

Revised  
May 2009

# *Bylaws*

## *of the CALIFORNIA-NEVADA-HAWAII DISTRICT*

### *of The Lutheran Church-Missouri Synod*

#### **ARTICLE I** **MISSION STATEMENT**

The mission of the California-Nevada-Hawaii District is to challenge and assist congregations in their proclamation of the Gospel and ministry to all people.

#### **ARTICLE II** **RELATIONSHIP TO THE SYNOD**

The Constitution and Bylaws of The Lutheran Church-Missouri Synod are also the Constitution and Bylaws of the California-Nevada-Hawaii District of the same. Both the Bylaws of the Synod and those of the District serve the Gospel mission and ministry of the Lord.

#### **ARTICLE III** **STRUCTURE OF THE DISTRICT**

##### ***III.A. The Board of Directors***

1. The District Board of Directors shall be comprised of 12 members: The First Vice President of the District, who shall serve as Chair of the Board, five Regional Vice Presidents, five Regional Directors, and one Director-Commissioned Minister. The Board will conduct regular meetings at least quarterly. The Board may also meet at other times for purposes consistent with the Bylaws at the call of the District President, the First Vice President, or any five members of the Board of Directors. Seven members of the Board of Directors shall constitute

a quorum. In the event of the absence of the First Vice President, the quorum present shall elect a regional Vice President to serve as Chair Pro Tem. (The District President, the District Secretary, the District Treasurer, the Committee Chairs noted in *Article IV*, and the Church Extension Fund Chairperson shall attend all regular meetings of the Board of Directors.)

2. Subject to limitations set forth in the Articles of Incorporation, these Bylaws, the *Handbook* of the Synod, and the statutes of the states in which the District operates, all corporate powers shall be exercised by or under the authority of the Board of Directors.

3. The District Board of Directors shall:  
a. As a primary function, generate and adopt declarations of desired outcomes which will give long-term direction to the District and its President, staff and committees.

b. In addition to generating and adopting declarations of desired outcomes, address broad levels of issues in policies of purpose and governance or constraints, leaving lesser levels to the discretion of the District President.

c. Through the District President, and he through his staff and the District Committees, coordinate the work of the District in accordance with the District Mission Statement, the Bylaws of the Synod, the Bylaws of the District, the District Convention Resolutions, and the declarations of desired outcomes.

d. Except for assignments of its own work (policies) to committees, consultants, or officers, delegate authority only to the District President.

e. Provide for an annual audit of the records of the District in such manner directed by the Synod and in accordance with its own policies.

f. Provide for and oversee the bonding of all District fiscal officers and employees entrusted with the receiving and disbursing of funds, such bonds to be provided by a licensed bonding agency at District expense.

g. Be empowered to review all activities of the District and its committees, and make binding decisions affecting them; this review may include, but is not limited to, the leadership, membership, purpose, or functions of any activity or Committee.

h. Approve or disapprove the annual District Budget which the District President shall present.

i. Be the authority to create and abolish Called positions and act as the Calling body on behalf of the District. The administrative details, including preparation of Call documents, may be delegated to the District President.

j. Respond in a timely manner to any formal concern addressed to it by the President, Board members, committees authorized by the Bylaws or the Board, Circuit Forums, Circuit Pastors' Conferences, or Congregations of the District or organizations that are ancillary to the District or Synod..

k. Appoint District Reconcilers as prescribed in the Synodical *Handbook*.<sup>1</sup>

l. Be the custodian of all property, records, and legacies of the District.

m. Establish and provide for the maintenance of a headquarters called the District Office, which shall be the official address of the District. All official records of the District

shall be kept at the District Office; any exceptions shall require approval of the Board of Directors.

n. Present reports of its actions at all District Conventions and, if desired, propose recommendations for consideration by the District Convention.

o. Be responsible to the District for its actions and the actions of all District Officers, Committees, agents, and employees.

4. Members of the Board of Directors shall not serve as Chairs of District Committees; nor serve as members of the Nominating Committee; nor be on the District payroll; nor serve more than two consecutive terms; nor in the case of a Regional Vice President and a Regional Director be from the same Circuit, except in Hawaii.

### ***III.B. The District President***

1. The District President shall be Chief Executive Officer of the District.

2. The District President shall:

a. Be a Minister of Religion – Ordained and be on the roster of the Synod.

b. Be a full-time executive.

c. Provide vision and direction for the work of the District, and, in compliance with the policies of the Board of Directors, be the overseer of the work of the District.

d. In consultation with the Board of Directors, appoint all District Committee Chairs, who shall be directly responsible to the President.

e. In consultation with each duly appointed Committee Chair, appoint a sufficient number of members to each Committee to insure its proper functioning (except for the members of the Nominating Committee, which are elected by the District Convention, as required by the Synodical *Handbook*.<sup>2</sup> ).

f. Be responsible for the proper functioning of all District Committees.

g. In consultation with other staff professionals and Committee Chairs, and in compliance with the fiscal limitations established by the Board of Directors, be responsible for the preparation of the annual District Budget.

h. In consultation with the District Board of Directors, contract for service sufficient professional staff personnel to assist the Committees in the performance of their tasks, such contracts to be time limited and coterminous with each term of office of the District President and such personnel to report directly to the President, who shall be responsible for their proper functioning.

i. Attend all regular and special meetings of the Board of Directors: to provide reports summarizing his activities; to report his perceptions of the progress of District programs; and to receive counsel from the Board.

j. Perform the duties and functions of office as prescribed in the *Synodical Handbook*.<sup>3</sup>

### **III.C. District Vice Presidents**

1. The First Vice President shall:

a. Be a minister of Religion – Ordained and be on the roster of the District.

b. Upon the request of the President, or as directed by the Board of Directors or by the District Convention, advise, assist, or represent the President.

c. Attend all regular and special meetings of the Board of Directors.

d. Serve as Chair of the Board of Directors.

e. Be elected at-large at the regular Convention.

2. The Regional Vice Presidents shall:

a. Be ministers of Religion – Ordained and be on the Roster of the District.

b. Upon the request of the President, or as directed by the Board of Directors or by the District Convention, advise, assist or represent the President.

c. Attend all regular and special meetings of the Board of Directors.

d. Be elected regionally, by caucus, at the regular Convention.

e. Not be ranked.

f. Attend at least one meeting of each Circuit Forum in his region each year: to provide reports summarizing his activities and those of the Board of Directors; to report his perceptions of the progress of District programs; and to receive counsel from the Circuit Forum.

### **III.D. The Regional Directors**

The Regional Directors shall:

a. Be lay persons.

b. Be members of District congregations.

c. Be elected regionally, by caucus, at the regular Convention.

d. Attend all regular and special meetings of the Board of Directors.

e. Attend at least one meeting of each circuit Forum in his/her region each year: to provide reports summarizing his/her activities and those of the Board of Directors; to report his/her perceptions of the progress of District programs; and to receive counsel from the Circuit Forum.

### **III.E. Director-Commissioned Minister**

The Director-Commissioned Minister shall:

a. Be a minister of Religion – Commissioned and be on the roster of the District.

- b. Be elected at the regular Convention.
- c. Attend all regular and special meetings of the Board of Directors.
- d. Attend at least one District Educators Conference each year: to provide reports summarizing his/her activities and those of the Board of Directors; to report his/her perceptions of the progress of District programs; and to receive counsel from the Educator's Conference.

**III.F. The District Secretary**

The District Secretary shall:

- a. Be a minister of Religion – Ordained and be on the roster of the District.
- b. Perform all customary duties required and expected of a Corporate Secretary.
- c. Attend all regular and special meetings of the Board of Directors, record all proceedings, and within fourteen days publish minutes of the proceedings to all members of the Board of Directors, all District Officers, all Committee Chairs, all Parish Pastors, and all Congregational Presidents of the District.
- d. Arrange for the preparation and publication of *The Convention Manual* and for its distribution to all professional workers and congregations on the District roster and all designated delegates at least 30 days before the opening of the District Convention.
- e. Attend the District Convention and record all of its proceedings (assistants being appointed by the President as necessary) and by July 1 following the District Convention publish the *Proceedings of the District Convention* and arrange for its distribution to all professional workers and congregations on the District roster, and all designated delegates.
- f. In consultation with the District's *Constitutional Matters Committee*, publish revisions of the District Bylaws as needed and arrange for their distribution to all professional workers and congregations on the District roster.

- g. Perform such other duties as the president or the Board of Directors may assign.

**III.G. District Treasurer**

The Treasurer shall:

- a. Be a lay person.
- b. Be a member of a District congregation.
- c. Administer the office in accordance with the rules and regulations adopted by the District Board of Directors.
- d. Ensure that the District President keeps an accurate account of and disburses District funds according to instructions of the Board of Directors.
- e. Attend all regular and special meetings of the Board of Directors to monitor the financial health of the District and to provide counsel to the Board of Directors.

**III.H. The Church Extension Fund**

1. The Church Extension Fund (hereafter known as the Fund) shall be maintained subordinate to the CNH District as a separate corporate entity organized under the laws of the State of California and shall be governed by a Board of Directors (subordinate to the California-Nevada-Hawaii District) in accordance with the provisions of the Fund's Articles of Incorporation and Corporate Bylaws.
2. Three members shall be elected at the District Convention from a list of nominees presented by the District.
3. The term of office for the three District-elected members shall be for three years.

**ARTICLE IV  
THE DISTRICT COMMITTEES**

**IV.A. In General**

1. District Committees shall:

a. Act on their own initiative within their approved budget limitations, and in accordance with the Bylaws of the District, Resolutions of the Convention, and policies which have been adopted by the District Board of Directors.

b. On a timely basis submit to the District President and Board of Directors: proposed Plans of Action; projected costs; projected activities; lists of members; and minutes of meetings.

c. Determine their own need for professional staff support, such support to be provided as set forth in III.B.2.h above.

2. Committee Chairs shall:

a. Report directly to the District President, who is responsible for her/his proper functioning.

b. Annually provide the District President and Board of Directors with a comprehensive, written description of the progress of the Committee's programs.

c. Prepare a comprehensive, written report for submission to the regular District Convention.

d. Attend regular and special meetings of the Board of Directors, as required below (Article IV. B & C.).

***IV.B. Representation at Board of Directors Meetings***

1. Any Committee Chair may attend any regular meeting of the Board of Directors.

2. All Committee Chairs shall attend at least one regular meeting of the Board of Directors.

3. Any Committee Chair may be required by the District President or the Board of Directors to attend any regular or special meeting of the Board of Directors.

4. Although Committee Chairs answer directly to the District President, they attend Board of

Directors meetings to report and to give and receive counsel.

**IV.C. Mandated Committees**

**1. EXECUTIVE MISSION ACTION COUNCIL**

a. The Chair of this Committee may attend all regular meetings of the Board of Directors, and any special meetings, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Serve as liaison for the Synod's Board for Mission Services.

ii. Serve to coordinate the mission plans and requests from the regional Mission Action Councils.

iii. Assist Mission Councils in developing and prioritizing Mission Plans according to demographic and sociological changes which impact Word and Sacrament ministry.

iv. Understand its tasks and function as being congruent with those prescribed in the Synodical *Handbook*.<sup>4</sup>

**2. EVANGELISM**

a. The Chair of this Committee may attend all regular meetings of the Board of Directors, and any special meetings, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Provide liaison for the Synod's Board for District and Congregational Services..

ii. Understand its tasks and function as being congruent with those prescribed in the Synodical *Handbook*.<sup>5</sup>

**3. COMMUNICATIONS**

a. The Chair of this Committee may attend all regular meetings of the Board of Directors,

and any special meetings, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Provide liaison for the Synod's Board for Communication Services.

ii. Supervise all phases of internal communication for the District.

iii. Report the work of the District in an edifying manner, using the various media available.

iv. Supervise the publication of the District newspaper.

v. Provide a synopsis of the actions of each Board of Directors meeting, in an edifying manner to each congregation of the District within seven days of the meeting, and in a form which can be easily reproduced in the congregation's worship folder or newsletter.

vi. Provide a synopsis of the actions of the District Convention in an edifying manner to each congregation of the District within fourteen days after the close of the Convention, in a form which can be easily reproduced in the congregation's newsletter.

vii. Understand its tasks and function as being congruent with those prescribed in the Synodical *Handbook*.<sup>6</sup>

#### 4. PARISH EDUCATION

a. The Chair of this Committee may attend all regular meetings of the Board of Directors and any special meetings, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Provide liaison for the Synod's Board for Parish Services.

ii. Understand its tasks and function as being congruent with those prescribed in the Synodical *Handbook*.<sup>7</sup>

#### 5. HUMAN CARE MINISTRIES

a. The Chair of this Committee may attend all regular meetings of the Board of Directors and any special meetings, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Provide liaison for the Synod's *Board for Human Care Ministries*.

ii. Provide Circuit level assistance in the field of social welfare, especially in coordinating Circuit support for District-wide social welfare projects.

iii. Be responsible for giving guidance to the District in the area of social ministry.

iv. In consultation with the Congregation(s) or Circuit(s) involved, coordinate the work of specialized Human Care Ministries (although each may have its own guiding committee).

v. Understand its tasks and function as being congruent with those prescribed in the Synodical *Handbook*.<sup>8</sup>

#### 6. STEWARDSHIP

a. The Chair of this Committee may attend all regular meetings of the Board of Directors and any special meetings, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Provide liaison for the Synod's Board for District and Congregational Services..

ii. Assist and advise the local congregations in the development and promotion of an adequate stewardship program.

iii. Promote special gifts and bequests of all kinds for all phases of the church's work, provided such activities do not conflict directly with the Articles of Incorporation of the District.

iv. Understand its tasks and function as being congruent with those prescribed in the *Synodical Handbook*.<sup>9</sup>

## 7. YOUTH

a. The Chair of this Committee may attend any regular meeting of the Board of Directors and shall attend any special meeting of the Board of Directors, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Provide District level liaison for the Synod's Board for Youth Services.

ii. Serve as advisor to the District Board of Directors on youth matters.

iii. Understand its tasks and function as being congruent with those prescribed in the *Synodical Handbook*.

## 8. CONSTITUTIONAL MATTERS

a. The Chair of this Committee may attend any regular meeting of the Board of Directors and shall attend any special meeting of the Board of Directors, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Provide liaison for the Synod's Commission on Constitutional Matters.

ii. Regularly review the Bylaws of the District, and draft proposed revisions which will keep them up to date with current practice.

iii. Draft proposed revisions to the District Bylaws made necessary by changes in the *Synodical Handbook*.

iv. Immediately after each Convention of the District, draft revisions to the District Bylaws to conform to resolutions adopted by the Convention.

v. Review proposed revisions of the Articles of Incorporation, Constitution, and Bylaws of District congregations to insure that they

conform to the Bylaws of the Synod and District and to state law.

vi. Interpret the Bylaws of the District in cases of controversy. These opinions shall be binding unless overruled by the District Convention or by the Synod.

vii. Understand its tasks and function as being congruent with those prescribed in the *Synodical Handbook*.<sup>10</sup>

## 9. RECRUITMENT AND STUDENT AID

a. The Chair of this Committee may attend all regular meetings of the Board of Directors and any special meetings, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Support professional church workers in their vital role of identifying and encouraging potential candidates for the professional and lay ministries of the church.

ii. Administer the District's funds made available, in a fair and equitable way, to assist students in their pursuit of professional church work careers. Policy guidelines for the administration of these funds shall be prepared by the Committee and submitted to the Board of Directors for approval.

## 10. PAROCHIAL SCHOOLS

a. The Chair of this Committee may attend any regular meeting of the Board of Directors and shall attend any special meeting of the Board of Directors, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Serve as advisor to the District Board of Directors on matters concerning Parochial Day Schools, Nursery Schools, and Day Care Centers.

ii. Advocate and promote mission outreach through the schools of the District.

iii. Recommend and encourage procedures for evaluation of school and school personnel to enable school accreditation.

iv. Assist congregations in planning for and development of full-time education ministries

v. Develop continuing education programs for teachers and administrators, including recruitment and support for future administrators.

vi. Encourage non-Synodical certified teachers to work toward Synodical certification.

vii. Develop school board training.

**11. HISTORICAL**

a. The Chair of this Committee may attend any regular meeting of the Board of Directors and shall attend any special meeting of the Board of Directors, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Collaborate with the Concordia Historical Institute and provide a regional representative for the Institute.

ii. Gather and ensure the safekeeping of records and articles of historical importance to the District and Synod and make them available to qualified researchers.

iii. Promote activities that stimulate historical interest and awareness in the District.

iv. Advise congregations and agencies in establishing and maintaining their own archives.

**12. NOMINATING COMMITTEE**

a. The Chair of this Committee may attend any regular meeting of the Board of Directors and shall attend any special meeting of the Board of Directors, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Be elected as part of each Convention's elections process, as prescribed in the Synodical *Handbook*.<sup>11</sup>

ii. Consist of one Minister of Religion-Ordained, one Minister of Religion-Commissioned, and two lay persons.

iii. Nominate at least two candidates for each of the following elective offices: Regional Directors, Director-Commissioned Minister, Secretary, Treasurer, and the (next Convention) *Nominating Committee* (see above).

iv. Obtain the prior consent of nominees and publish brief biographical sketches in the *Convention Manual*.

**13. HISPANIC COUNCIL**

a. The Chair of this Committee may attend any regular meeting of the Board of Directors and may attend any special meeting of the Board of Directors, or when required by the District President or the Board of Directors.

b. This Committee shall:

i. Serve as liaison between Spanish language ministries and the District and its congregations.

ii. Assist in recruiting Spanish language workers.

iii. Assist Spanish language workers in their growth and development.

iv. Assist and advise the District and its congregations in the development of Spanish language ministries.

***IV.D. Special Committees***

The District President may, by and with the advice and consent of the Board of Directors, create ad hoc Committees as needed. These Committees and their Chairs have the same rights, privileges and accountability as the Mandated Committees.

**ARTICLE V  
DISTRICT CONVENTIONS**

The District shall meet in Convention triennially prior to June 1 of the year preceding the Convention of the Synod. In addition to provisions of the Synodical *Handbook*<sup>12</sup> regarding Conventions of the District, the following regulations shall apply:

#### ***V.A. Delegates***

Congregations shall register the names (together with a brief biographical sketch) of the delegates and alternates with the District President at least three months prior to the opening of the Convention.

#### ***V.B. Committee Appointments***

The District President shall announce the appointment of Convention Floor Committees in the pages of the official District publication at least one month prior to the opening of the Convention.

#### ***V.C. Convention Manual***

1. The Board of Directors and all Committees of the District, as well as others desiring to bring their work to the attention of the District Convention, shall submit their reports and recommendations to the District President for publication in the *Convention Manual*. These reports and recommendations shall be in the office of the District President at least ten weeks prior to the opening of the Convention. The District President, at his discretion, shall have the right to withhold certain overtures and unofficial reports from publication in the *Convention Manual*, referring them directly to the appropriate Floor Committee as unpublished overtures and reports for its consideration. Overtures and unofficial reports received later than two weeks prior to the opening of the Convention may be referred to the Convention at the discretion of the District President.

2. One copy of the *Convention Manual* shall be supplied to each Minister of Religion – Ordained or Commissioned, to each congregation on the District roster, and to such others as the Board of Directors shall authorize.

3. The District President shall instruct the District Secretary to publish all the reports and overtures which he supplies, together with the program of the Convention, an outline of the Convention essay, and the District roster (this roster to include all congregations, all Ministers of religion - Ordained and - Commissioned, all officers and Committees of the District and of the Convention). The *Convention Manual* shall be mailed in time to reach the congregations at least one month prior to the opening of the District Convention.

#### ***V.D. Convention Business***

1. All reports, resolutions, including those from Floor Committees, or other material not contained in the *Convention Manual* shall be reproduced and distributed to the delegates prior to the opening of the session in which these reports, resolutions, or other materials are to be discussed and considered.

2. Except for overtures, memorials, petitions, or resolutions, no materials appearing in the published *Convention Manual* shall be read in their entirety on the Convention floor.

#### ***V.E. Proceedings***

1. The Secretary shall be responsible for publication of the *District Convention Proceedings* by July 1 following the Convention.

2. One copy of the *Proceedings* shall be supplied to each minister of Religion – Ordained or - Commissioned, each congregation on the District roster, and such others as the Board of Directors shall authorize.

### ***ARTICLE VI*** **NOMINATIONS AND ELECTIONS**

#### ***VI.A. Elected Officers***

The elected officers of the District are President, First Vice President, five Regional Vice Presidents, five Regional Directors, Secretary, Treasurer, members of the Nominating Committee, and a Circuit Counselor for each of the District's Circuits.

### ***VI.B. Term of Elected Officers***

1. The term of office for all officers of the District shall be for three years.
2. The term of office for the President, Secretary, Treasurer, and Circuit Counselors shall be without limitation to reelection. All other positions shall have a limitation of two successive terms. One-half or more of a term shall be considered a full term under limited tenure.

### ***VI.C. Pre-Convention Nominations for District President***

Nominations for the Office of President shall be made in the following manner:

- a. The Secretary of the District shall mail nominating ballots to each voting congregation no later than eight (8) months prior to the Convention.
- b. Each voting congregation of the District is entitled to nominate two Ministers of Religion - Ordained from the roster of the Synod as candidates for the office of District President.
- c. Each nominating ballot shall be signed by two officers of the voting congregation and shall be returned to the Secretary of the District no later than six months prior to the opening date of the Convention.
- d. The Secretary of the District shall tabulate nominations and report the names of all clergy receiving three or more nominations in the *Convention Manual*.
- e. Candidates for President shall be the five receiving the highest number of nominating ballots from the congregations. In the event of a tie for the fifth position among the candidates, all names involved in the tie shall be listed as candidates, as prescribed by the *Synodical Handbook*.<sup>13</sup>

### ***VI.D. Convention Floor Nominations***

Except for the Office of President, additional nominations for any elective office may be made from the floor of the Convention, from the floor of the Caucus as appropriate, or by any voting

delegate; however, the prior consent of the nominee shall have been obtained and a brief biographical sketch submitted to the District Secretary at the time the nomination is made.

### ***VI.E. Teller Committee***

A Teller Committee and its Chair shall be appointed by the District President to facilitate the election of officers.

### ***VI.F. Order of Elections***

1. Election of the President
  - a. In the first business of the session of the Convention, the Teller Committee shall conduct the election for the office of President.
  - b. Each voting delegate shall be entitled to vote for one of the candidates for President, whose names appear on the slate published by the District Secretary.
  - c. The candidate receiving a majority of the votes cast shall be declared President.
  - d. If additional balloting is necessary, 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. In the event of ties for the smallest number, all those tied shall be eliminated.
2. Election of the First Vice President
  - a. A slate of candidates for the office of First Vice President shall be formulated at the Convention.
  - b. Each voting delegate shall be entitled to nominate one Minister of Religion – Ordained from the roster of the District for the office of First Vice President by writing the name on a blank ballot provided by the Teller Committee. The Teller Committee will tabulate the ballots and formulate a slate of candidates, after ascertaining that the requirements of Article VI.D. have been met. Any nominee receiving 10% or more of the nominating ballots cast will be included on

the slate. The slate of candidates published by the Teller Committee will include a brief biographical sketch of each candidate.

c. The Teller Committee shall conduct the election of the First Vice President.

d. Each voting delegate shall be entitled to vote for one of the candidates for the First Vice President, whose names appear on the slate published by the Teller Committee.

e. The candidate receiving a majority of the votes cast shall be declared First Vice President.

f. If additional balloting is necessary, 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. In the event of ties for the smallest number, all those tied shall be eliminated.

### 3. Election of the Regional Vice Presidents, Director-Commissioned Minister, and Regional Directors

a. The Regions shall caucus to nominate their Regional Vice Presidents and the Regional Director. (The Regional Vice President and the Regional Director may not be from the same Circuit, except in Hawaii.) Each Region will submit to the Convention one nomination for Regional Vice President and one nomination for Regional Director.

b. In the Regional caucus, the Teller Committee will facilitate the nomination of the Regional Vice President according to the process used for nomination of First Vice President.

c. The Teller Committee will present the slate prepared by the Nominating Committee for the office of Director-Commissioned Minister; entertain nominations from the floor of the caucus as allowed in Article VI.D above; and conduct a run-off election. The Candidate receiving a majority of the votes cast shall be declared nominated.

d. In the Regional caucus, the Teller Committee will present the slate prepared by the Nominating Committee for the office of Regional Director; entertain nominations from the floor of the caucus as allowed in Article VI.D above; disqualify any nominee made ineligible because of the Circuit of the nominated Regional Vice President; and conduct a run-off election. The Candidate receiving a majority of the votes cast shall be declared nominated.

e. The Teller Committee shall submit to the Convention a final slate of candidates for the offices of Regional Vice Presidents, Director-Commissioned Minister, and Regional Director to be ratified by the Convention.

f. The Teller Committee shall conduct the election (ratification) of the Regional Vice Presidents, Director-Commissioned Minister, and Regional Director.

### 4. Succeeding elections shall be conducted by the Teller Committee for the following offices:

a. For the Secretary and for the Treasurer from the slate prepared by the Nominating Committee, supplemented by nominations from the floor. The candidate receiving a majority of the votes cast shall be declared elected.

b. For the (next Convention) Nominating Committee from the slate prepared by the Nominating Committee, supplemented by nominations from the floor. The candidates receiving a majority of the votes cast shall be declared elected.

c. For Circuit Counselors from the slate published by the District Secretary, as prescribed by the Synodical *Handbook*.<sup>14</sup>

### **VI.G. Ballots**

On all ballots, candidates shall be listed in alphabetical order. There shall be no indication of incumbency by special mark.

### **VI.H Records of Elections**

All ballots in each election shall be preserved by the Chair of the Teller Committee until the close of the Convention and shall then be destroyed, as prescribed by the Synodical *Handbook*.<sup>15</sup>

#### ***VI.I. Vacancies***

1. When the Office of President becomes vacant, or when the President is incapacitated, the Office shall be assumed by the First Vice President. If less than six months of the term remains, he may serve out the term in a part-time capacity. If more than six months remains, he must be willing to assume the position full-time. If he declines, a new President shall be elected by the Board of Directors.

2. When the office of First Vice President becomes vacant, a new First Vice President shall be elected by the Board of Directors.

3. Vacancies in any other elected office of the District shall be filled by Presidential appointment by and with the advice and consent of the Board of Directors. In the event any officer of the District shall become incapable of service, the Board of Directors shall relieve that person of his/her duties.

#### ***VI.J. Delegates to the Synod Convention***

1. Election of the delegates and alternates (voting) shall be as prescribed in the Synodical *Handbook*.<sup>16</sup>

2. Election of advisory delegates and alternates in the categories of Minister of Religion - Ordained and of Minister of Religion - Commissioned shall be as prescribed in the Synodical *Handbook*.<sup>17</sup>

3. Selection of other District advisory representatives shall be as prescribed in the Synodical *Handbook*.<sup>18</sup>

4. Selection of the District's youth representatives shall be made by the District's Youth Committee, as prescribed in the Synodical *Handbook*.<sup>19</sup>

#### ***VI.K. Installation of Officers***

1. All District officers elected at the Convention shall be installed prior to July 1 following the Convention. The President shall designate the installing officer and the date, time, and place of the installation.

2. The President and other District Officers leaving office shall continue to hold the authority and responsibility of office until July 1 following the Convention.

3. Any expenses of the newly elected officers related to assuming office shall be the responsibility of the District.

### ***ARTICLE VII REGIONS, CIRCUITS AND CIRCUIT FORA***

1. The authority to determine Regional and Circuit divisions shall rest with the District Convention, as prescribed by the Synodical *Handbook*.<sup>20</sup>

2. The purpose and function of each Circuit and Circuit Forum shall be as prescribed in the Synodical *Handbook*.<sup>21</sup>

3. Within two months after each District Convention, each Circuit Forum shall meet and elect such officers as it deems necessary.

4. Each congregation shall be represented at the Circuit Forum at least by the pastor and one member designated by the congregation, as prescribed the Synodical *Handbook*.<sup>22</sup>

5. Each Circuit Forum may submit overtures to the District Board of Directors as well as to Synodical and District Conventions, as prescribed by the Synodical *Handbook*.<sup>23</sup>

### ***ARTICLE VIII AMENDMENTS TO THE BYLAWS***

#### ***VIII.A. Amendments by Direct Convention Action***

Amendments to these Bylaws may be made by the District Convention provided:

- a. The change is not contrary to the Constitution and Bylaws of the Synod.

b. The proposed change is presented to the Convention in writing.

c. The proposed material is specified as a Bylaw amendment and is studied as such by a Convention floor committee.

d. The change is adopted by a majority vote by the Convention.

***VIII.B. Amendment by Indirect Convention Action***

1. Amendments to these Bylaws shall be made when the District Convention shall have created new entities without having established Bylaw provisions for them or when District Convention action affecting these Bylaws has been taken without providing the necessary new texts.

2. Needed revisions to these Bylaws shall be drafted by the District Constitutional Matters Committee and submitted to the next District Convention for approval.

***VIII. C. Amendment by Synodical Action***

1. Amendments to these Bylaws shall be made when action taken by the Synod's Convention shall have set them at variance with the Synod's Constitution and Bylaws.

2. Needed revisions to these Bylaws shall be drafted by the District Constitutional Matters Committee and submitted to the next District Convention for approval.

***VIII.D. Publication of Bylaw Revisions***

Whenever it becomes necessary to publish new editions of the Bylaws of the District (whether entirely or in substantial sections), the Secretary shall have responsibility for their publication.

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All references are to the *2007 Handbook* of The Lutheran Church—Missouri Synod, which contains the Constitution, the Bylaws, and the Articles of Incorporation of Synod.

1. Page 44, Bylaw 1.10.10, District Reconcilers.
2. Page 192, Bylaw 4.7, District Nominations, Elections and Appointments, Nominating Committee.
3. Pages 189-191, Bylaw 4.4, District Presidents.
4. Page 167-168, Bylaws 3.8.8.2(a) & (c) and 3.8.8.2.2(c), Board for Mission Services.
5. Page 165, Bylaws 3.8.6 and 3.8.6.2, Board for District and Congregational Services.
6. Page 163, Bylaw 3.8.5, Board for Communication Services.
7. Page 163, Bylaw 3.8.5, Board for Communication Services.
8. Page 166, Bylaw 3.8.7.2, Board for Human Care Ministries.
9. Page 165, Bylaw 3.8.6.2(d), Board for District and Congregational Services.
10. Page 168, Bylaw 3.9.2, Commission on Constitutional Matters.
11. Page 192, Bylaw 4.7.2, District Nominations, Elections, and Appointments.
12. Page 187, Bylaw 4.2, District Conventions.
13. Page 179, Bylaw 3.12.1.1(c), Nominations and Elections: President and Vice-Presidents.
14. Page 195, Bylaw 5.2.2, Circuit Counselors.
15. Page 185, Bylaw 3.12.4(d), Nominations and Elections: Committee on Elections.
16. Page 90, Bylaw 3.1.2, National Conventions: Voting Delegates.
17. Page 92, Bylaw 3.1.3, National Conventions: Nonvoting Advisory Delegates.
18. Page 92, Bylaw 3.1.4, National Conventions: Other Advisory Representatives.
19. Page 93, Bylaw 3.1.4.6, National Conventions: Other Advisory Representatives.
20. Page 24, Bylaw 1.3.2, , Synod Relationships: Congregation, National, District, Circuit.
21. Page 24-25, Bylaws 1.3.2 and 1.3.6, Synod Relationships: Congregation, National, District, Circuit; page 197, Bylaw 5.3, Circuit Forums; and page 198, Bylaw 5.4, Circuit Convocations.
22. Page 197, Bylaw 5.3.2, Circuit Forums.
23. Page 198, Bylaw 5.3.4, Circuit Forums.