

3.400 COMMITTEES OF PRESBYTERY: NOMINATING

3.401 Policies

- A. Normally, persons shall be nominated as Chair who have at least one year's service on the committee which they will head.
- B. All suggestions for committee chairs shall be forwarded to the Presbytery Nominating Committee and will be considered by this committee as it prepares its slate of nominees for Presbytery offices.
- C. The Nominating Committee should make diligent effort to take geographical representation into consideration when filling presbytery offices, where such is pertinent to the functioning of the committee.
- D. Terms of Office. Succession:
 - 1. Moderators: Since the Book of Order requires that the new Moderator assume office immediately upon election, the Moderator and Vice-Moderator shall be elected immediately prior to the worship service so that they can be installed during the worship service. All other officers will assume office as of the end of the Annual Stated Meeting (fall meeting) except the Stated Clerk and Treasurer who shall take office January 1st.
 - 2. Acting Moderator: If both the Moderator and Vice Moderator of Presbytery are unable to function as Moderator, the next immediately available predecessor moderator of this Presbytery residing within the bounds of Presbytery, will automatically fulfill the duties of Moderator.
 - 3. Presbytery Council Chair: If the Chair of the Presbytery Council is unable to function in that capacity, the Moderator of Presbytery shall act as Chair of the Presbytery Council. If the Moderator of the Presbytery is not able to function in that capacity, the Vice-Moderator shall act. Beyond this, a Chair for the Presbytery Council will be selected by the Presbytery Council when it gathers for its meeting.
 - 4. Acting in Place of the Stated Clerk: If the Stated Clerk of Presbytery be unable to fulfill the duties of the office, the Assistant Stated Clerk shall assume those duties. If neither the Stated Clerk nor the Assistant Stated Clerk is able to fulfill the duties, the Moderator shall, in consultation with the Presbytery Nominating Committee, name a person to serve as Second Assistant Stated Clerk to fulfill the duties of the Stated Clerk until the next meeting of Presbytery.
 - 5. Succession to Chair of Committees/Commissions: In the event the Chair named by Presbytery is not present for a Commission or Committee, resigns, or is otherwise unavailable, the next person named in the list shall be the convener. If that next person on the Commission or Committee is

not available, the responsibility falls to the next named person and so on down the list of members.

6. Resignations: Any person who has been elected to a committee or position in this Presbytery or recommended to another governing body to represent this Presbytery who desires to resign shall send the letter of resignation to the Stated Clerk of Presbytery. The Stated Clerk shall immediately notify the Chair of the Nominating Committee of the vacancy and state the need for a replacement. The Stated Clerk shall also notify the chair or principal officer of the appropriate committee, task force, or other organization as the case might be. New nominations shall be presented according to the Manual of Operations or the appropriate statements in Robert's Rules of Order.