

Revised
April 2003

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. These Bylaws of the Synod and also 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 eight members: The First Vice President of the District, who shall serve as Chair of the Board, three Regional Vice Presidents, three 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 three members of the Board of Directors. Four 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 various 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:

- As a primary function, generate and adopt policy guidelines, which will give long-term direction to the District and its staff and committees.

- Through the District Committees and the professional staff personnel coordinate the work of the District in accordance with the District Mission Statement, the Bylaws of the Synod, the Bylaws of the District, and the District Convention Resolutions.

- 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.

- In consultation with the District President, ratify the annual District Budget.

e. Be authorized to *Call* professional church workers on behalf of the District. The decision to create or abolish the *Called* position shall not be delegated. After a decision to *Call* has been made by the Board of Directors, the document and administrative details relating to the *Call* may be delegated to the District President.

f. Respond in a timely manner to any formal concern addressed to it by any Circuit Forum, Circuit Pastors' Conference, or Congregation of the District.

g. Appoint District Reconcilers as prescribed in the Synodical *Handbook*.¹

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

i. 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.

j. Present reports of its actions at all District Conventions. The Board of Directors may also propose recommendations for consideration by the District Convention.

k. 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 shall a Regional Vice President and the Regional Director be from the same Circuit.

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 consultation with the Board of Directors, be the overseer of the work of the District.

d. By and with the advice and consent of the Board of Directors, appoint all District Committee Chairs, who shall be directly responsible to the President.

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

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

g. In consultation with other staff professionals, Committee Chairs, and the Board of Directors be responsible for the preparation of the annual District Budget.

h. By and with the advice and consent of the District Board of Directors, contract for service sufficient professional staff personnel to assist the Committees in the performance of their tasks. All contracts with professional staff personnel are time limited and are coterminous with the term of office of the District President. All professional staff personnel shall be directly responsible to the President. The District President shall be responsible for the proper functioning of the staff professionals.

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*.³

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 as 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, District Officers, Committee Chairs, all Parish Pastors, and 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 proceedings of the District Convention (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. Keep accurate account of and disburse District funds according to instructions of the Board of Directors.
- e. Attend all regular and special meetings of the Board of Directors to report the financial health of the District and to receive counsel from 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 triennial District Convention from a list of nominees presented by the District.

3. The term of office for the three (3) District-elected members shall be for three (3) 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. Staff support is to be approved by the District President, by and with the advice and consent of the Board of Directors. Committees provide the job descriptions for the professional staff support requested. Professional staff personnel answer to the District President, who supervise them on behalf of the Committees.
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 *annually*.
3. As provided below, some Committee Chairs are required to attend all *regular* meetings of the Board of Directors.
4. 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.
5. Although Committee Chairs answer directly to the District President, they attend Board of Directors meetings to report, to give and to receive counsel.

IV.C. Mandated Committees

1. PARTNER MINISTRIES

- a. The Chair of this Committee shall attend all *regular* meetings of the Board of Directors, and any *special* meetings, as 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 as advisor to the District Board of Directors on *Partner Ministries*.
 - iii. Assist congregations in developing *Mission Plans*.
 - iv. Monitor demographic and sociological changes, which will impact *Word and Sacrament* mission strategies in the District.
 - v. Initiate, enable, assist, monitor, and evaluate new and ongoing *Word and Sacrament* Partner Ministries, including

language, ethnic, and other specialized ministries.

- vi. Understand its tasks and *function* as being *congruent* with those prescribed in the *Synodical Handbook*.⁴

2. EVANGELISM

- a. The Chair of this Committee shall attend all *regular* meetings of the Board of Directors, and any *special* meetings, as required by the District President or the Board of Directors.
- b. This Committee shall:
 - i. Provide liaison for the Synod's *Board for Evangelism Services*.
 - ii. Understand its tasks and function as being congruent with those prescribed in the *Synodical Handbook*.⁵

3. COMMUNICATIONS

- a. The Chair of this Committee shall attend all *regular* meetings of the Board of Directors, and any *special* meetings, as 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*.⁶

4. PARISH EDUCATION

a. The Chair of this Committee shall attend all *regular* meetings of the Board of Directors and any *special* meetings, as 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*.⁷

5. HUMAN CARE MINISTRIES

a. The Chair of this Committee shall attend all *regular* meetings of the Board of Directors and any *special* meetings, as 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*.⁸

6. STEWARDSHIP

a. The Chair of this Committee shall attend all *regular* meetings of the Board of Directors

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

b. This Committee shall:

i. Provide liaison for the Synod's *Department of Stewardship*.

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. In consultation with the Board of Directors, provide for an annual audit of the records of the District in such manner as directed by the Synod and by the District's Board of Directors.

v. Review District and Circuit performance in meeting the District Budget at quarterly intervals.

vi. Provide for and oversee the bonding of all District fiscal officers and employees entrusted with the receiving and disbursing of funds. Bonds shall be provided by a licensed bonding agency at District expense.

vii. Understand its tasks and function as being congruent with those prescribed in the *Synodical Handbook*.⁹

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, as 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*.¹⁰

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, as 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 Bylaws of District congregations to insure that they conform to the Bylaws of the Synod and District, and 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.

9. RECRUITMENT AND STUDENT AID

a. The Chair of this Committee shall attend all *regular* meetings of the Board of Directors and any *special* meetings, as 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, as 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, as 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, as 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*.¹¹

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*.

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*¹² 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: the President, First Vice President, three Regional Vice Presidents, three 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, First Vice President, Secretary, Treasurer, and the Circuit Counselor 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 as candidates for the office of District President, two Ministers of Religion - Ordained from the roster of the Synod.

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 (6) 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*.¹³

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, or 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, which 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, (as above, Article VI.D, 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) 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. 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 which 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.) 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*.¹⁴

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*.¹⁵

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*.¹⁶

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*.¹⁷

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

4. Selection of the District's youth representatives shall be made by the District's Youth Committee - as prescribed in the *Synodical Handbook*.¹⁹

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*.²⁰

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

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*.²²

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*.²³

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.

1. *1992 Handbook*, Lutheran Church-Missouri Synod, page 128, VIII. 8.13 District Reconcilers "a. Within three months after the Synodical convention, each District Board of Directors shall appoint a District roster of four reconcilers, no more than two of whom shall be pastors, from a list supplied by the Circuit Counselors of the District."
2. *Handbook*, Lutheran Church-Missouri Synod, page 90, IV. H. Nominations, Elections and Appointments, 4.121 Nominating Committee. "The Nominating Committee of each District shall be Elected by the District convention."
3. *1992 Handbook*, Lutheran Church-Missouri Synod, page 87-88, III. D. District Presidents, 4.71-4.77
4. *1992 Handbook*, Lutheran Church-Missouri Synod, page 64, IILE. 3. Board for Mission Services, 3.809 Functions "e. counsel with the mission boards of the Districts and partner churches with reference to their total mission program and supervise the planning and implementation of programs which will best utilize the Synod's resources of people and possessions; f. have a special concern for the mission and ministry among minorities, among sensory impaired, and on campuses"... "i. maintain liaison and cooperation with assigned auxiliary and other recognized service organizations."
5. *1992 Handbook*, Lutheran Church-Missouri Synod, IILE. 1. Board for Evangelism Services, 3.803 Functions "The Board for Evangelism Services, through its staff and in cooperation with District Boards, shall support and serve the congregations of the Synod in their ministries of witness and evangelism. The board shall: a. assist congregations in every possible manner as they seek to enable individuals to be witnesses for the Lord Jesus Christ, so that a growing number of God's people share the Good News of God's forgiveness in Jesus Christ by what they say and do, both in structured programs of evangelism and in life situations; b. cooperate with the Districts in developing objectives, goals, and specific strategies for evangelism and in providing leadership, training workshops, and conferences; c. cooperate in the production and distribution of evangelism materials."
6. *1992 Handbook*, Lutheran Church-Missouri Synod, page 66, III. E. 6. Board for Communication Services, 3.821 Functions "To interpret, subject to the approval of the applicable officers and boards, the Synod's purpose and program to its members and to promote an increased understanding on the part of the church's publics of the mission of the church, the Board for Communication Services shall: a. organize the communications activities of the church at general Synodical, District, and Circuit levels into a coordinated functioning unit; b. authorize and supervise the production of the necessary print and broadcast materials for the church and its publics; c. have responsibility for the official periodicals of the Synod; d. recommend communication policies to guide staff; e. assist the appropriate officers of the Synod in their communication responsibilities; f. maintain liaison and cooperation with recognized service organizations and other appropriate entities; g. serve as a resource to the various boards, commissions, congregations, and other entities of the Synod by providing creative ideas and information along with programs, production facilities, and other assistance for print and electronic media; h. encourage and assist the Synod's high schools, colleges, universities, and seminaries in providing educational opportunities in print and electronic media."
7. *1992 Handbook*, Lutheran Church-Missouri Synod, page 64, III. E. 4. Board for Parish Services, 3.813 Functions "The Board for Parish Services through its staff and in cooperation with District Boards, shall support and serve the congregations of the Synod, in their ministries of nurture, service, discipleship, and fellowship. The board shall: a. assist congregations in arranging and carrying out a comprehensive and effective program of Christian education, especially counseling that the most effective education agencies available to the church for equipping children and youth for ministry are the full-time Lutheran elementary and secondary schools, so that the Gospel of Jesus Christ may become more effective in the life of the individual Christian and of the congregation; b. assist

congregations in stimulating members, individually and corporately, to service others in community and world, so that the meaning of the Gospel of Jesus Christ may be demonstrated in life and vocation and so that members may manifest the love of Christ without seeking return; c. assist congregations in helping their members grow in discipleship so that the Gospel of Jesus Christ empowers people to manage time, talent, and treasure for the fulfillment of God's purpose in their lives; d. assist congregations in becoming communities where fellow believers care for one another and share with one another those gifts which God has placed in their midst for the common good; e. coordinate the ministry to and among the mentally retarded and assist in developing materials for their education; f. maintain liaison and cooperation with assigned auxiliary and other recognized service organizations; g. provide for a recognition process with respect to Lutheran elementary and secondary schools."

8. *1992 Handbook*, Lutheran Church-Missouri Synod, page 66, III. E. 7. Board for Human Care Ministries, 3.825 Functions "The board shall a. assist Districts in their institutional chaplaincy, pastoral counselor, and social ministry programs, and participate in social education and endeavors to remove or alleviate human suffering; b. subject to the provisions of Chapter XIV of these Bylaws, grant Recognized Service Organization status to health, chaplaincy, and social ministry agencies and institutions to validate their merit for use and support with assurance that they meet acceptable standards; c. provide assistance to congregations and through them to members and others in dire emergencies and disaster situations through the Inter-Lutheran Disaster Response Program, a cooperative endeavor of the LCMS and ELCA as well as with its own World Relief domestic grant funds; d. provide advisory services to the program boards in order that their materials and programs will cultivate congregation members in their concern for human care; e. provide materials and programs that will assist congregations and their members in responding to human needs and providing for human care; f. maintain liaison and cooperation with the appropriate units of other church bodies, with approved inter-Lutheran agencies, and with recognized service organizations and domestic projects endorsed by Districts; g. sponsor and participate in World Relief activities for the alleviation of human suffering through cooperation with Lutheran World Relief, Lutheran Immigration and Refugee Services, the Board for Mission Services, and domestic projects endorsed by Districts; h. promote the health and healing ministry of the Gospel throughout the Synod; i. serve as a channel for the love and compassion of the church for helping the homeless, the persecuted, the sick,, and the needy as a witness to our faith in Jesus Christ."
9. *1992 Handbook*, Lutheran Church-Missouri Synod, page 132, IX. A. Stewardship, 9.07 District Boards "a. *Membership*. Each Synodical District shall elect or appoint a committee or board for stewardship. b. *Function*. The District board shall cooperate with the Synod's Department of Stewardship and shall assist and advise the local congregations in the development and promotion of an adequate stewardship program. c. *Stewardship secretary*. The Districts of the Synod are advised to provide for the systematic supervision and qualified guidance and promotion of stewardship education to that end, where possible, they shall establish and maintain the office of the Stewardship Counselor or Secretary, who shall be responsible to the District Stewardship Board."
10. *1992 Handbook*, Lutheran Church-Missouri Synod, page 65, IILE. 5. Board for Youth Services, 3.817 Functions "The board shall a. assist congregations in every possible manner as they seek to develop and maintain a ministry among the youth that they may grow in sound theology and Christian living; b. cooperate in the preparation of materials and training programs for the ministry to youth inside and outside the church; c. initiate and direct research activities necessary to develop, improve, and promote the youth ministry; d. provide guidance to the Districts and Lutheran Youth Fellowship organization in arranging training conferences, youth convocations and other developing forms of ministry for the youth of the Synod".

11. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 90, IV. H. Nominations, Elections and Appointments, 4.121 Nominating Committee. "The Nominating Committee of each District shall be elected by the District Convention."
12. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 35-45, III. A. Conventions; page 86-87, IV. B. Conventions
13. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 77, III. I. Nominations and Elections, 1. 3.961 Candidates "d. In the event of a tie for the fifth position among the candidates, all names involved in the tie shall be listed as candidates."
14. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 91, V. B. 1. Circuit Counselor, 5.11 Nomination and Election
15. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 81 III. I. Nominations and Elections, 3. 3.990 Committee on Elections, "d. All ballots in each election shall be preserved by the Chairman of the Committee until the close of the Convention and shall then be destroyed."
16. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 35, IILA. Conventions, 3.05 Election of Delegates
17. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 37, IIIA Conventions, 3.09 Advisory Delegates
18. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 37, IILA. Conventions, 3.13 Other Advisory Representatives
19. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 38, IILA. Conventions, 3.17 Youth Representation
20. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 18, I. 1.05"b. The Synod divides itself into Districts and authorizes its Districts to create Circuits."
21. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 91, V. Circuits and Conferences
22. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 93, V.C. Circuit Forum, 5.31 Representation
23. 1992 *Handbook*, Lutheran Church-Missouri Synod, page 94, V.C. Circuit Forum, 5.37 Overtures "The Circuit Forum shall be qualified to submit overtures to Synodical and District Conventions."