



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.  
57

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.  
61

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

72  
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](http://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](http://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 the member 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.

198  
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.  
212

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.  
215

216 10.45 The Treasurer shall be elected for a term of five years and shall be eligible for  
217 reelection.  
218  
219

## 220 **10.50 Governing Process**

221 10.51 The governing process for the Synod of the Trinity shall be the Policy Governance<sup>R</sup>  
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**

225  
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 occurring during the  
249 Moderator's term of office. The Synod will provide reasonable expense reimbursement for  
250 such attendance.  
251

252 e. The Vice Moderator fulfills the duties of the Moderator in the absence of the  
253 Moderator, or when the Moderator deems it necessary. Should the Moderator become  
254 ineligible to serve, the Vice Moderator shall become Moderator for the remainder of the  
255 term.

256  
257 f. Expenses incurred by the Moderator or Vice Moderator in the performance of their  
258 duties on behalf of the Synod will be paid from budgeted Synod funds.  
259

### 260 **10.70 The Stated Clerk**

261 10.71 The Stated Clerk shall perform all duties required in the Form of Government of The  
262 Presbyterian Church (U.S.A.). The Stated Clerk shall give official notice of the time and  
263 place of Synod Assembly meetings and, when the Synod Assembly convenes, shall form the  
264 roll and report it to the Synod Assembly. The Stated Clerk, with the cooperation of the  
265 Synod Executive and the Moderator, shall prepare the docket for the Synod Assembly  
266 meeting. The Stated Clerk shall be responsible for the recording of the minutes of Synod  
267 Assembly meetings, and for the timely transmission of these minutes to commissioners.  
268

269 10.72 If the office of Stated Clerk should become vacant, the Moderator shall appoint a  
270 teaching or ruling elder to be acting Stated Clerk, who shall serve until Synod shall elect a  
271 Stated Clerk.  
272

273 10.73 The Stated Clerk shall function as a member of the Synod staff in administrative  
274 matters and report directly to the Synod Assembly in ecclesial matters. The Synod Assembly  
275 shall make a final determination in the case of a dispute about what is an ecclesial matter  
276 and what is an administrative matter.  
277

### 278 **10.80 The Synod Executive**

279 10.81 The Synod Executive and any Associate Executives shall perform those duties  
280 specified in the position description as prepared by the Governing Commission and  
281 approved by the Synod Assembly.  
282

### 283 **10.90 The Synod Treasurer**

284 10.91 The Treasurer shall fulfill his or her duties described in: the position description  
285 approved by the Synod Assembly and provided in the personnel policies; these Standing  
286 Rules; fiscal or financial policies adopted by the Synod Assembly or Governing Commission.  
287

### 288 **11.00 Trustees**

289 11.01 The commissioner members of the Governing Commission shall act as the Board of  
290 Trustees for the Corporation which shall be authorized under the charter of the Synod to  
291 receive, hold and transfer property, and to facilitate the management of the corporate  
292 affairs of the Synod in such manner as to realize the "Ends of the Synod" and in accord with  
293 the Executive Limitations in the Policy Governance<sup>R</sup> Manual of the Synod.  
294

295 11.02 The Corporation officers shall be the Moderator and Vice Moderator of the Synod, the  
296 Stated Clerk and the Treasurer of the Synod who shall serve respectively as President, Vice  
297 President, Secretary and Treasurer of the Corporation. The Synod Executive shall serve as  
298 the chief executive officer for the Corporation. A quorum of the Governing Commission/  
299 Board of Trustees shall be a simple majority of the commissioner members.  
300

301 11.03 The Synod Assembly shall meet as the Corporation annually, and at such other times  
302 as shall be deemed necessary. The meeting of the annual meeting of the Corporation shall  
303 be the same as the ecclesiastical meeting of the Synod Assembly.

304

305

## 306 **ARTICLE II - SYNOD ENTITIES**

307

308 The Synod carries out its duties and responsibilities through:

309 The Governing Commission and the Synod Executive

310 Book of Order Required Committees and Commissions

311       Permanent Judicial Commission

312       Committee on Representation

313       Nominating

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

315 Mission Networks

316

### 317 **20.00 Mission Networks**

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

326

### 327 **21.00 Committee on Representation & Nomination**

328 21.01 The Committee on Representation & Nomination shall carry out the duties prescribed  
329 by the Form of Government F-1.0403.

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

336 21.03 The Committee on Representation and Nomination shall also be available to serve as  
337 an advisory group to the Synod Executive on matters of social and racial justice within the  
338 boundaries of the Synod.

339 21.04 The tasks of the Committee on Representation & Nomination for elections for Synod  
340 positions are:

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

344       b. Nominate commissioners to serve on the Governing Commission to fill expired  
345 terms or vacancies.

346

### 347 **22.50 Presbytery Records**

348 22.51 The stated clerks of the presbyteries shall conduct an annual peer review of  
349 presbytery records as prescribed by the *Form of Government*, G-3.0107 and G-3.0108.  
350 They shall review the minutes of the presbyteries and a statement attesting to the review

351 shall be signed by the Convener, who shall be annually elected by the presbytery stated  
352 clerks. The report shall be circulated to each presbytery annually for reaction on the part of  
353 the presbytery. Any request from a presbytery to remove or modify an exception shall be  
354 directed to the Stated Clerk of the Synod for further consideration by the Synod Assembly.  
355

356 22.52 The official action of the Synod with regard to the presbytery minutes shall be  
357 communicated to each presbytery through its Stated Clerk and the action of the Synod  
358 Assembly recorded in the minutes of the next stated meeting of the presbytery.  
359

## 360 **22.60 Permanent Judicial Commission**

361 22.61 The Permanent Judicial Commission is the court of judicial process for the Synod. It  
362 shall function according to the provisions of the *Rules of Discipline*.  
363

364 22.62 The Permanent Judicial Commission shall consist of twelve members elected for six-  
365 year terms, serving in equal classes. Each class will contain two teaching and two ruling  
366 elders. Members shall be nominated by the respective presbyteries and elected by the  
367 Synod Assembly, giving due attention to the principles of inclusivity set forth in Form of  
368 Government Chapter 4.0400 and elsewhere, as well as to a rotation of members among the  
369 various presbyteries of the Synod. The Stated Clerk shall work with the Committee on  
370 Representation and Nominations in order to determine from which presbyteries to request  
371 nominations for PJC members.  
372

373 22.63 The Permanent Judicial Commission is staffed by the Synod Stated Clerk.  
374

375 22.64 The Permanent Judicial Commission shall meet to consider the cases brought before  
376 it. If there are no cases, it shall meet for education and training, at least annually.  
377

378 22.65 No person having served on the Permanent Judicial Commission for a term of up to  
379 six years shall be eligible for re-election until four years have elapsed.  
380

381 22.66 The Permanent Judicial Commission shall elect from among its members a moderator  
382 and a clerk. In case a time should arise when the Permanent Judicial Commission has no  
383 Moderator, the Stated Clerk shall be authorized to convene the Commission and preside for  
384 the election of a Moderator.  
385

## 386 **22.80 Self Development of People (SDOP)**

387 22.81 The Self Development of People Committee shall consist of not fewer than six and not  
388 more than twelve members, elected by their presbytery, in three equal classes serving  
389 three-year terms.  
390

391 22.82 The SDOP awards grants to groups of poor, oppressed and disadvantaged persons  
392 seeking to make significant and long-term, sustainable changes in their particular situations.  
393

394 22.83 SDOP utilizes three primary criteria for groups submitting proposal for grants:

- 395 a. The project must originate from within the group writing the proposal.
  - 396 b. The group must control the project.
  - 397 c. The members of the group must directly benefit from the project.
- 398

399 22.84 Meetings:

- 400 a. Once a year, normally in May to review proposals.





450 Form from the Code of Conduct, including a conflict of interest provision, has been received  
451 and is on file.

452  
453

## 454 **ARTICLE V - AMENDMENTS**

455

456 50.01 The Standing Rules may be suspended temporarily, for a definite purpose and a  
457 definite length of time, by two thirds vote of the Commissioners present at either a standing  
458 or a called Synod Assembly meeting.

459

460 50.02 These Standing Rules may be amended at any meeting provided that at least a ten-  
461 day written notice has been given to all Commissioners and by a two-thirds vote of the  
462 members present. A special meeting may be called for the purpose of amending these  
463 Standing Rules with the same provision as the called meeting.

464

## 465 **ARTICLE VI – Hierarchy of Governing Authority**

466

467 60.01 The hierarchy of governing authorities shall be:

468

Scripture

469

The Constitution of the Presbyterian Church (U.S.A.)

470

Part One: Book of Confessions

471

Part Two: Book of Order

472

Federal and State Law

473

Articles of Incorporation of The Synod of the Trinity

474

Bylaws of The Synod of the Trinity

475

Policy Governance Manual of The Synod of the Trinity

476

Robert's Rules of Order Newly Revised, most recent edition

477

Standing Rules of The Synod of the Trinity

478

479 60.02 If there should be a conflict between the Policy Governance Manual and the Standing  
480 Rules, the Policy Governance Manual shall be considered primary until the conflict shall be  
481 reconciled by either an amendment to the Policy Governance Manual and/or to the standing  
482 rules.

483

484

## 485 **APPENDIX**

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

491

### 492 **AMENDED**

493

October, 2003

494

June and October, 2005

495

February and October, 2008

496

March and June 2009

497

June 2010

498

June 2011

499

October 2011

500 October 05, 2015  
501 October 23, 2017  
502 October 22, 2018  
503 April 11, 2019 (Format and Grammatical Edit Only)