

# *The Bylaws*

## **The Mid-South District of The Lutheran Church—Missouri Synod Cordova, Tennessee**

**Approved:** (By the Mid-South District in Convention)  
A Formative Plan was enacted at the beginning of the Mid-South District in 1966; the 1968 Convention voted to continue with the Formative Plan until Bylaws could be adopted.

**Adopted:** (By the Mid-South District in Convention)  
**June 7-10, 1970**

**Amended:** (By the Mid-South District Conventions)  
**June 12-15, 1991**  
**June 12-15, 1994**  
**June 13-16, 1997**  
**June 02-05, 2000**  
**July 11-14, 2003**  
**June 09-12, 2006**  
**June 22-24, 2012**  
**June 26-28, 2015, finalized with the Board of Directors’  
formal adoption of 1.1.3 (a)-(b) November 2, 2015  
per convention resolution**  
**December 23, 2017, amended by the Board of Directors to  
harmonize with 2016 LCMS Convention resolutions**

***THE BYLAWS OF THE MID-SOUTH DISTRICT  
OF THE LUTHERAN CHURCH—MISSOURI SYNOD***

**1. ADMINISTRATION**

**1.1 Constitution and Bylaws**

- 1.1.1 The Constitution and Bylaws of The Lutheran Church—Missouri Synod, including the confessional position and the mission objectives as stated therein, shall be the constitution and bylaws of the Mid-South District. They shall be supplemented by the bylaws of the Mid-South District as needed for the district's administration and the work of the Synod.
- 1.1.2 Changes and amendments to the bylaws of the Mid-South District may be made by a majority vote of any properly called convention of the Mid-South District, provided that the proposed changes were submitted in writing to the district president, who shall submit them to the Commission on Constitutional Matters of the Synod in advance of the convention for review and approval. Any subsequent changes by the convention shall become effective only after approval by the commission. [Synod Bylaws 3.9.2.2.3 (a-b), 4.1.1.2 (b)]
- 1.1.3 In exceptional circumstances and upon the express direction of a convention of the district or Synod, or in response to resolutions adopted by a convention of the Synod, amendments may be made by a two-thirds majority of the board of directors of the Mid-South District.
- (a) Such amendments to the bylaws shall be necessary to implement resolutions or bylaw amendments adopted by a convention of the Synod or the district before the next district convention.
- (b) Such amendments shall be drafted by the secretary of the district, to be examined and approved by the Synod's Commission on Constitutional Matters before their adoption. No amendment shall take effect until it has been approved by the commission.
- (c) The board of directors shall notify the district of the adopted amendment(s) in a way deemed most expedient, in addition to its report to the next district convention.

**1.2 Basic Principles of District Administration**

- 1.2.1 The district president shall be the chief executive of the district.
- 1.2.2 The district president shall be assisted in the administration of his office, including the visitation of congregations of the district, by the circuit visitors and the regional vice-presidents, individually or collectively.
- 1.2.3 The district president, together with the board of directors, shall supervise and administer the financial mission and ministry program of the district.
- 1.2.4 Within the framework of their regular operating procedures, the district president and board of directors shall be governed and bound by the principles and respective duties and prohibitions expressed in the board of directors' policy manual.
- 1.2.5 The district board of directors, ministry teams, task forces, committees, and other entities of the district organization shall make reports and, if needed, recommendations to each convention of the district.

- 1.2.6 All district officers and organizational entities shall be ultimately responsible to the district convention.

### **1.3 Officers and Board of Directors**

- 1.3.1 The officers of the district shall be a president, four regional vice-presidents, a secretary, a treasurer, and the circuit visitors.

- 1.3.2 The board of directors shall be composed of the following voting members:

1. The president of the district
2. Four (4) vice-presidents of the district, one (1) elected by the convention from each electoral region
3. The secretary of the district
4. The treasurer of the district, who shall be a layperson (appointed)
5. Two (2) ministers of religion—commissioned: one (1) elected by the convention from regions 1 and 2; and one (1) elected by the convention from regions 3 and 4
6. Four (4) laypersons, one (1) elected by the convention from each electoral region
7. Up to three (3) at-large laypersons appointed by the elected members of the board of directors to obtain needed additional skill sets (legal, finance, investment, administration, etc.) [Synod Bylaw 4.5.1]

With the exception of the district president, secretary, and treasurer, no more than two voting members of the board shall be members of the same congregation.

- 1.3.3 The executive staff under the district president shall be advisory members of the board.

## ***2. DISTRICT CONVENTIONS AND CONFERENCES***

### **2.1 General Provisions**

- 2.1.1 District conventions, conferences for professional church workers, circuit forums, and convocations shall regularly take place according to the provisions of the *Handbook* of the Synod, insofar as these may be applicable. [Synod Bylaws 4.2.1, 4.8, 4.9, 5.3, 5.4]

### **2.2 District Conventions**

- 2.2.1 The district president shall be responsible for the organization of the district convention.
- 2.2.2 Reports and overtures shall be submitted in writing to the district president not later than twelve (12) weeks prior to the opening date of the convention. The convention workbook shall be published and distributed by a means of electronic communication not later than six (6) weeks prior to the opening date of the convention to each district congregation, delegate and alternate, all officers of the district, ministry teams, task forces, committees, and other entities of the district. A printed copy shall be provided to any designated recipient upon request.
- 2.2.3 The district president shall appoint convention floor committees and name the chairpersons, and shall assign overtures to the appropriate convention floor committees with their designated meeting times and places.
- 2.2.4 One of the floor committees appointed by the district president shall be the elections committee. This committee shall be composed of at least two (2) ministers of religion—ordained, one (1) minister of religion—commissioned and two (2) laypersons to conduct and supervise all elections.

- 2.2.4.1 The committee shall be empowered to adopt procedures and methods that will insure efficiency and accuracy, including the use of mechanical, electronic, or other methods of casting, recording, or tabulating votes.
- 2.2.5 The chairperson of each convention floor committee shall appoint a secretary, consult with the chairperson of the appropriate ministry team, task force, committee, or district organizational entity, including district executive staff, and shall report the recommendations of the floor committee to the convention.
- 2.2.6 Floor committees shall consult with the finance office of the district as guided generally in the *Handbook* of the Synod. [Synod Bylaw 3.1.7(g)]
- 2.2.7 Convention proceedings shall be published and distributed by a means of electronic communication to each district congregation, delegate and alternate, all officers of the district, ministry teams, task forces, committees, and other entities of the district. A printed copy shall be provided to any designated recipient upon request.

### **3. DIRECTIVES FOR OFFICERS**

#### **3.1 General Directives**

- 3.1.1 All officers shall be elected or appointed as provided in the *Handbook* of the Synod and the district bylaws.
- 3.1.2 All officers shall fulfill the duties assigned to them in the *Handbook* of the Synod, the district bylaws, and by the board of directors.
- 3.1.3 All officers shall be governed and bound by the principles and respective duties and prohibitions expressed in the board of directors' policy manual.
- 3.1.4 Any officer, with the exception of the district president, may be removed from office for cause following the provisions and procedures set forth in the *Handbook* of the Synod. [Synod Bylaws 1.5.8-1.5.8.1]

#### **3.2 Officers**

##### ***The President***

- 3.2.1.1 The president shall be an ex-officio member without vote of all ministry teams, task forces, committees, and organizational entities of the district.
- 3.2.1.2 He shall serve as a voting member of the board of directors and shall serve as chairman of the circuit visitors' conference.

##### ***The Vice-Presidents***

- 3.2.2.1 The vice-presidents shall be advisors to the district president, and shall function as his representatives or assistants in service to the district.
- 3.2.2.2 They may serve as designated representatives of the board of directors, on ministry teams, task forces, and committees, and as advisors on other organizational entities of the district.

##### ***The Secretary***

- 3.2.3.1 The secretary shall be an advisory member of the constitution committee.
- 3.2.3.2 He shall carry out responsibilities for the nomination and election of the district president, vice-presidents, circuit visitors, and the board of directors according to the provisions set forth in the *Handbook* of the Synod and the bylaws of the district.

- 3.2.3.3 He shall carry out responsibilities for the certification of delegates attending district conventions. [Synod Bylaw 4.2.2. (a)]
- 3.2.3.4 He shall carry out responsibilities for the nomination and election of the voting pastoral and lay delegates and alternates to the conventions of the Synod, and of the advisory delegates for the nonvoting ordained and commissioned ministers according to the provisions of the *Handbook* of the Synod and in directives from the Secretary of the Synod.
- 3.2.3.5 He shall carry out responsibilities for conflict resolution within the district according to the provisions of the *Handbook* of the Synod. [Synod Bylaws 1.10.10.2 and 1.10.11.2]
- 3.2.4 ***The Treasurer***
  - 3.2.4.1 The treasurer shall have oversight of all funds and securities of the district and shall provide regular reports of financial status to the board of directors.
  - 3.2.4.2 He/she shall evaluate the financial implications of all reports, recommendations, and proposals made to the board of directors.
  - 3.2.4.3 He/she shall guide the board of directors in its responsibility in the selection of external auditors and ensure that the board of directors is represented in the annual audit closing conference with the external auditors.
  - 3.2.4.4 He/she shall guide the board of directors in its review and approval of the annual operating and capital budgets.
  - 3.2.4.5 He/she shall chair the finance committee of the board of directors.
- 3.2.5 ***The Circuit Visitors***
  - 3.2.5.1 The circuit visitors and the district president shall constitute the circuit visitors' conference, which shall meet at the call of the district president in the interest of the work and welfare of the district and the Synod, as provided in the *Handbook* of the Synod. The vice-presidents may be requested to attend.
  - 3.2.5.2 Within their respective circuits, the circuit visitors shall: foster evangelical and edifying communication and relationships among the congregations, schools, specialized ministries and the professional church workers; assist the district president, as requested, in promoting and obtaining unanimous participation by congregations in the submission of annual statistical reports; and positively encourage mission outreach through visits, circuit forums, circuit convocations, and circuit pastors' conferences as provided in the *Handbook* of the Synod and the district bylaws.

## **4. DIRECTIVES FOR THE BOARD OF DIRECTORS**

### **4.1 General Provisions**

- 4.1.1 The board of directors shall be responsible for setting policies and managing the business and legal affairs of the district. It shall have the full legal status and responsibility ascribed to it by and implied in the Articles of Incorporation of the Mid-South District of The Lutheran Church—Missouri Synod.
- 4.1.2 The board shall be governed and bound by the principles and respective duties and prohibitions expressed in Synod Bylaw 4.5.1 and the board of directors' policy manual.
- 4.1.3 Any member of the board, who is not an officer of the district, may be removed from office for cause following the process outlined in the *Handbook* of the Synod. [Synod Bylaws 1.5.7-1.5.7.1]

## **4.2 Administration**

- 4.2.1 By the end of the first meeting of the board following the district convention, the board of directors shall elect a chairman and vice-chairman from among the board of directors' members to serve a three-year term. The district president is not eligible to serve as chairman or vice-chairman.
- 4.2.2 The board of directors shall appoint a recording secretary (nonvoting) who shall record the official minutes of the meetings of the board of directors.
- 4.2.3 The board of directors shall appoint the district treasurer, who shall be a layperson, after each regular convention of the district.
- 4.2.4 The board of directors shall meet at least quarterly within each year.
- 4.2.5 Special meetings may be called by the chairman or upon the request of three (3) board members.
- 4.2.6 A majority of the voting members of the board of directors shall constitute a quorum.
- 4.2.7 The chairman shall conduct the meetings and be responsible for the agenda of each meeting.
- 4.2.8 Task forces or committees may be appointed within the board at its discretion.

## **4.3 Duties**

- 4.3.1 On behalf of and in service to the congregations of the district, the board of directors shall be responsible for establishing and overseeing policies by which it governs itself, the district officers, staff, and the overall organization, consistent with the district mission in fulfilling the Lord's work. The board of directors shall be accountable to the district convention, and the staff and all organizational entities of the district shall be accountable to the board of directors through the office of the district president.
- 4.3.2 The board of directors shall:
  - (a) have authority to acquire, lease, mortgage, pledge, sell, convey, or otherwise dispose of property, real or personal, tangible and intangible on behalf of the district;
  - (b) have power to borrow money and to issue, sell or pledge district obligations and evidence of indebtedness, and to mortgage and pledge district property to secure payment thereof, whosoever situate;
  - (c) establish the annual income and spending budget of the district;
  - (d) administer the functions of the Mid-South District, as a Participating District of Lutheran Church Extension Fund-Missouri Synod (LCEF), as described in LCEF's bylaws and in accordance with its policies and procedures;
  - (e) supervise the administration of all endowment and special funds of the district;
  - (f) fill all staff positions, except that of district president, created by the convention of the district;
  - (g) be the legal representative and custodian of all properties and documents of the district and keep on file an accurate inventory of all district properties, legacies and valuable records and documents;
  - (h) engage a certified public accountant to audit the financial records of the district at least annually or as often and at any time as it deems advisable;
  - (i) provide the bonding of all persons handling district monies;

- (j) in the name of the district, rent and regulate access to the necessary safe deposit space for the safekeeping of all valuable district records and documents;
- (k) provide for implementation within the district of the resolutions of the Synod and district conventions, and assign responsibilities and duties in harmony with the district's fiscal policy;
- (l) establish, or realign, visitation circuits according to geographical criteria [Synod Bylaw 5.1.2], after consultation and mutual concurrence with the congregations of the respective circuit(s);
- (m) determine the composition of its electoral circuits prior to each Synod convention [Synod Bylaw section 3.1.2 (a)];
- (n) establish policies by which all organizational entities of the district and officers shall function according to the spirit of the bylaws;
- (o) ratify and/or fill all appointed district positions of service after each regular district convention;
- (p) ratify all appointments to fill vacancies occurring in any ministry team, task force, committee, or district organizational entity;
- (q) conduct, supervise, and manage all affairs of the district not otherwise assigned;
- (r) report regularly to the convention of the Mid-South District.

## ***5. DIRECTIVES FOR MINISTRY TEAMS, TASK FORCES, AND COMMITTEES***

### **5.1 General Directives**

- 5.1.1 Ministry teams, task forces, and committees are appointed persons of the district for advising and assisting the district president and the executive staff under the president in providing leadership, resources and encouragement for district mission and ministry.
- 5.1.2 Ministry teams, task forces, and committees shall be responsible to the board of directors through the office of the district president.

### **5.2 Administration**

- 5.2.1 Ministry teams, task forces, and committees may be formed as needs and opportunities arise in the district.
- 5.2.2 The president of the district shall appoint the members of the ministry teams, task forces, and committees, in consultation with the appropriate executive staff under the president, regional vice-presidents, and circuit visitors. These appointments shall be ratified by the district board of directors.
- 5.2.3 The ministry teams, task forces, and committees shall determine frequency of meetings.
- 5.2.4 A majority of members shall constitute a quorum.
- 5.2.5 The chairman shall conduct the meetings and be responsible for the agenda at each meeting.
- 5.2.6 Each ministry team, task force, and committee shall keep the board of directors informed about its mission and ministry through the office of the district president or one of the executive staff under the president.
- 5.2.7 Each ministry team, task force, and committee shall annually prepare requests for funds for its mission and ministry, and shall submit the requests to the responsible executive staff under the president.

5.2.8 Each ministry team, task force, and committee shall regularly report to the district convention.

## **6. ELECTED AND APPOINTED POSITIONS**

### **6.1 Elected by the District Convention**

#### **6.1.1 *The Nominations Committee***

##### *Membership*

6.1.1.1 The nominations committee shall consist of a total of six (6) members, as follows:

1. Two (2) ministers of religion—ordained
2. Two (2) ministers of religion—commissioned
3. Two (2) laypersons

One of each category shall be from electoral regions 1 and 2 combined, and one of each category shall be from electoral regions 3 and 4 combined.

##### *Duties*

6.1.1.2 The nominations committee shall:

- (a) solicit names from the rostered congregations and individual members of the Synod in the district;
- (b) prepare, according to provisions of the *Handbook* of the Synod and the bylaws of the district, slates of candidates and alternates for the offices or positions to be voted upon by the district convention, except for the offices of district president, regional vice-presidents, and circuit visitors;
- (c) obtain the consent of the persons it proposes to select as candidates; and
- (d) publish the names and qualifications of the nominees in the convention workbook.

### **6.2 Appointed by the Board of Directors upon Recommendation of the District President**

#### **6.2.1 *The Constitution Committee***

##### *Membership*

6.2.1.1 The constitution committee shall consist of at least two (2) ministers of religion—ordained and one (1) layperson. The secretary of the district shall be an advisory member.

##### *Duties*

6.2.1.2 The constitution committee shall review new and revised constitutions and bylaws of member and applicant congregations according to the provisions of the *Handbook* of the Synod. [Synod Bylaws 2.2.1-2.4.2]

#### **6.3 *The District Reconcilers***

##### *Membership*

6.3.1 District reconcilers shall be appointed according to the provisions of the *Handbook* of the Synod. [Synod Bylaws 1.10.10-1.10.10.1]

##### *Informal Efforts toward Reconciliation; Consultation*

6.3.2 The district reconcilers may assist in informal efforts (not formally requested by a member of the Synod) according to the procedures of Bylaw 1.10.5 in the *Handbook* of the Synod toward



reconciliation before disputes reach the formal level. He/she may also be called upon by the district president to serve in efforts at the informal level toward reconciliation.

*Formal Efforts toward Reconciliation*

6.3.3 At the formal level (formally requested by a member of the Synod) according to the procedures of Bylaw 1.10 in the *Handbook* of the Synod, the reconciler shall serve in the following situations arising in the district:

- (a) Procedural questions involved in excommunication cases
- (b) Cases in which a member of the Synod shall have been removed from the position that such member holds in a congregation that is a member of the Synod
- (c) Cases in which a person, whether or not a member of the Synod, is removed from the position which the person holds in the district
- (d) Cases involving differences between congregations within the same district or between a congregation and its district [Synod Bylaw 1.10.10.2(a)-(d)]

6.3.4 District reconcilers may also be called upon to serve in the various capacities of a reconciler at the Synod level according to the provisions of the *Handbook* of the Synod. [Synod Bylaw 1.10]

**6.4 *Stewardship Promotion***

6.4.1 The district shall have an appointed ministry team, ad hoc committee, or individual dedicated to, and responsible for, the promotion of stewardship in the district.

6.4.2 After each district convention, the board of directors shall determine what structure and format of a stewardship promotion ministry, with the resources available, will best serve the district and its strategic plan to foster cheerful stewardship of God’s gifts and resources in and among the congregations of the district.

6.4.3 The board of directors will then formalize the process and appoint an appropriate ministry team, committee, or individual for the promotion of stewardship in the district.

6.4.4 This ministry team, committee, or individual shall operate according to the provisions of Synod Bylaw section 4.6 and district bylaw chapter 5.

**7. THE FINANCIAL MISSION AND MINISTRY PROGRAM**

**7.1 Preparation and Appropriation**

7.1.1 The preparation of the financial mission and ministry program of the district shall be coordinated by the finance office in consultation with the district executive staff. The program shall take into account district responsibilities toward the financial mission and ministry program of The Lutheran Church—Missouri Synod. The financial mission and ministry program shall be submitted to the board of directors for its evaluation and approval.

7.1.2 Simultaneous to the preparation of the mission and ministry program of the district, the finance office shall inform, inspire, and challenge the congregations of the district to assume responsibility for their fair share of this program by way of their projected mission commitments. The congregations, in a timely manner, shall inform the finance office of their intended mission commitments. The total of these commitments shall be reported to the board of directors.

7.1.3 The finance office shall then establish the district spending budget for final approval by the board of directors. This spending budget shall be commensurate with the intended mission commitments of the congregation and other anticipated receipts. Expenditures authorized by

the district convention shall be subject to scheduling and appropriation by the board of directors.

## **8. ELECTION AND VACANCY PROCEDURES**

### **8.1 General Provisions**

- 8.1.1 Procedures for the election of all officers, board, and committee members shall follow the provisions of the *Handbook* of the Synod and the bylaws of the district.
- 8.1.2 The following officers and members shall be elected by the convention at each regular convention of the district:
1. The president
  2. The vice-presidents in line of succession, one (1) from each electoral region
  3. The secretary
  4. Two (2) ministers of religion—commissioned to the board of directors, one (1) from regions 1 and 2; and one (1) from regions 3 and 4
  5. Four (4) laypersons to the board of directors, one (1) from each electoral region
  6. The circuit visitors
  7. The nominations committee [District Bylaw 6.1.1.1]
- 8.1.3 Except for the offices of district president, the regional vice-presidents, and the circuit visitors, the nominations committee shall place in nomination at least two (2) candidates, and select at least one alternate, for each elective office or committee position in the district prescribed by the Synod and district bylaws. These include, but may not be limited to:
1. The secretary [Synod Bylaw 4.3.1, District Bylaw 3.2.3]
  2. The regional positions for the board of directors (commissioned and lay) [Synod Bylaw 3.12.3, District Bylaw 1.3.2 - 5,6]
  3. The nominations committee [Synod Bylaw 3.12.3; District Bylaw 6.1.1.1]
  4. Synod Committee for Convention Nominations [Synod Bylaws 3.12.3-3.12.3.3]
- 8.1.4 The district, assembled in convention, shall have the right to alter the slates of nominees, and voting delegates may make additional nominations from the floor with the prior consent of the nominee(s) and pertinent information about the nominee(s) provided in writing.
- 8.1.5 Except for the office of circuit visitor, the election of all offices shall be by individuals and not by slate.
- 8.1.6 The board of directors shall fill all appointive offices after each regular convention of the district.
- 8.1.7 The electoral regions of the district shall be four (4):
- Region 1:* The congregations in the Fayetteville, Fort Smith, and Jonesboro visitation circuits
- Region 2:* The congregations in the Little Rock-North, Little Rock-South, and Stuttgart visitation circuits
- Region 3:* The congregations in the Memphis, Nashville, Middle Tennessee, and Paducah visitation circuits

*Region 4:* The congregations in the Chattanooga, Johnson City, and Knoxville visitation circuits

## **8.2 Convention Elections**

- 8.2.1 The elections committee shall have the privilege of the floor at the discretion of the convention chairman.
- 8.2.1.1 The order of elections following that of district president shall be:
- 1) regional vice-presidents, in line of succession
  - 2) secretary of the district
  - 3) regional board members (commissioned & layperson)
  - 4) members of all elective boards and committees
  - 5) Circuit visitors (ratification of the slate, constituting election) [Synod Bylaw 5.2.2 (h)]
- 8.2.2 Initial and succeeding ballots shall be collected during the session in which they are distributed or conducted electronically.
- 8.2.3 A majority of all votes cast shall be required for election to all elective offices and elective board positions.
- 8.2.4 Except in the election of the president, regional vice-presidents, and circuit visitors, the following regulations shall apply: candidates receiving a majority on the first ballot shall be declared elected. When a second or succeeding ballot is required for a majority, the candidate receiving the fewest votes and all candidates receiving less than fifteen (15) percent of the votes cast shall be dropped from the ballot, unless fewer than two candidates receive fifteen (15) percent or more of the votes cast, in which case the three highest candidates shall constitute the ballot. In every election balloting shall continue until every position has been filled by majority vote.
- 8.2.5 The tally of the votes cast for each candidate shall be announced after each ballot in all elections.
- 8.2.6 The committee on elections shall report the official results of each election to the convention and shall file a written report of the tabulation of votes of each election, certified by the chairman and at least one other member of the committee, with the convention chairman and the secretary of the district.

## **8.3 Procedures for the Nomination and the Election of the District President, Vice-Presidents, Secretary, Board of Directors, and Circuit Visitors**

### **8.3.1 *District President – Nomination and Election***

The procedure for the nomination of the district president shall be as follows:

- (a) Each member congregation shall be entitled to nominate from the clergy roster of the Synod two ministers of religion—ordained as candidates for president of the district.
- (b) Nominating ballots and receiving of ballots from the congregations shall be the responsibility of the secretary of the district, ballots to be received by the congregation six (6) months prior to the opening date of the convention, and from the congregations four (4) months prior to the opening date of the convention.
- (c) The secretary of the district shall tabulate the nominations and shall report to the convention in the convention workbook the names of all ministers of religion—ordained who have been nominated, in addition to those who appear on the slate of candidates.

- (d) Candidates for the office of president of the district shall be the five (5) ministers of religion—ordained receiving the highest number of votes on the nominating ballots of the congregations. The secretary of the district shall notify each of their nomination.
- (e) The secretary of the district shall receive written approval, within ten (10) days of notification, from each candidate for inclusion of his name on the convention ballot.
- (f) In the event of death, declination, or unavailability of any candidate, the nominee having the next highest number of votes shall be a candidate, upon his approval in writing.
- (g) In the event of a tie for the fifth (5<sup>th</sup>) position among the candidates, all names involved in the tie shall be included as candidates.
- (h) The secretary of the district shall publish in the convention workbook brief biographies of the five (5) candidates for president of the district, giving adequate information for each candidate.
- (i) The convention shall have the right to alter the slate as provided in these bylaws.

8.3.1.1 The procedure for the election of the district president shall be as follows:

- (a) The candidate receiving the majority of the votes cast shall be declared elected.
- (b) If no candidate receives a majority of the votes cast, the four (4) candidates receiving the highest number of votes shall be retained on the ballot, and another vote taken. Thereafter the candidate receiving the smallest number of votes shall be eliminated on each subsequent ballot until one candidate receives a majority of the votes cast.

### 8.3.2 ***Vice-Presidents in Line of Succession – Nomination, Selection, Election, and Ranking***

8.3.2.1 After the results of the district presidential election have been announced, the convention shall elect four regional vice-presidents according to the nominations and elections process.

- (a) Each member congregation of a region shall have been given opportunity to nominate two ministers of religion—ordained from the clergy roster of the district with residence in its designated region as candidates for regional vice-president.
- (b) Nominating ballots and receiving of ballots from the congregations shall be the responsibility of the secretary of the district, ballots to be received by the congregation six (6) months prior to the opening date of the convention, and from the congregations four (4) months prior to the opening date of the convention.
- (c) The secretary of the district shall receive such nominations (signed by the president and secretary of the nominating congregation).
- (d) The names of the five ministers of religion—ordained residing within the boundaries of each geographic region who receive the most nominating votes, and who give their consent to serve if elected, shall form the slate from which the district convention shall select by majority vote each regional vice-president.
- (e) Voting delegates to the district convention shall be entitled to vote for one of the candidates from each region. If no candidate receives a majority of the votes cast, the three candidates receiving the highest number of votes shall be retained on the ballot.
- (f) No opportunity shall be provided for additional nominations from the floor of the convention.
- (g) Balloting shall continue with the candidate receiving the least number of votes eliminated until one candidate from each region has received a majority of the votes cast.
- (h) Upon the election of the regional vice-presidents, a final election will take place ranking the vice-presidents by separate ballots with a simple majority of voting

delegates determining the first, second, third, and fourth vice-presidents in line of succession.

**8.3.3 District Secretary – Nomination**

8.3.3.1 After the results of the district vice-presidential election and ranking have been announced, the convention shall elect the district secretary. The procedure for the nomination and selection of the district secretary shall be as follows:

- (a) Each member congregation and individual members of the Synod in the district shall be entitled to nominate from the clergy roster of the district two ministers of religion—ordained as candidates for secretary of the district.
- (b) Nominating ballots and receiving of ballots shall be the responsibility of the secretary of the district, ballots to be received by the congregation and individual members six (6) months prior to the opening date of the convention, and from the congregations and individual members four (4) months prior to the opening date of the convention.
- (c) The secretary of the nominations committee shall tabulate the nominations.
- (d) At least two candidates and at least one alternate shall be selected by the nominations committee (District Bylaw 6.1.1.2). In the event of a tie among the top nominees, the nominations committee shall consider all names involved in the tie, together with the qualifications of the individuals for the position. The secretary of the nominations committee shall notify each candidate of their nomination.
- (e) The secretary of the nominations committee shall receive written approval, within ten (10) days of notification, from each candidate for inclusion of his name on the convention ballot.
- (f) The secretary of the nominations committee shall publish in the convention workbook brief biographies of the candidates for secretary of the district.
- (g) The nominations committee shall have the right to provide additional nominations.

**8.3.4 Regional Board of Directors Members: (Ministers of Religion—Commissioned and Layperson)**

8.3.4.1 After the results of the district secretary election have been announced, the convention shall elect two commissioned ministers for the combined electoral regions (regions 1 and 2 combined; and regions 3 and 4 combined) according to the nominations and elections process.

- (a) Each member congregation and individual members of the district shall have been given opportunity to nominate two ministers of religion—commissioned from the roster of the Synod with residence in the designated combined electoral regions as candidates for regional commissioned member of the board of directors.
- (b) Nominating ballots and receiving of ballots from the congregations and individual members shall be the responsibility of the secretary of the district, ballots to be received by the congregation and individual members six (6) months prior to the opening date of the convention, and from the congregations and individual members four (4) months prior to the opening date of the convention.
- (c) The secretary of the district shall receive such nominations (signed by the president and secretary of the nominating congregation, or by the nominating individual member).
- (d) All nominations received shall be forwarded to the nominations committee, who shall select candidates according to the process outlined in the Synod and district bylaws.

- (e) Voting delegates to the district convention shall . elect the members of all elective regional positions following the process outlined in the bylaws.

8.3.4.2 After the results of the district board of directors' commissioned minister election have been announced, the convention shall elect four regional board of director layperson members for the electoral regions according to the nominations and elections process.

- (a) Each member congregation and individual members of the district shall have been given opportunity to nominate two laypersons, with residence in the designated electoral region, as candidates for regional layperson member of the board of directors.
- (b) Nominating ballots and receiving of ballots from the congregations and individual members shall be the responsibility of the secretary of the district, ballots to be received by the congregation and individual members six (6) months prior to the opening date of the convention, and from the congregations and individual members four (4) months prior to the opening date of the convention.
- (c) The secretary of the district shall receive such nominations (signed by the president and secretary of the nominating congregation, or by the nominating individual member).
- (d) All nominations received shall be forwarded to the nominations committee, who shall select candidates according to the process outlined in the Synod and district bylaws.
- (e) Voting delegates to the district convention shall elect the members of all elective regional positions following the process outlined in the bylaws.

Balloting shall continue with the candidate receiving the least number of votes eliminated until one candidate from each region has received a majority of the votes cast.8.3.5 ***Circuit Visitors***

8.3.5.1 The procedures for the nomination, selection, and the election of the circuit visitors shall be those specified in the *Handbook* of the Synod. [Synod Bylaw 5.2.2]

8.3.5.2 The nominations for circuit visitor from the congregations shall be received by each circuit's respective circuit visitor no later than the day prior to the circuit forum.

8.3.5.3 Each visitation circuit will determine no later than one (1) month prior to the circuit forum if it will meet face-to-face or by utilizing e-meeting technologies, as allowed by Synod Bylaw 5.2.2.

8.3.5.4 The circuit visitors shall then report in writing the results of the selection process to the district secretary.

8.3.5.5 In the event that a circuit visitor has not been selected by a circuit forum or has been selected but is no longer available to serve, thus resulting in no circuit visitor selection being included on the convention slate of circuit visitors for a circuit, the district president shall make the selection, which selection shall then be included on the convention slate of circuit visitors. [Synod Bylaw 5.2.2(f)]

## **8.4 Terms and Tenure of Office**

8.4.1 The offices of the district president and of the circuit visitors shall be three (3)-year terms, without limitation as to reelection.

8.4.2 The term of service for district reconcilers shall be six (6) years, renewable without limit. [Synod Bylaw 1.10.10.1]

8.4.3 All other elected or appointed officers and members of other district organizational entities may serve a total of no more than three (3) successive full three (3)-year terms in the same office. They may be elected or appointed to the same office after an interval of three (3) or more years. [Synod Bylaw 3.2.4.2]

- 8.4.3.1 One-half or more of a term shall be regarded as a full term under limited tenure rules.
- 8.4.4 The newly elected district president, vice presidents, and members of the board of directors shall assume office on September 1 following the district convention, and shall be installed into their respective offices subsequent to that date at a service to be held in conjunction with the first meeting of the newly elected board of directors.
- 8.4.4.1 In the interim, the district's transition policy, which shall be reviewed and revised as needed by the board of directors prior to the district convention, shall be followed.
- 8.4.5 Circuit visitors and all other members of the committees elected at the convention shall be installed into office before the close of the convention and begin their term of service immediately thereafter.

### **8.5 Vacancies**

- 8.5.1 The duties and responsibilities of the office of district president shall be assumed by the first vice-president whenever a vacancy appears in this office or the board of directors determines that the district president is unable to serve in that capacity because of his prolonged illness or disability. The first vice-president shall remain as the acting district president until the board of directors determines that such illness or disability has been removed or until the next regular district convention elects a district president.
- 8.5.2 If for any reason the office of any vice-president becomes vacant, the other vice-presidents shall move up in rank accordingly. The board of directors shall then fill the remaining vacancy in the office of a vice-president by electing a successor in consultation with and with the mutual concurrence of the district president.
- 8.5.3 In the event of a vacancy on the board of directors, with the exception of the district president and the vice-presidents, the remaining members of the board shall elect an appropriate successor to fill the unexpired term.
- 8.5.4 A vacancy in the office of circuit visitor shall be filled by appointment by the district president.
- 8.5.5 A vacancy in any other office shall be filled by appointment by the district president in consultation with the appropriate executive staff and any appropriate representative of a district organizational entity, and ratified by the board of directors.