

51 **10.20 Meetings and Expenses**

52 10.21 The Synod Assembly may meet in regular session, up to four times per year.
53 Meetings shall be held in person or may be held telephonically or digitally as long as all may
54 fully participate in discussions and voting. The Synod Assembly shall hold an "annual
55 meeting," ordinarily in October, at which time the Moderator and Vice Moderator shall be
56 elected, installed, and begin their terms of service.

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58 10.22 Special meetings of the Synod Assembly may be called by the Moderator in
59 accordance with the provisions of the *Form of Government*, G-3.0405. Special meetings of
60 the Synod Assembly may be held via web conferencing.

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62 10.23 The room, board, and travel expenses of commissioners, ex-officio members and
63 Young Adult Advisory Delegates to Synod meetings shall be met from the funds provided for
64 Synod expenses.

65
66 10.24 All motions brought before commissioners at meetings of the Synod Assembly, shall
67 include, at least, the following information: who shall implement the motion, the timing of
68 when the motion shall be implemented, an estimate of the financial implications and the
69 expected source of income for the motion's implementation.

70
71 10.25 Meeting Types

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73 a. Electronic/Digital

74 An "Electronic/Digital Meeting" as used in these rules means a meeting at which all
75 participants are joined electronically/digitally. It is expected that each participant will attend
76 the meeting individually on a computer or device, rather than one being shared by multiple
77 members. Multiple attendees on a single device requires approval of the chair in advance
78 and may limit members' rights. Meetings of all boards and committees of the Synod of the
79 Trinity are authorized to meet electronically at the direction of the chair, provided that all
80 members have access to the necessary equipment.

81
82 b. Equipment

83 Electronic/digital attendance currently utilizes Zoom technology (www.zoom.us). Other
84 technologies may be used at the discretion of the Synod Executive as technologies evolve.
85 Participation requires high speed internet access on a computer or device. Audio is provided
86 either through the computer, which requires computer audio capabilities (microphone and
87 speakers – preferably earbuds or a headset), or connection by phone. Video capability is
88 optional, but strongly encouraged. While tablets and smart phones are acceptable, laptop or
89 desktop computers are preferred, because the screen content can become very small on
90 tablets and phones, and only certain portions of the content can be displayed at a time.
91 Immediate access to email is also a requirement.

92
93 c. Sign-In Procedures

94 (1) Prior to meetings, members will receive either a meeting ID code or a link to
95 a webpage. Clicking on the link should open a web browser and go directly to the meeting.
96 If it does not do so, or if only the 9-digit meeting id (which is at the end of the link) was
97 distributed, the participant can go to the appropriate login page such as: www.zoom.us,
98 choose "join a meeting," and enter the id manually.

99 (2) Members shall make every effort to sign into the meeting sufficiently in
100 advance of the time of the meeting to enable their connections to be verified and, if
101 necessary, assisted by troubleshooting.

- 102 (3) The following process shall be followed in entering meetings:
103 (a) If using a laptop or desktop computer, complete a full “re-boot” just
104 before entering the meeting.
105 (b) Enter the meeting as described in Section c. (1) If prompted,
106 download the appropriate software and choose to run or install. If prompted,
107 enter your name and choose to enter the meeting.
108 (c) Choose the method by which you will connect your audio and follow
109 the prompts on the screen. If connecting by computer, check your speakers
110 and microphone to ensure that you can hear and be heard.
111 (d) Mute your microphone when you are not speaking (on a computer,
112 click on the microphone icon to toggle mute. On a tablet or phone, touch the
113 icon).
114 (e) Click on the webcam icon to activate, if using.
115 (f) Click on the “Participants” and “Chat” icons to make those items
116 visible. If a screen share has been initiated and a document is visible in the
117 center of the screen, move the “Participants” and “Chat” windows to the side
118 of the screen, so that the document is visible.
119

120 d. Connection Issues

- 121 (1) Each attendee is responsible for his or her connection to the Internet and the
122 meeting room; no action shall be invalidated on the grounds that the loss of, or poor quality
123 of, a member’s individual connection prevented him or her from participating in the
124 meeting, provided that at least a quorum of members remains connected and adequately
125 able to participate.
126 (2) The chair may cause or direct the temporary disconnection or muting of an
127 attendee’s connection if it is causing undue interference with the electronic meeting. The
128 chair’s decision to do so, which is subject to an undebatable appeal that can be made by
129 any member, shall be recorded in the minutes.
130 (3) The chair may rule that any meeting be recessed to allow the meeting room
131 to be reset; upon which ruling the meeting shall be ended and a new meeting shall be
132 established – with the new meeting id being sent by email to all participants who shall then
133 enter the new meeting room.
134

135 e. Recognition and Assignment of the Floor

- 136 (1) To seek recognition by the chair, a member shall activate the “raised hand”
137 icon. Upon recognition of a member, that member and any others with raised hands
138 activated shall lower them, which may also be accomplished by the facilitator if members do
139 not promptly do so.
140 (2) Another member who claims preference in recognition shall thereupon
141 promptly raise (or raise again) his or her hand icon and the chair shall recognize the
142 member for the limited purpose of determining whether that member is entitled to
143 preference in recognition.
144 (3) Upon being recognized, a member shall unmute his or her microphone. Upon
145 yielding the floor, the member shall mute his or her microphone.
146

147 f. Interrupting Motions

- 148 (1) A member who intends to make a motion that under the rules may interrupt a
149 speaker (Point of Order, Appeal from the Ruling of the Chair, etc.) shall activate the
150 member’s “No” icon (red X). The member shall be recognized to determine the purpose for
151 which he or she is seeking recognition.

152 (2) In the event that a member intends to make an interrupting motion during a
153 vote when the "No" icon is in use to indicate a negative vote; the member may unmute and
154 make the motion orally. A member may also make interrupting motions orally if not
155 immediately recognized by the chair.

156
157 g. Motion Processing

158 (1) A member intending to make a main motion, offer an amendment, or propose
159 instructions to a committee, shall, immediately after being recognized and assigned the
160 floor, post the motion in writing to the chat window.

161 (2) The secretary is responsible for the display of meeting materials, including all
162 such motions, in the document that is displayed in the shared screen.

163 (3) When any motion has been stated by the chair, the secretary shall copy and
164 paste it into the document and shall be responsible for accurately displaying any proposed
165 amendments under consideration, as well as the final version as adopted or rejected.

166
167 h. Voting

168 (1) When the chair seeks unanimous consent on a matter, a raised hand shall
169 constitute an objection to unanimous consent, and voting shall then proceed by another
170 method.

171 (2) Voice votes shall be taken by means of the "Yes" or "No" icons and shall be
172 considered a Division (not a counted vote). A motion for a division shall therefore not be in
173 order following such a vote.

174 (3) Counted votes, when ordered by the chair or the assembly, shall be taken by
175 an additional "Yes" or "No" vote using the icons.

176 (4) A roll call vote may be ordered by the assembly.

177 (5) No secret ballot votes are in order.

178
179 i. Roles

180 (1) There shall be three designated roles with specific duties, any or all of which
181 may be accomplished by one individual, at the discretion of the chair: the host/facilitator,
182 the chair, and the secretary.

183 (2) The host/facilitator shall initiate the meeting, and therefore have control of
184 the various features for meeting management such as the ability to manually mute one or
185 more participants and clear status icons (raised hand, Yes, No, etc.).

186 (3) The chair shall preside at the meeting. In addition to normal duties, the chair
187 shall direct the facilitator and secretary as necessary related to their duties in these rules.

188 (4) The secretary shall keep a record of meeting. In addition to normal duties,
189 the secretary shall open a document on his or her computer (such as a blank document or
190 the meeting agenda), change the "zoom" level to no more than 85%, and share the
191 document in the meeting via screen share. The secretary shall then assist in processing the
192 motion as stated in Section c.

193
194 **10.30 Quorum**

195 10.31 A quorum of the Synod Assembly shall be twelve commissioners, at least six of whom
196 shall be ruling elders and at least six of whom shall be teaching elders representing at least
197 six presbyteries.

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199 **10.40 Officers, Terms, and Election**

200 10.41 The officers of the Synod shall be a Moderator, Vice Moderator, Synod Executive,
201 Stated Clerk and Treasurer, and shall be known as the Synod Extended Leadership Team.

202

203 10.42 The term of service of the Moderator and Vice Moderator shall be one year, and they
204 shall be eligible for re-election. They shall be elected by the Synod Assembly and installed
205 at the annual meeting of the Synod Assembly.
206

207 10.43 The Stated Clerk shall be elected for a term of five years and be eligible for
208 reelection. The Stated Clerk may name a journal clerk and assistant clerks, who need not
209 be commissioners, to serve during the meeting of the Synod Assembly to assist in the
210 recording of minutes, registration, recording leave of absences, and to carry out such other
211 duties and responsibilities as will facilitate the efficient functioning of the meeting.
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213 10.44 The Synod Executive and any Associate Executives shall be elected for a term of five
214 years and be eligible for re-election.
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216 10.45 The Treasurer shall be elected for a term of five years and shall be eligible for
217 reelection.
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220 **10.50 Governing Process**

221 10.51 The governing process for the Synod of the Trinity shall be the Policy Governance^R
222 Manual of the Synod, in its most recent edition as approved by the Synod Assembly.
223

224 **10.60 Duties of Officers and Trustees**

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226 10.61 Moderator and Vice-Moderator
227 10.62 Functions:

228 a. The Moderator presides over all meetings of the Synod Assembly and the Governing
229 Commission until a successor is elected and installed. The Moderator performs all duties
230 assigned in the *Form of Government* of the Presbyterian Church (U.S.A.), and shall see that
231 business is conducted in accordance with the latest edition of *Robert's Rules of Order Newly*
232 *Revised* and the Standing Rules of the Synod Assembly. The Moderator shall appoint
233 committees and commissions authorized by action of the Synod Assembly not otherwise
234 provided for.
235

236 b. If, because of the absence of a quorum, a special meeting of the Synod Assembly
237 cannot be held, the Moderator, after consultation with the Synod Executive and the Stated
238 Clerk, may name a committee or commission to carry out responsibilities assigned to the
239 Synod in Form of Government, G-3.0405. Such committee or commission shall conduct
240 Special Administrative Review in accordance with Form of Government, G-3.0108. If in the
241 opinion of those officers, the appointment of a commission is warranted, due diligence shall
242 be exercised to ensure that the provisions of Form of Government G-3.0109 are carried out.
243

244 c. In the case of complaints against actions or decisions of the Synod Assembly to the
245 General Assembly Permanent Judicial Commission, the Moderator and the Stated Clerk of
246 Synod shall have authority to appoint a Committee of Council.
247

248 d. The Moderator may attend a meeting of the General Assembly during his/her term of
249 office. The Synod will provide reasonable expense reimbursement for such attendance.
250

251 e. The Vice Moderator fulfills the duties of the Moderator in the absence of the
252 Moderator, or when the Moderator deems it necessary. Should the Moderator become

253 ineligible to serve, the Vice Moderator shall become Moderator for the remainder of the
254 term.

255

256 f. Expenses incurred by the Moderator or Vice Moderator in the performance of their
257 duties on behalf of the Synod will be paid from budgeted Synod funds.

258

259 **10.70 The Stated Clerk**

260 10.71 The Stated Clerk shall perform all duties required in the Form of Government of The
261 Presbyterian Church (U.S.A.). The Stated Clerk shall give official notice of the time and
262 place of Synod Assembly meetings and, when the Synod Assembly convenes, shall form the
263 roll and report it to the Synod Assembly. The Stated Clerk, with the cooperation of the
264 Synod Executive and the Moderator, shall prepare the docket for the Synod Assembly
265 meeting. The Stated Clerk shall be responsible for the recording of the minutes of Synod
266 Assembly meetings, and for the timely transmission of these minutes to commissioners.

267

268 10.72 If the office of Stated Clerk should become vacant, the Moderator shall appoint a
269 teaching or ruling elder to be acting Stated Clerk, who shall serve until Synod shall elect a
270 Stated Clerk.

271

272 **10.80 The Synod Executive**

273 10.81 The Synod Executive and any Associate Executives shall perform those duties
274 specified in the position description as prepared by the Governing Commission and
275 approved by the Synod Assembly.

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277 **10.90 The Synod Treasurer**

278 10.91 The Treasurer shall fulfill his or her duties described in: the position description
279 approved by the Synod Assembly and provided in the personnel policies; these Standing
280 Rules; fiscal or financial policies adopted by the Synod Assembly or Governing Commission.

281

282 **11.00 Trustees**

283 11.01 The commissioner members of the Governing Commission shall act as the Board of
284 Trustees for the Corporation which shall be authorized under the charter of the Synod to
285 receive, hold and transfer property, and to facilitate the management of the corporate
286 affairs of the Synod in such manner as to realize the "Ends of the Synod" and in accord with
287 the Executive Limitations in the Policy Governance^R Manual of the Synod.

288

289 11.02 The Corporation officers shall be the Moderator and Vice Moderator of the Synod, the
290 Stated Clerk and the Treasurer of the Synod who shall serve respectively as President, Vice
291 President, Secretary and Treasurer of the Corporation. The Synod Executive shall serve as
292 the chief executive officer for the Corporation. A quorum of the Governing Commission/
293 Board of Trustees shall be a simple majority of the commissioner members.

294

295 11.03 The Synod Assembly shall meet as the Corporation annually, and at such other times
296 as shall be deemed necessary. The meeting of the annual meeting of the Corporation shall
297 be the same as the ecclesiastical meeting of the Synod Assembly.

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302 **ARTICLE II - SYNOD ENTITIES**

303

304 The Synod carries out its duties and responsibilities through:

305 The Governing Commission and the Synod Executive

306 Book of Order Required Committees and Commissions

307 Permanent Judicial Commission

308 Committee on Representation

309 Nominating

310 Advisory and Operational Task Groups as appointed by the Synod Executive

311 Mission Networks

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313 **20.00 Mission Networks**

314 20.01 The Synod will facilitate and support the development of a system of Mission
315 Networks among presbyteries and affinity groups. These Mission Networks will focus on
316 areas of common interest, need, and mission. Because of the diversity of needs throughout
317 the Synod, these Mission Networks will focus the Synod's mission resources and energies
318 where the people and needs dictate. Mission Networks are not limited by intra nor inter
319 Synod geographical boundaries. Mission Networks provide responsive and flexible shared
320 ministry opportunities. Mission Networks may help to identify those needs that should be
321 addressed through a sustained program.

322

323 **21.00 Committee on Representation & Nomination**

324 21.01 The Committee on Representation & Nomination shall carry out the duties prescribed
325 by the Form of Government F-1.0403.

326 21.02 The Committee on Representation & Nomination will recruit, or seek, candidates for
327 future election as commissioners, through its connections with presbytery Committees on
328 Representation, various racial ethnic people of color constituencies, constituencies of
329 women, disabled persons, youth, or other minorities, as well as "persons designated by
330 national racial ethnic membership to discover potential racial ethnic members." people of
331 color."

332 21.03 The Committee on Representation and Nomination shall also be available to serve as
333 an advisory group to the Synod Executive on matters of social and racial justice within the
334 boundaries of the Synod.

335 21.04 The tasks of the Committee on Representation & Nomination for elections for Synod
336 positions are:

337 a. Nominate a Moderator and Vice Moderator to the Synod, with regard for diversity
338 and inclusiveness. The nomination of a Vice Moderator should ensure teaching/ruling elder
339 balance;

340 b. Nominate commissioners to serve on the Governing Commission to fill expired
341 terms or vacancies.

342

343 **22.50 Presbytery Records**

344 22.51 The stated clerks of the presbyteries shall conduct an annual peer review of
345 presbytery records as prescribed by the *Form of Government*, G-3.0107 and G-3.0108.
346 They shall review the minutes of the presbyteries and a statement attesting to the review
347 shall be signed by the Convener, who shall be annually elected by the presbytery stated
348 clerks. The report shall be circulated to each presbytery annually for reaction on the part of
349 the presbytery. Any request from a presbytery to remove or modify an exception shall be
350 directed to the Stated Clerk of the Synod for further consideration by the Synod Assembly.

351

352 22.52 The official action of the Synod with regard to the presbytery minutes shall be
353 communicated to each presbytery through its Stated Clerk and the action of the Synod
354 Assembly recorded in the minutes of the next stated meeting of the presbytery.
355

356 **22.60 Permanent Judicial Commission**

357 22.61 The Permanent Judicial Commission is the court of judicial process for the Synod. It
358 shall function according to the provisions of the *Rules of Discipline*.
359

360 22.62 The Permanent Judicial Commission shall consist of twelve members elected for six-
361 year terms, serving in equal classes. Each class will contain two teaching and two ruling
362 elders. Members shall be nominated by the respective presbyteries and elected by the
363 Synod Assembly, giving due attention to the principles of inclusivity set forth in Form of
364 Government Chapter 4.0400 and elsewhere, as well as to a rotation of members among the
365 various presbyteries of the Synod. The Permanent Judicial Commission shall elect from
366 among its members a moderator and a clerk.
367

368 22.63 The Permanent Judicial Commission is staffed by the Synod Stated Clerk.
369

370 22.64 The Permanent Judicial Commission shall meet to consider the cases brought before
371 it. If there are no cases, it shall meet for education and training, at least annually.
372

373 22.65 No person having served on the Permanent Judicial Commission for a term of up to
374 six years shall be eligible for re-election until four years have elapsed.
375

376 22.66 In case a time should arise when the Permanent Judicial Commission has no
377 Moderator, the Stated Clerk shall be authorized to convene the Commission and preside for
378 the election of a Moderator.
379

380 **22.80 Self Development of People (SDOP)**

381 22.81 The Self Development of People Committee shall consist of not fewer than six and not
382 more than twelve members, elected by their presbytery, in three equal classes serving
383 three-year terms.
384

385 22.82 The SDOP awards grants to groups of poor, oppressed and disadvantaged persons
386 seeking to make significant and long-term, sustainable changes in their particular situations.
387

388 22.83 SDOP utilizes three primary criteria for groups submitting proposal for grants:

- 389 a. The project must originate from within the group writing the proposal.
 - 390 b. The group must control the project.
 - 391 c. The members of the group must directly benefit from the project.
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393 22.84 Meetings:

- 394 a. Once a year, normally in May to review proposals.
 - 395 b. SDOP may meet by conference call or web conferencing, as needed.
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ARTICLE III - SYNOD STAFF

30.00 Administrative

30.01 The Synod Administrative Staff consists of a Synod Executive and such other exempt and non-exempt staff as determined by the Synod Executive.

30.02 The Governing Commission shall provide for annual comprehensive reviews of the work the Synod Executive and Stated Clerk. The Synod Executive shall review the work of other members of the Synod staff.

31.00 Synod Executive

31.01 The Synod Executive shall be elected as provided for in *Form of Government, G-3.0110*. The duties of this office shall only be limited as set forth in the Executive Limitations, as stated in the Policy Governance manual, and the application of the principle "any reasonable interpretation."

31.02 The Synod Executive shall be selected by the Governing Commission upon the concurrence of the Synod Assembly.

31.021 Termination of the service of the Synod Executive shall follow the same procedures as for the selection of the Synod Executive.

32.00 Other Staff

32.01 Other staff shall be employed for terms stipulated in their position descriptions.

32.02 They shall fulfill their duties and their performance will be reviewed, as provided for in the Synod personnel policies.

ARTICLE IV – CODE OF CONDUCT

40.01 The Synod shall adopt a Code of Conduct applicable to all elected Commissioners, Officers of the Synod, employed Synod staff, Synod Commissions, Synod Mission Networks, and includes some customers, vendors, organizations, and any others doing business with or on behalf of The Synod of the Trinity.

40.02 The Synod Stated Clerk shall have lead responsibility for the development of policy, distribution, implementation, and maintenance of records relating to the Synod's Code of Conduct.

40.03 Distribution of the Code of Conduct shall be made in accord with the criteria specified in the Code with records distribution and acknowledgment of receipt maintained in the Synod Stated Clerk's office where the records shall be available for review as may be necessary and appropriate.

40.04 Commissioners shall not be seated, and persons elected to various positions in the Synod shall not be permitted to participate until a signed Acknowledgment and Acceptance Form from the Code of Conduct, including a conflict of interest provision, has been received and is on file.

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ARTICLE V - AMENDMENTS

50.01 The Standing Rules may be suspended temporarily, for a definite purpose and a definite length of time, by two thirds vote of the Commissioners present at either a standing or a called Synod Assembly meeting.

50.02 These Standing Rules may be amended at any meeting provided that at least a ten-day written notice has been given to all Commissioners and by a two-thirds vote of the members present. A special meeting may be called for the purpose of amending these Standing Rules with the same provision as the called meeting.

ARTICLE VI – Hierarchy of Governing Authority

- 60.01 The hierarchy of governing authorities shall be:
 - Scripture
 - The Constitution of the Presbyterian Church (U.S.A.)
 - Part One: Book of Confessions
 - Part Two: Book of Order
 - Federal and State Law
 - Articles of Incorporation of The Synod of the Trinity
 - Bylaws of The Synod of the Trinity
 - Policy Governance Manual of The Synod of the Trinity
 - Robert’s Rules of Order Newly Revised, most recent edition
 - Standing Rules of The Synod of the Trinity

60.02 If there should be a conflict between the Policy Governance Manual and the Standing Rules, the Policy Governance Manual shall be considered primary until the conflict shall be reconciled by either an amendment to the Policy Governance Manual and/or to the standing rules.

APPENDIX

The Synod of the Trinity includes all of the State of Pennsylvania; all of the State of West Virginia except the following counties: Jefferson, Berkeley, Morgan, Hampshire, Mineral, Hardy, Grant, Pendleton; and the following counties in Ohio: Belmont, Harrison, Jefferson, Monroe, the southern sector of Columbia. One congregation in New York and two congregations in Maryland belong to the Synod, but their counties are associated with other synods.

AMENDED

- October, 2003
- June and October, 2005
- February and October, 2008
- March and June 2009
- June 2010
- June 2011
- October 2011
- October 05, 2015
- October 23, 2017
- October 22, 2018
- April 11, 2019 (Format and Grammatical Edit Only)