

**BYLAWS OF THE PRESBYTERY OF SAN GABRIEL**  
**Synod of Southern California and Hawaii**  
**Revised January 24, 2015**

**CHAPTER I — GENERAL**

**1.10 DEFINITION**

The Presbytery of San Gabriel (“the Presbytery”), organized on January 4, 1968, at 7:30 p.m., is the organizational unit and the seat of original authority of the Presbyterian Church (U.S.A.) realized by the convocation of all Teaching Elders and Ruling Elders representing churches and ministries within the geographical bounds as established by the Presbytery and approved by the Synod and the General Assembly. (For details see the Presbytery Manual of Operations.)

**1.20 GOVERNMENT**

The Presbytery is governed primarily by the Constitution of the Presbyterian Church (U.S.A.) and secondarily by these Bylaws and by any Standing Rules and Manuals of Administrative Operations, as may be adopted from time to time.

**1.30 FUNCTIONS**

The functions of the Presbytery are contained in the Book of Order, section G-3.03.

**CHAPTER II — MEMBERSHIP AND MEETINGS**

**2.10 MEMBERSHIP**

The members of the Presbytery shall be all Teaching Elders duly enrolled, Ruling Elder Commissioners elected from each of the particular churches within the bounds of the Presbytery, Ruling Elders commissioned to a particular service, and the Ruling Elders who are committee chairs or members-at-large elected to Presbytery Executive Commission (“Executive Commission”). These Ruling Elders shall be enrolled upon their election. Ruling Elder Commissioners elected by the particular churches shall be enrolled as members of the Presbytery upon filing with the Stated Clerk a certification of election by registering.

**2.20 CALENDAR**

There shall be a minimum of four stated meetings of Presbytery each year, at least one of which shall be held on a Saturday. The dates of these meetings shall be determined by the Executive Commission.

**2.21 TIME AND PLACE**

All stated meetings shall be held at hours and in churches or places determined by the Executive Commission. The place of a special meeting shall be designated in the call.

**2.22 QUORUM**

A quorum shall be any five Teaching Elder members and five Ruling Elder members present, provided that at least five churches are represented.

## **2.30 TELEPHONE, VIDEO CONFERENCE AND ELECTRONIC ACTIONS AND MEETINGS**

### **2.31 Action without Meeting**

Unless otherwise restricted by these bylaws, any action required or permitted to be taken at any meeting of the Board of Trustees or a Commission of the Presbytery may be taken without a meeting if all members of the Board of Trustees or Commission consent thereto in writing or by electronic transmission, and the writings or electronic transmissions are recorded in the minutes of the proceedings.

### **2.32 Participation**

Members of the Board of Trustees or a Commission of the Presbytery may participate in any of their meetings by means of telephone, video conference, or other communication equipment, provided all persons participating in the meeting can hear each other or read their comments in real time. Participation in a meeting pursuant to this subsection shall constitute the presence of such person at the meeting. All such meetings shall be conducted in accordance with *Roberts Rules of Order*.

## **2.40 SPECIAL MEETINGS**

A special meeting is a separate meeting of the Presbytery held at a different time from that of a stated meeting, and is convened to consider only one or more specific items of business. Notice of a special meeting shall be sent not fewer than ten days in advance to each Teaching Elder and each church Council, describing the purpose of the meeting. The Presbytery Moderator shall call a special meeting at the request of or with the concurrence of five Teaching Elders and five Ruling Elders provided that at least five churches are represented. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call for the special meeting. The Synod may direct the Presbytery to convene a special meeting for the transaction of designated business.

## **2.50 WORSHIP**

Each stated meeting shall include a period of worship. The Sacrament of the Lord's Supper shall be observed at least once a year.

## **2.60 MILEAGE EXPENSES**

Upon request, the Presbytery shall provide for the expenses incurred by its members in attending meetings of Presbytery, the Board of Trustees, or any Commission, Committee, or Task Force by granting mileage allowances based on specific recommendations by the Administration and Finance Committee.

## **2.70 MINUTES**

Minutes of each stated meeting shall be recorded by the Stated Clerk, who shall send copies to the members of Presbytery in a timely manner after adjournment, with formal approval given at the succeeding meeting of Presbytery.

## **CHAPTER III — OFFICERS AND STAFF**

### **3.10 TITLES**

The principal officers of Presbytery shall be Moderator, Vice-Moderator, and Stated Clerk.

### **3.20 MODE OF ELECTION, TERMS, DUTIES**

#### **3.21 VICE-MODERATOR / MODERATOR ELECT**

The Vice-Moderator shall be nominated by the Representation and Nominations Committee and elected at the last meeting of each calendar year for a three-year cycle. In the first year, the Vice-Moderator shall perform the functions of the Moderator of Presbytery when requested by that officer, or in the inability of the Moderator to serve. In the second year, he or she shall become Moderator of Presbytery. The Moderator of Presbytery shall have those duties described in the Presbyterian Church (U.S.A.) Book of Order section G-3.0104. In the third year he or she shall serve as chairperson of the Executive Commission. Should the Moderator and Vice-Moderator be unable to serve, the last previous Moderator who is present and able to serve shall function as Moderator.

#### **3.22 STATED CLERK**

The Stated Clerk shall be elected at the May meeting from nominations made by the Personnel Committee. The term shall be for three years and the duties shall be as defined in the Book of Order.

#### **3.23 VACANCIES**

An officer may resign at any time by giving thirty days notice to the Stated Clerk, except that the Stated Clerk shall resign by notifying the Moderator and the chairperson of the Personnel Committee. Any vacancy so created, or created by death, permanent disability, disqualification, or any other cause, shall be filled by regular election procedures. From the nominations of the Personnel Committee the Executive Commission shall have the authority to make temporary appointments to the office of Stated Clerk or Executive Presbyter in the event that office should be vacated between meetings of Presbytery. Such appointments are subject to approval by Presbytery, and Presbytery shall in regular manner elect a Stated Clerk at its earliest convenience.

## **CHAPTER IV — ORGANIZATION**

### **4.10 ORGANIZATION**

- A. Executive Commission (described in Chapter V)
- B. Commission on Ministry
- C. Commission on Preparation for Ministry
- D. Permanent Judicial Commission
- E. Administration and Finance Committee / Board of Trustees
- F. Education Committee
- G. Justice, Peacemaking and Mission Committee
- H. Personnel Committee
- I. Representation and Nominations Committee
- J. Self-Development of People Committee
- K. Vision and Strategy Committee

### **4.20 STANDING COMMISSIONS AND COMMITTEES**

Presbytery and the Executive Commission have sole authority for the establishment or permanent dissolution of standing committees and commissions.

As needed, the Presbytery may form Commissions, Committees, and Task Forces in accordance with the Book of Order, these Bylaws, the Standing Rules, and the Manual of Operations.

#### **4.30 ELECTION AND TERMS OF SERVICE**

- 4.31 Members of all standing commissions and committees shall be elected by Presbytery to serve for terms as prescribed in these Bylaws, the Standing Rules, or the requirements of the Presbyterian Church (U.S.A.). Except for the Permanent Judicial Commission, members should be elected for terms of three years, and each commission or committee should be divided into three approximately equally-sized classes, one class to be elected each year, unless Presbytery or the Executive Commission directs otherwise.
- 4.32 The Representation and Nominations Committee will propose candidates to the Presbytery for election. Nominations from the floor shall be allowed as long as the candidate has given consent to be nominated, and eligibility is determined.
- 4.33 The Permanent Judicial Commission shall be elected in compliance with the Book of Order (D-5.0101).
- 4.34 Terms of office shall begin in January 1 following election, or immediately upon election to fill unexpired terms.
- 4.35 Organization of standing commissions and committees will be flexible in order to meet the current mission needs of the Presbytery. However, all commissions and committees shall be composed with the goal of reflecting the diversity of the Presbytery, and balanced between Teaching Elders and Ruling Elders, and women and men. This diversity goal also includes race, age, gender, and physical condition, and should seek the broadest participation of all member churches.
- 4.36 No member shall serve in any single capacity for consecutive terms, either full or partial, aggregating more than six years and, having served, any such member shall be ineligible for another term until one year has expired.
- 4.37 A member of Presbytery should serve on only one standing commission or committee at a time, with the exception of the Executive Commission.
- 4.38 Vacancies occurring by death, resignation, or other cause may be filled by election by Presbytery or Executive Commission immediately, or at the end of the term. Any committee or commission member desiring to resign shall send a letter of resignation to the Stated Clerk and a copy to the chair of the Representation and Nominations Committee. When a member has been absent without excuse from three consecutive meetings of the Executive Commission, standing commissions or committees, Presbytery or the Executive Commission may declare the position vacant and elect another person to fill the unexpired term.
- 4.39 Standing commissions and committees may appoint to themselves advisory members; these have voice but not vote. The number of advisory members shall not exceed half the number of elected members, and shall not diminish the diversity or balance of the elected membership.

#### **4.40 STANDING COMMISSIONS**

Composition and quorum for commissions shall comply with the Book of Order. Commissions shall be composed of Ruling Elders and Teaching Elders in numbers as nearly equal as possible and sufficient to accomplish their work. A quorum of any commission shall be a majority of its members unless stated otherwise upon establishment of the commission.

- 4.41 **Commission on Ministry**  
Coordinates Presbytery responsibility as pastor, counselor, and advisor to Teaching Elders and congregations—especially by supporting and guiding churches through pastoral transitions; provides pastoral care for Teaching Elders and church Councils; mediates in conflicted situations between pastors and congregations; and promotes healthy relationships between pastors and congregations.
- 4.42 **Commission on Preparation for Ministry**  
Cares for and oversees the process of discernment and preparation for inquirers and candidates for ordination to the office of Teaching Elder
- 4.43 **Permanent Judicial Commission**  
Fulfills the requirements of the Rules of Discipline in the Constitution of the Presbyterian Church (U.S.A.).

#### **4.50 STANDING COMMITTEES**

Details on each committee are included in the Standing Rules of the Presbytery.

- 4.51 **Administration and Finance**  
Functions as the Board of Trustees of the Presbytery and oversees care of corporate responsibilities and fiduciary health of the Presbytery. Advises local churches on property and finance matters, and reviews and recommends proposals for the sale, leasing, or encumbrance of church property.
- 4.52 **Education Committee**  
Facilitates education ministries among member churches of the Presbytery, including Christian education for all ages and for particular age groups including preschools. Coordinates education and training opportunities for Presbytery meetings and events.
- 4.53 **Justice, Peacemaking and Mission Committee**  
Discerns and coordinates mission priorities for the Presbytery beyond local church ministries, and provides education and service opportunities for Presbytery members.
- 4.54 **Personnel Committee**  
Oversees and reviews Presbytery staff, implements Affirmative Action / Equal Opportunity Employment policies, and guides local churches with regard to their personnel matters.
- 4.55 **Representation and Nominations Committee**  
Advocates for and promotes full representation of the rich diversity of the Presbytery in leadership by identifying and resourcing potential leaders; reviews and reports on Presbytery performance on representation and inclusive practices; identifies, invites and nominates candidates for leadership in the wider church.
- 4.56 **Vision and Strategy Committee**  
Reviews the responsibility for mission within the geographic bounds of the Presbytery. Identifies and/or guides and nurtures new worshiping communities that help to further the mission of the Presbytery. Reviews proposals for grants and new ministries submitted to the Presbytery.  
  
Membership includes but is not limited to at-large members of the Executive Commission.

## CHAPTER V — EXECUTIVE COMMISSION

### 5.10 MEMBERS

- 5.11 The Executive Commission shall consist of a minimum of 14 members: the immediate past Moderator of Presbytery as chair; the incumbent Moderator and Vice-Moderator of Presbytery; representatives from the Representation and Nominations Committee, the Commission on Ministry, the Commission on Preparation for Ministry, Administration and Finance, Personnel, Education, Mission, and Strategy and Vision. The Commission shall also consist of a minimum of three at-large positions that serve as representatives of the Presbytery (each elected for a 3-year term), nominated by the Representation and Nominations Committee and elected by the Presbytery.
- 5.12 The Executive Presbyter and the Stated Clerk shall be ex-officio members of Executive Commission without vote.

### 5.20 RESPONSIBILITIES, POWER, AND AUTHORITY

- 5.21 The Executive Commission shall have all the responsibilities, power and authority of Presbytery with the exception of:
- A. Dismissing congregations to other Reformed denominations.
  - B. Examinations of Candidates for ordination, or members of other denominations seeking ordination or to be Teaching Elders in the Presbyterian Church (U.S.A.)
  - C. Establishing administrative commissions of the Presbytery, or making any changes to the charge of an administrative commission, other than ordination or installation commissions.
  - D. Approval and amendment of the Standing Rules.
- 5.22 The Executive Commission shall:
- A. Set Presbytery meeting agendas.
  - B. In partnership with the Administration and Finance Committee, approve the annual budget for recommendation to the Presbytery.
  - C. Oversee distribution of special funds available for mission and ministry.
  - D. Oversee mission, program, and other activities of Presbytery in consultation with the Executive Presbyter and Stated Clerk.
  - E. Identify ministry needs and opportunities in need of a Ministry Task Force (a short or long term interest group, vetted by the Executive Commission, gathered around a specific project or an identified ministry priority for the Presbytery). These Task Forces will present annual reports to the Executive Commission.
  - F. Make nominations to the Representation and Nominations Committee to be elected by the Presbytery.
  - G. Appoint a temporary Executive Presbyter or Stated Clerk when necessary as provided in Section 3.23.

- H. Enroll and dismiss Teaching Elders upon recommendation of the Commission on Ministry during the period between presbytery meetings, and shall report the action at the next meeting of the Presbytery. The Executive Commission shall be empowered by Presbytery to grant dismissal of candidates under care to another presbytery when recommended by the Commission on Preparation for the Ministry during the period between presbytery meetings, and shall report the dismissal(s) at the next meeting of presbytery.
- I. Receive annual reports from related organizations and agencies of the Presbytery.

### **5.30 MEETINGS**

The Executive Commission should meet regularly at least two weeks prior to each stated meeting of Presbytery, or upon call of the Chairperson or any two members of Executive Commission.

## **CHAPTER VI — THE CORPORATION**

### **6.10 FORMATION AND DUTIES**

6.11 The Presbytery shall form a corporation or corporations under the laws of the State of California to enable it to:

- A. Receive, hold, encumber, manage, and transfer such property as may come under its jurisdiction;
- B. Manage its corporate affairs as Presbytery may direct.

### **6.20 CIVIL CORPORATION**

6.21 Members of the Corporation shall be Teaching Elder members and Ruling Elder commissioners present at a stated presbytery meeting.

- A. The Presbytery of San Gabriel exists under the California Non-Profit Public Benefit Corporation Law for religious and charitable purposes.
- B. The principal office for the transaction of the business of the Corporation will be located in Los Angeles County, California.
- C. The general powers of the corporation shall be those normally ascribed to such corporations, and shall be subject to the provision of the California Non-Profit Corporation Law and any limitation noted in these bylaws.
- D. The Trustees of the Corporation shall be the members of the Administration and Finance Committee.
- E. The officers of the Civil Corporation shall be: (1) a President; (2) a Vice-President; (3) a Secretary; and (4) a Treasurer. These officers shall be elected by the Administration and Finance Committee from its membership.
- F. The Annual Meeting of the Corporation shall be held in connection with the first stated meeting of the Presbytery held in each calendar year.
- G. The Corporation shall indemnify any agent of the corporation against any liability asserted against or incurred by the agent in such capacity and arising out of the agent's status as such, as may be allowed by the California Non-Profit Corporation Law and any future amendments to it.

### **6.30 ARTICLES OF INCORPORATION**

A copy of the Articles of Incorporation of Presbytery is annexed to these Bylaws as Exhibit A.

#### **6.40 FISCAL YEAR**

The fiscal year of the Presbytery shall be the calendar year.

### **CHAPTER VII — RELATED ORGANIZATIONS**

#### **7.10 REPORTS OF RELATED ORGANIZATIONS**

Related organizations and agencies of the Presbytery, shall report annually to the Executive Commission or through their related commission or committee. These reports should include activities and a financial report.

### **CHAPTER VIII — GENERAL ASSEMBLY COMMISSIONERS**

#### **8.10 TIME OF ELECTION**

Commissioners to General Assembly shall be elected no later than the first stated meeting of the year in which General Assembly is meeting.

#### **8.20 NOMINATION AND ELECTION OF COMMISSIONERS**

8.21 The Stated Clerk shall maintain and make available to the Representation and Nominations Committee at least 90 days before the nomination of Teaching Elder commissioners, a list of the continuing members of Presbytery in order of longest service since last attendance at General Assembly as a commissioner, or the date of their beginning ordained ministry in the Presbyterian Church (U.S.A.). The participation of a nominated Teaching Elder in Presbytery shall be noted.

8.22 In making nominations, the Representation and Nominations Committee shall consider Ruling Elders from churches in order of the longest time since their last representation at General Assembly, or, if they have not been represented, since their organization. The participation of a nominated Ruling Elder in Presbytery shall be noted.

8.23 The Representation and Nominations Committee shall present to Presbytery a full slate of nominees. An opportunity for nominations from the floor shall always be given. From those nominated, Presbytery shall vote for the number Presbytery is entitled to send to General Assembly. The nominees receiving the largest number of votes shall be declared elected.

#### **8.30 ALTERNATES**

Nominees receiving the highest number of votes next after the elected commissioners shall be deemed elected as alternates. If any commissioner cannot attend General Assembly, that commissioner shall at the earliest day possible return the commission for an alternate, observing the order of the highest number of votes received, until one is reached who can attend.

#### **8.40 ELIGIBILITY**

Any Teaching Elder or Ruling Elder within Presbytery shall be eligible for this election except that a commissioner shall be ineligible for election to two sequential General Assemblies.

#### **8.50 BALLOTING**

Election shall be by written ballot taken separately for Teaching Elder commissioners and Ruling Elder commissioners.



**8.60 YOUNG ADULT ADVISORY DELEGATES**

Young Adult Advisory Delegates to General Assembly and their alternates shall be elected in the same manner prescribed for commissioners in sections 8.10 through 8.50 above, and shall be members of congregations within this Presbytery.

**8.70 THEOLOGICAL SEMINARY ADVISORY DELEGATE**

These delegates are nominated by seminaries and elected by the Presbytery.

**CHAPTER IX — SYNOD COMMISSIONERS**

**9.10 NOMINATION AND ELECTION**

The number of commissioners to be elected shall be determined in accordance with Synod rules for representation.

An equal number of Teaching Elders and Ruling Elders shall be elected by Presbytery as commissioners to Synod, to serve for one year. Elected Commissioners are eligible to be re-elected twice (thus serving a total of three (3) years).

**9.20 ALTERNATES**

All enrolled Teaching Elders and Ruling Elders shall be elected as alternates. Vacancies can be filled by the Moderator of Presbytery in consultation with the Stated Clerk or Executive Presbyter.

**CHAPTER X — AMENDMENT AND SUSPENSION**

**10.10 AMENDMENTS**

Amendments to these Bylaws may be made by two-thirds vote of members present at any stated meeting provided that written notices of the proposed change shall have been made at the previous stated meeting.

**10.20 SUSPENSION**

These Bylaws may be suspended by a two-thirds vote of the members present at a stated meeting. This vote is applicable to only the current meeting.