responsible for keeping time on individual speeches and the other shall be responsible for keeping the gross time in debate.

## **RULES RELATED TO MOTIONS AND VOTING**

**9. PROPOSING RESOLUTIONS:** All resolutions for consideration by the District Convention must be processed by the District Board. To be considered by the District Convention, all proposed resolutions must be received by the District Secretary's office by July 1 of the convention year. All resolutions shall be made available electronically to all ministers by September 1 of the convention year.

**10. MOTIONS SUBMITTED IN WRITING:** Members of the assembly approaching a microphone who wish to offer a main motion, which does not impact the District Bylaws, or a substantial amendment shall submit the motion in writing to the chair on pre-printed forms available to the assembly immediately after making the motion.

**11. ABSENTEE VOTING:** Absentee voting or the casting of absentee ballots shall not be allowed during the proceedings of the convention.

## **RULES RELATED TO DEBATE**

**12. TIME LIMIT ON SPEECHES:** Voting members of the convention who desire to speak shall first rise, address the chair and wait to be recognized. No person shall speak more than three (3) times on any given item of business and shall speak only on the subject under discussion. Speakers shall be limited to three (3) minutes the first time, two (2) minutes the second time and one (1) minute the third time. When two or more people seek recognition at the same time, the chair shall recognize first the one farthest from the chair. No voting member is entitled to the floor a second time in debate on the same motion if there are other members who have not spoken on the subject and who desire to do so.

**13. TIME LIMIT ON EACH DEBATABLE MOTION:** No resolution or other debatable main motion shall be on the floor for longer than one (1) hour, debate and further amendment of the main question shall cease, and the chair shall put an immediate vote on all pending motions.

**14. SECONDARY MOTIONS AFTER DEBATE:** When recognized, a member may speak for or against a pending question or offer any other motion that may be in order at the time, but a member may not make a speech and then conclude by offering a motion.

**15. COURTESY AND CIVILITY:** Speakers shall maintain a courteous tone and shall not make indecorous remarks about another member. They shall not question the motives of another member.

**16. AUDIBLE EXPRESSIONS:** No audible expressions are permitted while another is speaking, and no person shall request the floor while another is speaking except to raise a privileged question. In the interest of time, members shall not applaud speeches.

**17. RULE OF ALTERNATES:** Upon being recognized by the chair, a speaker shall begin by declaring whether he is for or against the question. As much as possible the chair shall let the floor alternate between speakers for and against a question. When as many as three (3) persons have spoken in

succession on the same side of a question being debated, if there is no one wishing to speak on the other side of the question, the chair shall deem that the assembly has ordered debate be closed and shall put a vote on the pending question.

**18. MAKER TO SPEAK FIRST:** The maker of any resolution or other debatable motion shall have the right to speak first on the motion. This does not count as one of the three times to speak and may be no longer than three minutes.

**19. REPETITIVE DEBATE:** In the opinion of the chair, if debate becomes repetitive, the chair has the option of asking the assembly if they are ready to close debate (which requires a two-thirds [2/3rds] vote) and take a vote on the pending question.

**20. INSUBSTANTIAL OR EDITORIAL CHANGES:** If an insubstantial change or editorial change to a pending motion or amendment to the bylaws is proposed from the floor, the Chair has the prerogative of simply asking the Assembly to agree to the change offered by Unanimous Consent. To move business along at an appropriate pace, the chair will be using his discretion to keep the assembly moving through discussion of pending business and when the Chair senses that sufficient discussion of an article has taken place, he may ask the assembly if they are ready to vote.

## **RULES RELATED TO THE CONSIDERATION OF RESOLUTIONS**

**21. MOVE THE PREVIOUS QUESTION:** Members of the assembly who wish to move that the debate be closed, and a vote be ordered on the pending question shall not call out "Question, Question," but shall wait to be recognized by the chair and shall move that debate be closed (move the previous question). A two-thirds (2/3rds) vote is required to close debate on any pending question that is debatable or amendable.

**22. AGENDA FORMULATION:** The order of business shall generally proceed as follows:

Call to Order: The meeting shall be called to order by the chairman.

Report of the Registration Committee

Report of the Convention Standing Rules of Order Committee

Reports of District Officers:

- Report of District Bishop
- Report of District Secretary

Financial Reports:

- General Administrative Financial Report
- Report of Auditors

Reports of Ministries and Missions:

- Report of Director of Missions and Outreach
- Report of Director of Youth Ministries
- Report of Director of Women's Ministries
- Report of Director of M3 Men's Ministries

Election of District Leadership

- Report of the Bylaws Committee begins and continues through elections

Election of Regional Representatives

Report of Resolutions Committee

New Business

Adjournment

**23. ADJUSTMENT OF AGENDA:** The presiding officer shall formulate and adjust the agenda each day as required. Therefore, the printed agenda is for guidance only and shall not be considered as either general or special orders.

**24. REQUEST FOR INFORMATION:** During the proceedings of the convention, the "request for information" (asking a question) will not be considered a privileged motion. Therefore, delegates seeking the floor to make a "request for information" (ask a question) will not be given any special preference in recognition but may obtain the floor in the same manner as those wishing to speak in debate.

## **RULES RELATED TO ELECTIONS AND VOTING**

**25. ELECTION OF DISTRICT BISHOP OR DISTRICT SECRETARY:** The election of officers shall take place after three (3) resolutions are completed. All officers shall be elected by a two-thirds (2/3rds) vote. These elections shall be conducted using a secret ballot. The first three ballots shall be

nominating ballots. After three ballots have been cast with no election, only the two (2) highest names shall remain on the ballot to be voted upon in future balloting. Any votes for anyone other than the two highest nominees shall not be counted in the total votes cast. After the fourth (4th) ballot if one of the two remaining nominees withdraws, a yes/no vote shall be taken on the lone remaining nominee. A two-thirds (2/3rds) vote is still required in such a situation for election. Not more than ten (10) ballots, including nominating ballots, shall be cast upon any group of nominees. In the event that no election has been reached after the tenth ballot, the nominations shall be reopened, and new ballots shall be cast. No office shall be filled by acclamation.

## **26. ELECTION OF REGIONAL REPRESENTATIVES:**

Regional Representatives shall be elected immediately after the election of the District Bishop or District Secretary in regional caucuses. These elections shall be conducted using a secret ballot. The Regional Representatives shall be elected by a two-thirds (2/3rds) vote. After three ballots have been cast with no election, only the two (2) highest names shall remain on the ballot to be voted upon in future balloting. Any votes for anyone other than the two highest nominees shall not be counted in the total votes cast. After the fourth (4th) ballot if one of the two remaining nominees withdraws, a yes/no vote shall be taken on the lone remaining nominee. A majority vote would be required in such a situation for election. If after nine ballots no election has occurred, on the tenth ballot a majority vote shall be sufficient for election. No office shall be filled by acclamation.

**27. TELLERS:** During secret ballot elections or votes, the chair shall appoint tellers who shall count the ballots in an adjoining area. They shall then report the results of the vote to the chair and the chair shall report them to the convention.

**28. ELECTRONIC DEVICES:** All pagers, cell phones and other electronic devices shall be silenced during the convention business meetings. No recordings of the convention business meetings shall be allowed except the official recording to assist the District Secretary in producing the minutes.

**29. PARLIAMENTARY AUTHORITY:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the convention in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Pentecostal Church of God and these standing rules.

**30. AMENDMENT OR SUSPENSION OF THESE STANDING RULES:** While bylaws may not be suspended (unless provided for), any of these standing rules (except the one prescribing the parliamentary authority) may be suspended by a majority vote without debate for a particular specified purpose. To suspend a convention standing rule and the general parliamentary rules normally applying to the same situation requires a two-thirds (2/3rds) vote. A two-thirds (2/3rds) vote will also be required to amend or repeal these standing rules.

## BASICS OF PARLIAMENTARY PROCEDURE

This short study on the basics of parliamentary procedure is presented with the hope that it will aid the minister in gaining a basic understanding of the proper way business should be conducted. To the learned parliamentarian it will doubtless appear overly simplistic. For a more thorough understanding of the subject, a more detailed study is available from the National Association of Parliamentarians, Independence, Missouri.

It should be kept in mind that parliamentary procedure was devised to help, not hinder, decision making. It is essentially a logical approach for working together in groups. Its purpose is to provide an orderly and effective means to facilitate the conduct of business. Proper regard for all must be ensured: the majority must prevail; the minority must be heard; and the rights of the individual members, both present and absent, must be protected. Parliamentary procedure is simply an application of the Golden Rule with common sense being used in a gracious manner.

### **FUNDAMENTAL PRINCIPLES:**

There are several fundamental (basic) principles that should

be noted in the study of parliamentary procedure.

**ONLY ONE SUBJECT AT A TIME** may be before the assembly. Only one person at a time should have the floor to speak.

**EACH MEMBER HAS EQUAL RIGHTS.** Each member has an equal right to speak, make motions, participate in debate, vote and hold office (according to the rules established by the organization).

**THE FULL AND FREE DEBATE** principle is designed to give those who so desire the opportunity to voice their views either for or against the motion. No main motion should be voted on until an opportunity has been given for both sides of the question to be thoroughly discussed. Unless the rules of order provide otherwise, each member is entitled to speak twice the same day on the same motion. He should not exceed 10 minutes each time he speaks. It should be noted, however, that each member should have the right to debate once before any previous speaker can claim the floor a second time.

**THE ORGANIZATION IS PARAMOUNT.** The wishes of the organization supersede those of any individual or group of individuals. Each individual should be concerned about the organization as a whole rather than any personal advantage.

**THE MOTION OR ISSUE IS THE ITEM UNDER DISCUSSION,** never the person who made the motion. No personalities should be indulged in.

**NO QUESTION ONCE SETTLED MAY BE PRESENTED AGAIN** in the same form in the same session. It can be brought back for discussion only through a motion to reconsider.

**A MAJORITY VOTE DECIDES** what an organization wishes to do, except in cases where the basic rights of members are involved, then a larger vote is required.

As a rule of thumb, **A TWO-THIRDS VOTE IS NECESSARY** when any motion deprives a member of his/her rights in any way.

**SILENCE GIVES CONSENT.** When a member does not vote, by his silence he agrees to accept the decision of the majority.

“Fundamentally, under the rules of parliamentary law, a deliberative body is a free agent, free to do what it wants to do with the greatest measure of protection to itself and of consideration for the rights of its members.”—Robert’s Rules of Order Newly Revised, page xlii.

## **RESPONSIBILITIES OF THE CHAIRMAN**

As the presiding officer the chairman is the leader and representative of the entire organization. Respect for him, therefore, is respect for the organization and its members who elected him. The presiding officer is correctly addressed as Mister President or Madam President, Mister Chairman or Madam Chairman, but he refers to himself as “The Chair.” “Brother Chairman” or “Sister Chairman” should not be used.

F. H. Kerfoot, in his book *Parliamentary Law* (pages 18-20) states: “To be a good presiding officer, one should have quick perception, and, with this, a good judicial mind, so that he may be able to see quickly all points involved and decide fairly upon all questions. He should be entirely impartial in all his rulings, trying to give everyone his rights. He should be thoroughly familiar with the law by which the assembly is governed. He should be a man of even temper, and one who will be at all times gentlemanly in his bearings toward everyone, and thus avoid all friction in his management of the body. He should have tact to turn aside quickly and easily the various occasions for friction that inevitably arise among members. And above all, he should be a man of promptness and firmness in all decisions.”

B. Hollis Gause, in his article *A Primer of Parliamentary Law in the Spring, 1982 of The Pentecostal Minister*: “The simplest possible organization of a group must have a moderator and a body. The moderator is essential. His purposes are to maintain order in the body, to govern discussion, to facilitate specific action by bringing issues to a vote at the earliest reasonable moment, to protect the rights of all members of the group and to protect the dignity of the assembly. In order to do these things, the moderator must have the authority by the consent of the group and/or by a

constituting instrument, such as a constitution or bylaws.”  
 Pointers On Parliamentary Procedure, published by The National Association of Parliamentarians, lists the following duties of a presiding officer:

1. Open the meetings at the scheduled time provided a quorum is present.
2. Announce the business before the assembly in the order in which it is to be acted upon.
  - The next business in order is the hearing of reports. The membership committee will report.
3. Recognize members entitled to speak. (After member stands and addresses the chair.)
  - Mr. Branch has the floor.
4. State clearly all questions properly brought before the meeting or necessarily arising during the proceedings.
  - It has been moved that \$150 be contributed to the Memorial Scholarship Fund.
5. Direct an impartial discussion of a question, giving both sides an opportunity to speak.
  - Several members have spoken for this motion. Does any member wish to speak against it?
6. Put the question to a fair vote.
  - The question is, shall this unit contribute \$150 to the Memorial Scholarship Fund.
  - All those in favor, say “aye” . . .
  - All those opposed say “no”. . .
7. Announce the results of the vote.
  - The ayes have it, the motion is carried, and the treasurer will send a check for \$150 to the Memorial Scholarship Fund.
8. Protect the association from annoyance by refusing to recognize obviously frivolous or dilatory motions.
  - (Firmly) The chair cannot entertain such a motion. It is not in order.

9. Assist in expediting business.

- Would the member care to put that in the form of a motion?
- Do you wish to reword your motion?
- Does the member mean . . . (helping to put a motion into clearly stated terms).
- If there is no objection . . . (using general consent for action rather than taking time for a formal vote).

10. Restrain members within the rules of order.

- The member has exhausted his two minutes of debating time.
- This member has already spoken on this question; does any other member wish to speak on it?

11. Decide all questions of order (subject to appeal).

- The chair rules that the proposed amendment is germane and therefore is in order currently.

12. Inform the assembly.

- In accordance with the bylaws, nominations from the floor will be in order at the regular March meeting.
- An emergency call has been received for Dr. R. X. Smith. Is he in the assembly?

The chairman should always be courteous, honest, impartial and fair. He has the responsibility of making sure everyone knows the issue being considered and the procedure being followed. While presiding he must remain neutral and seek to bring about unity and harmony within the organization. In many ways he can set the mood of the meeting.

## **RULES GOVERNING BUSINESS**

The various rules which an organization may formally adopt are:

### **CORPORATE CHARTER OR ARTICLES OF**

**INCORPORATION.** This is a legal instrument which contains the name, purpose and other information required by the state in which the organization is incorporated. Incorporation is necessary if an organization owns property or makes contracts. The Articles of Incorporation should be drafted by

an attorney familiar with the laws of the state in which the organization is located.

**CONSTITUTION AND/OR BYLAWS.** Formerly the basic rules of an organization were divided into two documents, the constitution and the bylaws. In this case the constitution was more difficult to amend than the bylaws. It is now recommended by Robert's Rules of Order Newly Revised that all an organization's rules be combined into a single instrument, usually called the "bylaws," "constitution" or "constitution and bylaws." Bylaws cannot be suspended unless they contain a specific provision for suspension.

**STANDING RULES AND/OR SPECIAL RULES OF ORDER.** Rules of a temporary or semi-permanent nature relating to the conduct of business transactions.

**PARLIAMENTARY AUTHORITY.** Although the basic points of parliamentary procedure are universally accepted, there are some minor differences in interpretation. For this reason, most organizations designate a particular authority to whom all questions concerning procedure are referred. By far the most accepted authority in the United States is Robert's Rules of Order Newly Revised.

**ORDER OF BUSINESS; ORDERS OF THE DAY: AGENDA OR PROGRAM** All these terms deal with the order in which business is considered in a meeting (one uninterrupted gathering of the members of an organization) or session (a series of meetings whose purpose is to handle a single agenda).

A typical order of business for a local church business meeting would be as follows:

Call to Order

Determine if a Quorum is Present

Reading and Approval of the Minutes of the Last Meeting

Reports of Officers

Reports of Boards and Standing Committees

Reports of Special Committees

Unfinished Business

Election of Officers

New Business  
Announcements  
Adjournment.

## STEPS IN PRESENTING A MOTION

There are eight steps necessary to obtain action on a main motion in a meeting. They are:

- 1. Obtaining the floor.** The member with a motion, stands and addresses the chair, "Mister (or Madam) Chairman."
- 2. Assigning the floor.** The chair recognizes the member he saw stand first (if standing rules do not specify otherwise) and assigns him the floor by calling his name (if known) or nodding to him.
- 3. Stating the motion.** The member who has been assigned the floor now introduces his motion by saying, "I move that . . ."
- 4. Seconding the motion.** Another member (at least two members must be interested in the motion in order for it to be worthy of the time required for consideration) without standing, says, "I second the motion."
- 5. Stating the motion.** The chair states the motion in the same words used by the proposer. "It has been moved and seconded that . . ." To use a different wording the chair must have the consent of the proposer. After it has been stated by the chair, the motion becomes the property of the assembly, and the proposer cannot modify it without the consent of the assembly.
- 6. Debating the motion.** The chair opens the discussion for full debate by saying: "Are there any questions?"—"Is there any discussion?" Unless the rules of order specify otherwise, each member is allowed up to 10 minutes of debate. Any member who has not spoken on the issue should be recognized before a member is allowed a second chance to debate. The mover of the motion should be granted the privilege of opening and closing the debate. Good debate calls for both sides of the proposition to be discussed.

**7. Voting on the motion.** The chair then takes the vote by saying: “The question is on the motion that . . . (repeating the motion). Those in favor will say ‘Aye’. Those opposed will say ‘No’.” The affirmative vote is always taken first. Likewise, a motion should always be stated in the positive. After the affirmative vote the negative vote must always be taken.

**8. Announcing the result.** The chair announces the result of the vote by stating: “The ‘Ayes’ have it, the motion is carried, and . . . (repeats the content of the motion).” Or “The ‘Noes’ have it, the motion is lost, and . . . (repeats the content of the motion in the negative).” The action is never complete until the chair has announced the result of the vote.

## CLASSIFICATION OF MOTIONS

Motions may be grouped into five classifications: The Main Motion, Subsidiary Motions, Privileged Motions, Incidental Motions and Motions that Bring a Question Before the Assembly Again.

### 1) The Main Motion or Resolution

**Purpose:** The purpose of the main motion is to introduce a particular matter to the assembly for its consideration and action. After the motion has been stated by the chair, it is called the question.

#### **Basic Information:**

<b>MAY</b>	<b>A 2ND</b>	<b>MAY BE</b>	<b>MAY BE</b>	<b>VOTE</b>	<b>MAY BE</b>
<b>INTERRU</b>	<b>REQUIRE</b>	<b>DEBATE</b>	<b>AMENDE</b>	<b>REQUIRE</b>	<b>RECONSI</b>
<b>PT?</b>	<b>D?</b>	<b>D?</b>	<b>D?</b>	<b>D?</b>	<b>DERED?</b>
<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>MAJORIT</b>	<b>*YES</b>
				<b>Y</b>	

\*Requires a majority vote, except; when the motion proposes an action for which the bylaws prescribe a requirement of more than a majority vote; when the motion would suspend a rule of order or a parliamentary right of members; or change something already adopted.

There are two kinds of main motions—original and incidental. The original main motion is used to bring a new subject before the assembly. An incidental main motion is only incidental to the business of the assembly. Examples of incidental motions are to accept or adopt reports, ratify or confirm action or to amend bylaws.

Since the main motion is the lowest ranking, all other motions except another main motion, take precedence over it and therefore, may be made while it is pending. A main motion can only be made when there is no other matter of business before the assembly

The main motion is always debatable. It requires a second and a majority vote except when: (1) bylaws require a greater vote, (2) adoption would conflict with something previously adopted, and (3) adoption would have the effect of suspending a rule of order to parliamentary right.

The motion should always be stated in the affirmative rather than the negative.

The proposer of a motion cannot debate against his motion but may vote against it. If a motion is long the chair may request the mover to put it in writing. If the motion is long, complex or of special importance, it should be written in the form of a resolution.

## **RESOLUTION**

The usual wording of a resolution is, "I move the adoption of the following resolution: 'Resolved, That . . .'" or "I offer the following resolution: 'Resolved, That . . .'"

It is usually inadvisable to attempt to include the reasons for a motions' adoption with the motion itself. Neither rule nor custom requires a resolution to have a preamble. However, special circumstances make it desirable to include a brief statement or generally should contain no more clauses than are necessary.

If there is a preamble, each clause should be written as a separate paragraph, beginning with the word "whereas" followed by a comma. The next word should begin with a

capital letter. Regardless of how many paragraphs it has, the preamble should never contain a period. Each of its paragraphs should close with a semicolon. In the next to the last paragraph the semicolon should be followed by the word "and." The last paragraph of the preamble should close with a semicolon, followed by a connecting expression such as "therefore" or "therefore, be it" or "now, therefore, be it." When one of these phrases is included, no punctuation should follow it, and it should always be placed at the end of the preamble paragraph, never at the beginning of the resolving paragraph, thus:

Whereas, The . . . (text of the preamble); now, therefore, be it Resolved, That . . . (stating action to be taken).

The word "Resolved" is underlined or printed in italics. It is followed by a comma and the word "That" —which begins with a capital "T."

There are times when more than one preamble clause and several resolving clauses are needed. In this case each should be a separate paragraph.

An example of how this is handled is listed below:

Whereas, The . . . (text of the first preamble clause);  
 Whereas, . . . (text of the next to the last preamble clause); and  
 Whereas, . . . (text of the last preamble clause);  
 Resolved, That. . . (stating action to be taken);  
 Resolved, That . . . (stating further action to be taken);  
 and  
 Resolved, that . . . (stating still further action to be taken).

*Robert's Rules of Order Newly Revised, pages 27, 87-91*

## **2) Subsidiary Motions**

Subsidiary motions are assisting motions that help the assembly in the treatment and disposal of a motion. We deal with them here in the order of their priority and rank.

## TO POSTPONE INDEFINITELY

**Purpose:** The name of this motion is misleading. It does not mean to postpone. Its real purpose is to kill a motion or to allow the opposition the opportunity to see the assembly's attitude on the main question without having it come to a vote.

### *Basic Information:*

<b>MAY</b>	<b>A 2ND</b>	<b>MAY BE</b>	<b>MAY BE</b>	<b>VOTE</b>	<b>MAY BE</b>
<b>INTERRU</b>	<b>REQUIRE</b>	<b>DEBATE</b>	<b>AMEND</b>	<b>REQUIR</b>	<b>RECONSIDER?</b>
<b>PT?</b>	<b>D?</b>	<b>D?</b>	<b>ED?</b>	<b>ED?</b>	<b>ONLY THE</b>
<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>MAJORI</b>	<b>AFFIRMATIV</b>
				<b>TY</b>	<b>E VOTE</b>

## TO AMEND

**Purpose:** The purpose of a motion to amend is to change or improve the wording of the pending motion to make it more acceptable.

### *Basic Information:*

<b>MAY</b>	<b>A 2ND</b>	<b>MAY BE</b>	<b>MAY BE</b>	<b>VOTE</b>	<b>MAY BE</b>
<b>INTERRU</b>	<b>REQUIRE</b>	<b>DEBATE</b>	<b>AMENDE</b>	<b>REQUIRE</b>	<b>RECONSIDERED?</b>
<b>PT?</b>	<b>D?</b>	<b>D?</b>	<b>D?</b>	<b>D?</b>	
<b>NO</b>	<b>YES</b>	<b>YES*</b>	<b>YES</b>	<b>MAJORIT</b>	<b>YES</b>
				<b>Y</b>	

\*Debatable when applied to a debatable motion.

### **Ways to Amend:**

1. To insert or add words or provisions.
2. To strike out objectionable words or provisions.
3. To strike out and insert (strikes out objectionable words or provisions, and in its place inserts more acceptable words or provisions).
4. To substitute (whole paragraph or resolution).

An amendment must be germane, that is, it must have a definite relationship to the motion to which it is applied. An amendment may, however, be hostile to, or even defeat, the spirit or intent of the original motion and still be germane.

## AMENDMENT TO THE MAIN MOTION

(Amendment of the First Rank or Primary Amendment)

The purpose of this motion is to make the main motion more acceptable; therefore, it must deal with the subject of the main motion. While it is possible to amend as many sections

as desired, only one section can be amended at a time. While an amendment is pending it is proper to discuss only the amendment, not the main motion.

## **AMENDMENT TO THE AMENDMENT**

(Amendment of the Second Rank or Secondary Amendment)

The amendment to the amendment basically is handled under the same rules as the amendment to the main motion. The exception being the amendment to the amendment cannot be amended. An amendment of the third degree would obviously make the parliamentary situation far too complicated.

## **SUBSTITUTE MOTION**

A substitute motion is used when it is desired to change an entire paragraph or resolution.

The following rules apply. It must be properly proposed and seconded, and since it is a primary amendment, it cannot be offered while there are other amendments on the floor.

The following procedural steps for handling a substitute motion have been suggested by R. Hollis Gause:

1. The substitute motion (being duly proposed and seconded) is temporarily set aside.
2. The assembly takes up the discussion of the original main motion. In this discussion the main motion may be amended as freely as if it were the only consideration of the house.
3. When this process is complete, the original main motion is temporarily set aside.
4. The assembly takes up the discussion of the substitute motion. In this discussion the substitute motion may be amended as freely as if it were the only consideration of the house.

5. The order of voting is as follows:

- a. The substitute motion is voted on first.
- b. If it passes, it becomes the main motion. The original main motion is lost. At the point the new main motion (formerly the substitute) is placed before the house for further debate and possible amendment.
- c. If the substitute fails to pass, the original main motion (as amended) remains the main motion. It is again subject to debate and possible amendment.
- d. A vote is taken on the motion (whether the substitute or the original main motion).

## TO REFER TO A COMMITTEE

**Purpose:** The purpose of this motion is to delay action on the motion and put it in the hands of a small group of individuals who will gather further information, discuss it, and bring back their recommendations to the assembly.

### *Basic Information:*

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	YES	YES	MAJORIT Y	YES*

*\*If the committee has not begun its work.*

The motion should specify the kind (special or standing), size, power and manner of selection of the committee. It should include any special instructions as well as the time for the committee to report to the assembly.

As soon as the committee has thoroughly researched and discussed the question referred to it, a well-written, business-like, brief but clear report should be prepared. Usually one of the members (often the chairman) is chosen to prepare a draft of the report. When the draft has been read to and approved by the committee, it should be signed by all the members who agree with its contents. The report, usually given by the chairman, should contain the recommendation(s) of the committee along with any resolutions that might be necessary to affect the recommendation(s).

Committee meetings are conducted in an informal

manner. No one rises to speak. The chairman is privileged and expected to participate in the discussion and is free to make motions, debate and vote. A motion does not have to be seconded, and subjects are often discussed before a formal motion is made.

## **TO POSTPONE TO A CERTAIN TIME**

**Purpose:** The purpose of this motion is to delay consideration of the motion, usually for specific reasons, until a definite time.

### ***Basic Information:***

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMEND ED?	VOTE REQUIRED ?	MAY BE RECONSI DERED?
NO	YES	YES*	YES**	MAJORITY (2/3 SPECIAL ORDER)	YES

\*Restricted to reasons for (propriety of), or time of, postponement.

\*\*Restricted to time of postponement or as to Special or General Order.

The time of the postponement must be set and must be no later than the next regular meeting.

The motion to bring the matter back before the assembly is not necessary, since the motion to postpone the last meeting is considered as unfinished business and automatically comes up for further consideration when unfinished business is in order.

## **TO LIMIT OR EXTEND LIMITS OR DEBATE**

**Purpose:** The purpose of this motion is to increase or decrease the allowable time of discussion on a particular issue. It may limit or extend in several ways: the number of speeches made, the number of minutes per speaker, or the total amount of time devoted to debate on the entire question.

### ***Basic Information:***

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	NO	YES	2/3	YES

Since this motion limits a basic parliamentary principle, that of full and free debate, two-thirds of the assembly must be in favor for the motion to pass. It applies only to the immediately pending question unless the motion specifies otherwise.

### **TO CALL FOR THE PREVIOUS QUESTION**

**Purpose:** The name of this motion may be a bit puzzling to many, however, it simply means to stop debate and vote immediately on the pending question.

#### ***Basic Information:***

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	NO	NO	2/3	YES*

\*But not after the vote has been taken.

Since this motion limits a basic parliamentary principle, that of full and free debate, a two-thirds vote is required for passage.

When members of the assembly call out informally, “Question!” it is usually their response to the chairman’s query, “Are you ready for the question?” which simply indicates they are ready to vote on the pending question. It should be remembered that simply informally calling “Question, Question,” is not moving the “Previous Question.”

### **TO LAY ON THE TABLE**

**Purpose:** This motion is designed to allow the assembly to postpone temporarily the discussion and disposition of a pending issue to attend to more urgent business.

#### ***Basic Information:***

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	NO	NO	MAJORIT Y	NO

Privileged motions are motions of urgency, therefore, they have the right, or privilege, to interrupt debate on a pending motion and receive immediate attention. They may

not necessarily have any bearing or direct relation to the business under discussion but are related to the concerns of the assembly or of the individual members of the assembly.

The five privileged motions, listed in their order of rank are: to call for the orders of the day, to raise a question or privilege, to take a recess, to adjourn, and to fix the time to adjourn.

## **TO CALL FOR THE ORDERS OF THE DAY**

**Purpose:** The purpose of this motion is to enable the assembly to return to the specific order of established business after it has deviated from that order.

### ***Basic Information:***

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
YES	NO	NO	NO	NONE*	NO

\*The chair decides.

If a member calls for the orders of the day, it is the responsibility of the chairman to bring the assembly back to the agenda unless objection is made. When a member objects, the chairman immediately puts the question to a vote. A two-thirds vote is required in the negative to refrain from returning to the predetermined order of business.

## **TO RAISE A QUESTION OF PRIVILEGE**

**Purpose:** The purpose of this motion is to correct any undesirable condition and protect the rights of the assembly or of an individual member.

### ***Basic Information:***

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
YES	NO	NO	NO	NONE*	NO

\*The chair decides in most cases. However, if a question of privilege should result in having to take a vote the assembly decides, not just the chair. For example: A member rises, and says he has a question of privilege. If it is that the room is too hot, or he can't hear the speaker, the chair handles this. If his question of privilege is perhaps that people in the next room

have important information on the question before the assembly, and he moves “that those people be invited into the meeting to give their views,” someone has to second, and the pending question is set aside (not laid on the table, because after the question has been decided, the chair returns immediately to the question that had been under discussion, without having to wait for a motion to do so, while this question of privilege is considered. It is handled as any main motion.

This motion is often used to correct such things as: inability to hear the speaker, unnecessary noise, heating, cooling, ventilation, etc.

## TO TAKE A RECESS

**Purpose:** The purpose of this motion is to secure an intermission in the day’s proceedings for a given time.

### **Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	NO	YES*	MAJORIT Y	NO

\*Amendable as to the length of recess.

A motion to take a recess is a privileged motion only when another motion is pending, otherwise it is a main motion.

## TO ADJOURN

**Purpose:** The purpose of this motion is to terminate all business until the next regular meeting of the assembly.

### **Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	NO	NO	MAJORIT Y	NO

Although a majority has voted in favor of the motion, the chair must declare the meeting adjourned before it is adjourned. After the vote has been taken, but before the chair has declared the meeting adjourned, any of the following may transpire:

1. The chairman may announce committees previously

authorized.

2. A motion to reconsider may be made.
3. The motion to reconsider and enter in the minutes may be made.
4. Notices of any kind may be given.
5. Announcements, reminders or certain dates, etc., may be given.

If the motion is introduced when no other motion is pending, it is an incidental main motion rather than a privileged one.

The motion may not interrupt a speaker who has the floor. It would also be out of order, while the assembly is engaged in voting or verifying a vote, or before the result of the vote has been announced by the chair. An exception would be in the case where the vote has been taken by ballot and the ballots have been collected by the tellers, but the results have not been announced.

## **TO FIX THE TIME TO WHICH TO ADJOURN**

**Purpose:** The purpose of this motion is to fix the time (and place) for an adjourned meeting to continue business as if there had been no interruption. This motion does not adjourn the meeting, it merely provides for its continuation.

### ***Basic Information:***

<b>MAY</b>	<b>A 2ND</b>	<b>MAY BE</b>	<b>MAY BE</b>	<b>VOTE</b>	<b>MAY BE</b>
<b>INTERRU</b>	<b>REQUIRE</b>	<b>DEBATE</b>	<b>AMENDE</b>	<b>REQUIRE</b>	<b>RECONSI</b>
<b>PT?</b>	<b>D?</b>	<b>D?</b>	<b>D?</b>	<b>D?</b>	<b>DERED?</b>
<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES*</b>	<b>MAJORIT</b>	<b>YES</b>
				<b>Y</b>	

\*Amendable as to the date, hour or place.

It is a privileged motion only if it is introduced while another motion is pending, otherwise it is an incidental main motion.

It should be remembered that if no time has been fixed for the next meeting, a motion to adjourn not only puts an end to the present meeting but also to any future meetings. Consequently, the motion to fix the time to which to adjourn is the highest motion possible. It is, therefore, in order even after a move to "Adjourn," if the chair has not declared the meeting adjourned.

#### 4) Incidental Motions

This term describes a large body of motions of such nature that they arise only incidentally during the business of the assembly. All incidental motions are undebatable except the motion to appeal from the decision of the chair, which has limited debate.

Incidental motions have no rank among themselves. For this study we will limit our discussion to the following:

- To rise to a point of order
- To appeal from the decision of the chair
- To call for a division of the assembly
- To call for a division of the question
- To call for consideration by paragraph (or seriatim)
- To object to the consideration of a matter
- To make a parliamentary inquiry
- To withdraw or modify a motion
- To suspend the rules
- To make nominations
- To close nominations
- To reopen nominations

#### TO RISE TO A POINT OF ORDER

**Purpose:** The purpose of this motion is to allow a member who feels that the business is not being conducted according to accepted parliamentary rules (usually Robert's Rules of Order Newly Revised) to object.

#### *Basic Information:*

MAY	A 2ND	MAY BE	MAY BE	VOTE	MAY BE
INTERRU	REQUIRE	DEBATE	AMENDE	REQUIRE	RECONSI
PT?	D?	D?	D?	D?	DERED?
YES	NO	NO*	NO	NONE**	NO

\*As a rule, not debatable, however the chair can permit full explanation and can submit the question to the assembly.

**\*\*The chair decides.**

## **TO APPEAL FROM THE DECISION OF THE CHAIR**

**Purpose:** The purpose of this motion is to allow a member who feels the chairman has made an error in his ruling the opportunity to appeal to the assembly for its opinion.

### ***Basic Information:***

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
YES	YES	YES	NO MAJORITY*		YES

\*The decision of the chair will stand unless a majority votes to reverse it. A tie vote sustains the chair. The chairman (if a member of the assembly) may also cast the vote to make it a tie. In other words, it takes a majority vote in the negative to overturn the decision of the chair.

## **TO CALL FOR A DIVISION OF THE ASSEMBLY**

**Purpose:** The purpose of this motion is to determine the accuracy of a voiced vote.

### ***Basic Information:***

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
YES	NO	NO	NO	NONE*	NO

\*The chair decides.

Immediately after the chairman has announced the results of a voice vote, any member who doubts the chair's accuracy may call for a division of the assembly. When a call is made, the chairman is obligated to take the vote again. This time the members are required to stand to indicate their vote. Another voice vote or the show of hands does not fulfill the requirement of a division of the assembly.

## **TO CALL FOR A DIVISION OF THE QUESTION**

**Purpose:** The purpose of this motion is to allow for a more careful consideration of the question. It is used when a motion (either the main motion or an amendment) has two or more proposals, each of which can stand alone, and there is a need or desire to discuss and act on the proposals individually.

**Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	NO	YES	MAJORIT Y	NO

When the motion is stated, it should specify the way the question is to be divided. After the division individual segments are treated as separate proposals.

**TO CALL FOR CONSIDERATION BY PARAGRAPH (OR SERIATIM)**

**Purpose:** The purpose of this motion is to enable the assembly to deal with each individual paragraph (one at a time) of a long and detailed report.

**Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	NO	YES	MAJORIT Y	NO

This motion, which is often used in the adoption of bylaws, is usually handled by general consent. In following the provisions of this motion each paragraph is treated as if it were a main motion. When there is no further debate or amendments offered on the paragraph, the chairman calls up the next paragraph. This procedure is followed until all have been acted upon. However, no vote is taken on the individual paragraphs.

It is only after all the paragraphs have been discussed that the entire body of material is presented to the assembly for debate, amendment and voting.

**TO OBJECT TO THE CONSIDERATION OF A MATTER**

**Purpose:** The purpose of this motion is to avoid discussing contentious, irrelevant, unimportant or dilatory motions.

**Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
YES	NO	NO	NO	2/3	YES*

\*Only a vote sustaining the objection can be reconsidered.

This motion which only applies to the original main motion, must be made immediately after it is stated by the chairman before any debate has occurred and before any subsidiary motion has been applied to it.

**TO MAKE A PARLIAMENTARY INQUIRY**

**Purpose:** The purpose of this motion is to secure information which helps clear up confusing points of procedure, or to aid in the member's understanding of an issue.

**Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
YES	NO	NO	NO	NONE*	NO

\*The chair decides.

**TO WITHDRAW OR MODIFY A MOTION**

**Purpose:** The purpose of this motion is to allow a member who made a motion and later changed his mind, the privilege of withdrawing or modifying the motion.

**Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
YES	YES*	NO	NO	MAJORIT Y	YES**

\*Yes, if the motion is made by the person who made the original motion. No, if made by another member.

\*\*As to withdrawal, negative vote only; as to modification, yes.

It should be remembered that before a motion has been stated by the chair, its proposer has the right to withdraw or modify it. However, after it has been stated, it can neither be withdrawn, nor modified without the consent of the assembly. After a motion has been stated by the chair it no longer belongs to the proposer, but property of the assembly.

A motion may, however, be withdrawn (by the mover) at any time before final action is reached, if there is no objection. If objection is voiced, a motion may be made by someone other than the mover to grant leave for withdrawing the motion. Contrary to what is often heard or practiced in meetings, the second to a motion does not have to withdraw. If the mover modifies his motion the seconder may withdraw his second if he wishes.

## TO SUSPEND THE RULES

**Purpose:** The purpose of this motion is to temporarily suspend one or more of the rules contained in the parliamentary authority, the special rules of order, or the standing rules, that prohibit a course of action desired by at least two-thirds of the assembly.

### *Basic Information:*

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	NO	NO	2/3	NO

It should be noted that certain rules cannot be suspended, such as: the fundamental principles of parliamentary procedure, rules that protect absent members, or rules that protect the rights of individual members of the assembly. Although it has not always been practiced, it is also impossible to suspend the Constitution and Bylaws unless a specific provision for their suspension has been made in the bylaws.

## TO CLOSE NOMINATIONS

### *Basic Information:*

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	NO	YES	2/3	NO

The motion to close nominations is out of order if a member is seeking the floor to make a nomination.

## TO REOPEN NOMINATIONS

### ***Basic Information:***

<b>MAY INTERRU PT?</b>	<b>A 2ND REQUIRE D?</b>	<b>MAY BE DEBATE D?</b>	<b>MAY BE AMENDE D?</b>	<b>VOTE REQUIRE D?</b>	<b>MAY BE RECONSI DERED?</b>
NO	YES	NO	YES	MAJORIT Y	AFF. NO*

\*Only a negative vote may be reconsidered.

## **5) Motions That Bring a Question Before the Assembly Again— Restoratory Motions**

Motions that bring a question before the assembly again enable the assembly, for good reason(s), to consider issues that have been previously disposed of. They may have been disposed of by being referred to a committee, postponed (indefinitely or to a certain time), laid on the table, passed or failed to pass.

### **TO TAKE FROM THE TABLE**

**Purpose:** The purpose of this motion is to resume consideration of a main motion that has been temporarily set aside (tabled).

### ***Basic Information:***

<b>MAY INTERRU PT?</b>	<b>A 2ND REQUIRE D?</b>	<b>MAY BE DEBATE D?</b>	<b>MAY BE AMENDE D?</b>	<b>VOTE REQUIRE D?</b>	<b>MAY BE RECONSI DERED?</b>
NO	YES	NO	NO	MAJORIT Y	NO

When a motion is taken from the table it comes back to the assembly in the same form in which it was tabled. In other words, if any amendments or subsidiary motions were pending, they must be dealt with in their order of precedence.

A motion cannot be taken from the table until another item of business has been transacted. After this transaction the motion may be taken from the table at any time. It must be dealt with before the end of the next meeting, or it ceases to exist.

## TO RESCIND (REPEAL OR ANNUL) OR AMEND SOMETHING PREVIOUSLY ADOPTED

**Purpose:** The purpose of this motion is to render ineffective a vote previously taken. The motion to rescind may be used to strike out or annul an entire main motion, resolution, bylaw, section or paragraph that has been adopted. The motion to amend something previously adopted would be used to modify only a part of the wording or text previously adopted.

### **Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	YES	YES	2/3*	YES**

\*Majority vote with notice; two-thirds vote without notice; majority of entire membership without notice.

\*\*Only a negative vote can be reconsidered.

A motion may be made to rescind and expunge from the minutes. Since nothing in the record can be obliterated, when the motion is expunged, the secretary simply draws a circle around that portion expunged, and writes expunged, the date, and his signature across the circle. That portion is excluded from any minutes published thereafter.

Any action may be rescinded, except where the action taken cannot be undone, regardless of how old the action may be.

## TO DISCHARGE A COMMITTEE

**Purpose:** The purpose of this motion is to take the matter out of the hands of a committee. It allows the assembly itself to consider the issues, or it can be dropped.

### **Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
NO	YES	YES	YES	2/3*	AFF. NO**

\*A majority vote with notice or a majority vote of the entire membership is required. Two special circumstances require only a majority vote:

1. If the committee failed to report as instructed within

the prescribed time, or

2. While the assembly is considering any partial report of the committee.

**\*\*Only a negative vote can be reconsidered.**

## TO RECONSIDER A QUESTION

**Purpose:** The purpose of this motion is to reopen for discussion and decision a matter previously considered and voted upon.

### **Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
YES	YES	YES*	NO	MAJORIT Y	NO

\*Undebatable only when the motion to be reconsidered is undebatable.

This motion, which is basically an American motion, makes a provision to correct a hasty or ill-advised action.

The motion can be made only on the day that the vote to which it applies is made, or the next legislative day and it must be made by someone who voted with the prevailing side.

## TO RECONSIDER AND HAVE ENTERED ON THE MINUTES

**Purpose:** The purpose of this motion is to prevent a temporary majority from taking advantage of an unrepresentative attendance by voting on action that is opposed by a majority of the assembly. It simply means that the person making the motion gives notice to reconsider the motion at the next meeting. The motion must be made by someone who voted on the prevailing side, although anyone may second. This motion may only be made on the day the motion was made.

### **Basic Information:**

MAY INTERRU PT?	A 2ND REQUIRE D?	MAY BE DEBATE D?	MAY BE AMENDE D?	VOTE REQUIRE D?	MAY BE RECONSI DERED?
*	YES	NO	NO	**	NO

\*See Robert's Rules of Order Newly Revised for exception or modification.

\*\*No vote is taken.

## **VOTING**

The vote is the official decision or act of the assembly. Basic for each member is the right to vote and express his/her opinion. No member, however, can be compelled to vote. In fact, one should not vote on a question in which he has a direct personal or pecuniary interest not common to other members of the assembly. This rule does not prevent a member from voting for himself/herself for an office or other position to which members are generally eligible.

### **Basis For Determining a Voting Result**

#### **THE SIGNIFICANCE OF A MAJORITY VOTE**

Basic to parliamentary procedure is the fundamental rule that requires at least a majority vote to act. The majority means more than half the votes.

#### **WHEN MORE THAN A MAJORITY VOTE IS REQUIRED**

It has been mistakenly assumed by some that the higher the vote required, the greater the protection of the members. The opposite is true. When more than a majority is required, control is taken from the majority and given to the minority.

#### **WHEN LESS THAN A MAJORITY VOTE IS REQUIRED**

When less than a majority vote is required, such is a plurality vote (more votes than any other candidate or alternative proposal) the same is true, the power of decision is taken from the majority and given to the minority.

#### **THE MEANING OF THE MAJORITY VOTE**

The term "majority" may carry different meanings such as: a majority of all the membership, a majority of the members in a good standing, a majority of the members present, or a majority of a quorum. However, unless specified otherwise, a majority vote means a majority of the legal votes cast.

#### **TWO-THIRDS VOTE**

The term two-thirds vote, unless specified otherwise, means at least two-thirds of the legal votes cast. Any question which requires a two-thirds vote should be ascertained by taking a rising vote. A count should be taken if there is any doubt concerning the results.

**PLURALITY VOTE**

To receive a plurality, vote simply means that more votes were received for this candidate or proposal than any other candidate or proposal.

**UNANIMOUS VOTE**

A unanimous vote is when a candidate or proposal received all the legal votes cast. In the case of a proposal the votes may be either in the affirmative or negative. When a vote is not unanimous, a motion to make it unanimous is out of order, unless that motion is also voted on by ballot.

**Methods Of Voting****VOICE VOTE (VIVA VOCE)**

By far the most common method of voting is by voice. The chair determines the result by the volume of voices. Both the vote for those in favor (Aye) and those opposed (No) must be taken. The affirmative vote should be taken first.

**RISING OR RAISING HANDS**

This method is used in verifying an inconclusive voice vote, or when a motion requires a two-thirds vote. In small assemblies a show of hands is used in place of a rising vote if no member objects. A show of hands is also used in place of a voice vote in small groups. When a rising vote is close or if there is any doubt as to the results of the vote, a count should be taken.

**ROLL CALL**

When a record of each member's vote is desired a roll call vote is taken. This method is most often used when a member is a representative of others, for example, delegates, proxies, or members of governmental boards or commissions.

**BALLOT**

Voting by secret ballot is the only method whereby a member can express his decision without revealing his opinion or preference. Voting by secret ballot is usually required in elections and when voting on important proposals.

## **GENERAL (OR UNANIMOUS) CONSENT**

To save time and expedite business, routine or non-controversial matters can be decided by general consent without taking a formal vote. If, however, a member objects, a vote must be taken.

## **MAIL**

Voting by mail can only be used if it is authorized by the bylaws. This method, obviously, has many disadvantages and should only be used so long as it ensures the members full understanding of the issues to be decided.

## **Nominations And Elections**

There are five methods of nominating: (1) by the chair, (2) from the floor, (3) by a committee, (4) by mail, and (5) by ballot. Perhaps the most used methods in the church are by ballot and by a nominating committee.

In meetings of any size, tellers are usually appointed by the chair. The tellers are to see that the ballots are counted accurately, determine the legality of the ballots, and prepare a report of the results. The tellers' report should contain the following information: the total number of eligible votes, the number of votes cast, the number of votes needed for an election, and a list of the nominees, including the amount of votes each received. The reporting teller (usually the chairman) reads the report without declaring the result. He then hands it to the chair who again reads it and declares the election if one has been reached. The ballots and tally sheets should be sealed in an envelope and given to the secretary who keeps them until it is certain a recount will not be ordered. They should then be destroyed.

## **MINUTES OF THE MEETING**

The minutes are the official record of an organization. They should contain proceedings, and actions taken by the assembly, not the discussion of the various members.

## **Contents To the Opening Paragraph**

The opening paragraph should contain the following

information: (1) the kind of meeting (regular, special adjourned, annual, etc.), (2) the name of the organization, (3) the place where the meeting was called to order, (4) the date and time of the meeting, and (5) the name of the presiding officer.

### **Essential Items That Should Be Included In The Minutes**

- (1) The reading of the minutes of the last meeting. In most organizations, the first item of business, after establishing the presence of a quorum, is the reading of the minutes of the previous meeting. After the minutes have been read the chairman should ask, "Are there any corrections? If none, the minutes will stand approved as read." If there are corrections the chairman will order the corrections to be made, and then state, "The minutes will stand approved as corrected." A formal motion to approve the minutes is not necessary. It takes a two-thirds ( $2/3$ ) vote to correct a mistake(s) in the minutes after they have been approved (regardless of the amount of time that may have elapsed), unless previous notice has been given; or a majority of the entire membership must approve the correction.
- (2) All motions or resolutions, whether passed or lost, should be recorded in their exact wording along with the disposition of the motion. In the case of important motions, the name of the mover (but not the name of the seconder) should be given.
- (3) All points of order or appeals, whether sustained or lost, together with the reasons given by the chair for his rulings should be recorded in the minutes.
- (4) The last paragraph should contain the time the meeting was adjourned.
- (5) The minutes should be signed by the secretary. This authenticates them. Although the words "Respectfully Submitted" have for years preceded the signature, they are now considered outdated and no longer essential.

### **Additional Rules and Practices Relating To The Content of The Minutes**

- (1) When a count has been ordered or a vote taken by ballot or roll call, the results should be recorded in the minutes.
- (2) A summary of the reports of committees should also be recorded. When a report is important or of historical value, the entire report may be ordered to be included in the minutes.
- (3) The minutes should be recorded in the third person, with the secretary being careful not to interject his opinion, interpretation or comments.
- (4) A new paragraph should be used for each item of business. This makes it easier to read the minutes, as well as to research various items.
- (5) It is best to record each new set of minutes on a new page.

## Chart of Basic Information on Motions

	Principal Requirements					
	MAY INTERRUPT	A SECOND IS REQUIRED	MAY BE DEBATED	MAY BE AMENDED	VOTE REQUIRED	MAY BE RECONSIDERED
<b>RANKING MOTIONS</b>						
<i>These motions are listed in the order of their precedence—the lowest at the bottom of the list</i>						
<b>PRIVILEGED MOTIONS</b>						
To Fix the Time to Which to Adjourn	no	yes	no	yes	maj	yes
To Adjourn	no	yes	no	no	maj	no
To Take a Recess	no	yes	no	yes*	maj	no
To Raise a Question of Privilege	yes	no	no	no	none	no
To Call for the Orders of the Day	yes	no	no	no	none	no
<b>SUBSIDIARY MOTIONS</b>						
To Lay on the Table	no	yes	no	no	maj	no
To Call for the Previous Question	no	yes	no	no	2/3	yes*
To Limit or Extend Limits of Debate	no	yes	no	yes	2/3	yes*
To Postpone to a Certain Time	no	yes	yes*	yes*	maj*	yes
To Refer to a Committee	no	yes	yes	yes	maj	yes
To Amend	no	yes	yes*	yes	maj	yes
To Postpone Indefinitely	no	yes	yes	no	maj	yes*
THE MAIN MOTION	no	yes	yes	yes	maj*	yes

## NON-RANKING MOTIONS

*These motions have no particular rank among themselves. Whether or not they are in order depends upon the business already under consideration and what purpose they may serve when introduced.*

### INCIDENTAL MOTIONS

To Rise to a Point of Order	yes	no	no*	no	none	no
To Appeal From the Decision of the Chair	yes	yes	yes*	no	maj	yes
To Call for a Division of the Assembly	yes	no	no	no	none	no
To Call for a Division of the Question	yes	no	no	no	maj	yes
To Call for Consideration by Paragraph (Seriatic)	no	yes	no	no	maj	no
To Object to the Consideration of a Matter	yes*	no	no	no	2/3*	yes*
To Make a Parliamentary Inquiry	yes	no	no	no	none	no
To Withdraw or Modify a Motion	*	*	no	no	maj	*
To Suspend the Rules	no	yes	no	no	2/3	no
To Close Nominations	no	yes	no	yes	2/3	no/aff
To Reopen Nominations	no	yes	no	yes	maj	no*

### MOTIONS THAT BRING A QUESTION BEFORE THE ASSEMBLY AGAIN

To Take From the Table	no	yes	no	no	maj	no/aff
To Discharge a Committee	no	yes	yes	yes	2/3*	no*
To Reconsider a Question	yes*	yes	yes*	no	maj	no
To Reconsider and Have Entered on the Minutes	*	yes	no	no	*	no

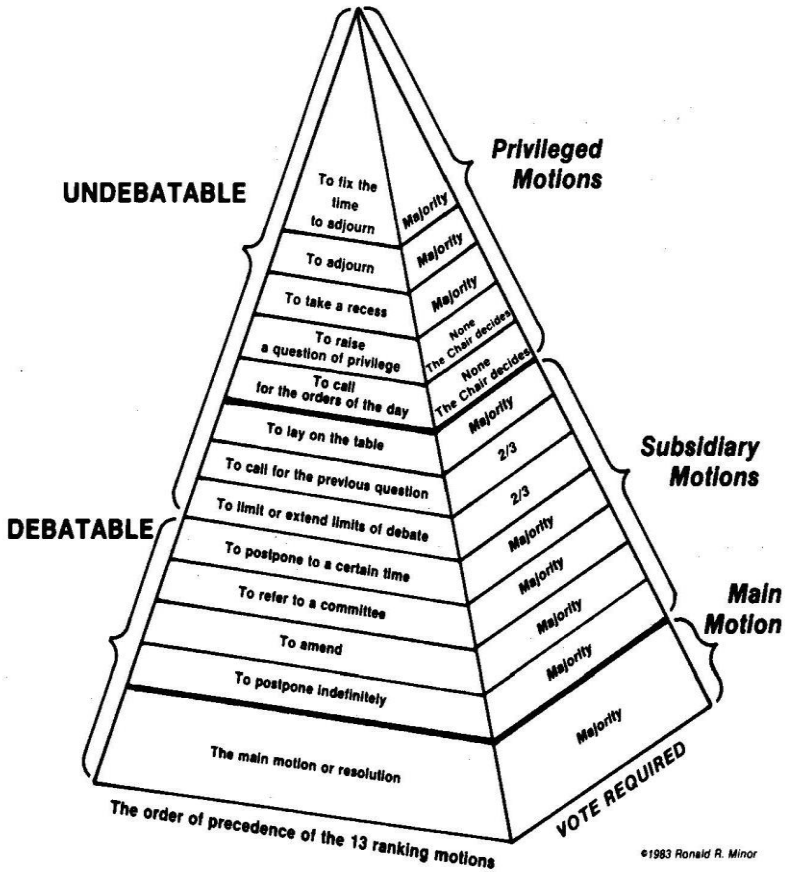
\*See *Roberts Rules of Order Newly Revised* for special rules.

This chart is by no means intended to be exhaustive. For a complete list see *Roberts Rules of Order Newly Revised*

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# PRECEDENCE PYRAMID

## OF THE THIRTEEN RANKING MOTIONS



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These motions are listed in the order of their rank. The highest ranking are at the top of the list. When any one of these motions is immediately pending, those motions above it are in order and those motions below it are not in order.

## **CHURCHES**

### **EASTERN REGION**

**First Pentecostal, Flatwoods  
Ivington PCG, Salyersville**

### **NORTH CENTRAL REGION**

**Cherry Grove PCG, Williamstown  
Christian Faith Center, Cynthiana  
Faith Pointe, Lexington  
Iglesia de Dios Peniel, Lexington  
New Life Worship Center, Richmond  
Victory Tabernacle, Georgetown**

### **CENTRAL REGION**

**CrossPointe, Versailles  
Family Worship Center, Lawrenceburg  
New Life PCG, Danville  
New Life Church, Frankfort  
Now Faith, Harrodsburg  
Victory Chapel, Frankfort**

### **WESTERN REGION**

**Calvary Temple Church, Murray  
Life Christian Center, Madisonville**

### **FELLOWSHIP CHURCHES**

**Miracle Word Church, Salem**