

Administrative Manual—Chapter 3, Nominations and Representation Committee

The Nominations and Representation Committee is specifically charged with the requirements of G-3.0111 and G-3.0103 of the *Book of Order*.

GUIDELINES FOR SELECTING COMMISSIONERS TO THE GENERAL ASSEMBLY

1. Effective and contributing commissioners are vital to sustain a healthy church bearing witness to Christ in today's divided and broken world. The election of persons to serve as commissioners to the General Assembly (GA) should not be considered a privilege earned or honor granted to the Teaching Elders, Ruling Elders and churches within our Presbytery.
2. **NOMINATION AND ELECTION OF COMMISSIONERS:**
 - A. Nomination of both Teaching Elder and Ruling Elder commissioners to the GA will be made to achieve the goal of full participation as stated in *Book of Order* paragraph F-1.0403.
 - B. The opportunity for nominations from the floor of the Presbytery will be available.
 - C. Anyone who intends to make a nomination from the floor:
 - (1) Must have obtained the consent of the person who is being nominated, and
 - (2) May wish to consider the requirements used by the Nominations and Representation Committee (Nominations Committee) in selecting nominees as Teaching Elder commissioners and Ruling Elder commissioners to the GA (see paragraphs 4B and 5A(1)).
 - D. Commissioners, alternate commissioners, young adult advisory delegates and their alternates will be elected at the November Stated Meeting of the year preceding the GA.
3. **PROVISIONS APPLICABLE TO BOTH TEACHING ELDERS and RULING ELDERS:**
 - A. The following criteria will be considered in selecting and nominating individuals as GA commissioners:
 - (1) Diligence and effectiveness in working within their church and Peace River Presbytery (PRP).
 - (2) Commitment to spending the necessary time and energy to read and study a large volume of material in order to understand issues coming before the GA.
 - (3) Possession of sufficient computer literacy to read and write in an electronic format.

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- (4) Willing to listen to a diversity of views and learn from them.
 - (5) Ability to communicate effectively and objectively share within the Presbytery issues discussed and actions taken at the GA.
 - B. Ordinarily Teaching Elders and Ruling Elders from the same congregation will not be nominated as commissioners.
 - C. Alternate commissioners who are not advanced to commissioner:
 - (1) Will be considered for the next GA but the Nominations Committee is not obligated to nominate them simply because they were alternates.
 - (2) Will not normally be nominated for the next GA if they are from the same church as a prior GA commissioner.
 - D. Suggestions for Teaching Elder nominees and Ruling Elder nominees for commissioner to the GA may be made to the Nominations Committee by any individual, session or committee of the Presbytery. This may only be done with the elder's consent and must be done at least sixty (60) days prior to the meeting of the Presbytery at which commissioners are to be elected (see paragraph 2D above). The written suggestion should contain such information as will help the committee understand why this particular person should be considered.
 - E. The Moderator or Vice-Moderator of PRP will be nominated as a Commissioner to the GA, taking one of the positions of either a Teaching Elder or a Ruling Elder. If the Moderator of PRP has recently been a Commissioner to the GA, the Vice Moderator will fill that position. The Nominations Committee may also determine to nominate as a Commissioner to the GA an individual wishing to stand for election as Moderator of the General Assembly, taking one of the positions of either a Teaching Elder or a Ruling Elder.
4. **PROVISIONS APPLICABLE TO TEACHING ELDERS:**
- A. The following selection process is intended to take into consideration:
 - (1) Length and nature of Teaching Elder's relationship with PRP.
 - (2) Prior service as a commissioner to a GA from PRP.
 - (3) PRP Stated Meeting attendance.
 - (4) Other ministerial services rendered.
 - B. **Eligible Teaching Elders** are those that have been active in the work of the Presbytery by meeting one or more of the following conditions:
 - (1) Attendance at a minimum of half of the meetings of the Presbytery in each of the two preceding years.
 - (2) Current or recent service on a committee or working group of the Presbytery.

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(3) Current or recent service to a higher council of the church.

- C. Eligible Teaching Elders will be placed in three categories according to how long they have been members of PRP and their involvement in the life of the Presbytery:

Category A - Not been a PRP Commissioner
Member PRP 3 years or more
Actively Involved

Category B - Not been a PRP Commissioner
Member PRP 3 years or more
Not Currently Involved

Category C- Not been a PRP Commissioner
Member PRP less than 3 years
Actively Involved

Time requirements are as of the date of the next GA meeting (i.e., Teaching Elders will fall within Categories A and B if they will be members of PRP for 3 years or more by June 16, 2018, the beginning date of the 223rd General Assembly).

- D. Lists of the Teaching Elders within Categories A and C will be prepared giving Name, Church, Committee/Committees currently serving on (or other service to the Presbytery), and date joined PRP. A list of Teaching Elders within Category B will be prepared giving Name, Church and date joined PRP. Using a point-system approach each of the three lists will be sorted by earliest date joined PRP. If a tie exists during this process, date of ordination prevails.
- E. With due consideration of suggestions made under paragraph 3D above, beginning with Category A thru Category C the top ranking Teaching Elders will be invited to be nominees for election as Teaching Elder Commissioners. The next ranking Teaching Elders will be invited to serve as alternates. NOTE: The number of Teaching Elder nominees required by the Nominations Committee will be reduced if a Teaching Elder is nominated as a commissioner to the GA under the provisions of paragraph 3E above.
- F. The following Teaching Elders will not ordinarily be nominated as GA commissioners:
- (1) Teaching Elders who are Honorably Retired, unless active in the life of the Presbytery.
 - (2) Teaching Elders from churches sending a Ruling Elder to the GA.

5. PROVISIONS APPLICABLE TO RULING ELDERS:

- A. The following minimal requirements apply to suggestions or nominations of a Ruling Elder to be commissioner to the GA:

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- (1) **Eligible Ruling Elder** nominees are those that have been active in the work of the Presbytery during the last three (3) years in at least one of the following ways:
 - a. Attended at least three (3) Presbytery meetings as a commissioner.
 - b. Served on a committee, a subcommittee, a commission, or a unit of the Presbytery.
 - c. Served on a higher council of the church.
 - (2) **Eligible Congregations** are those that:
 - a. Are actively serving and/or participating in the mission of the Presbyterian Church (USA).
 - b. Have had a Ruling Elder commissioner participate in at least half of the Presbytery meetings in the preceding calendar year.
 - c. Must not have provided a commissioner to the General Assembly within the past seven (7) years, inclusive of the year in which the election is taking place.
- B. A **rotational roll** of congregations will be maintained by the Nominations Committee with the assistance of the Presbytery Staff. A congregation's position on the rotational roll will be determined as follows:
- (1) Date of organization as a member congregation of the Presbytery, from earliest to most recent. (NOTE: This is relevant in the unlikely event an older congregation has never sent a commissioner to the GA.)
 - (2) Date of last attendance of a Ruling Elder from the congregation as a commissioner to a GA, from earliest to most recent. As congregations have a Ruling Elder attend they will be moved to the bottom of the roll.
 - (3) New congregations will be added to the bottom of the roll behind those that have not yet sent commissioners and ahead of those that have previously sent commissioners.
 - (4) The names of churches whose sessions submitted names not placed in nomination and elected will be retained in position at the top of the roll.
 - (5) The names of churches not meeting the minimal requirements set forth hereafter, or whose sessions do not submit a suggestion under paragraph D below, will be moved to the bottom of the roll.
 - (6) If a Ruling Elder, having been elected either a commissioner or an alternate commissioner, resigns that position, the name of the elder's church will be placed at the bottom of the roll.
- C. The sessions of the top **Eligible Congregations** on the rotational roll will be contacted at least ninety (90) days prior to the meeting of the Presbytery at which commissioners are to be elected (see paragraph 2D above). The session of each congregation will be invited to suggest the names of **Eligible Ruling Elder**

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nominees to serve as commissioner and alternate commissioner to the GA. If a session fails to submit a nominee for either commissioner or alternate commissioner the session of the next eligible congregation shall be invited to suggest a name. NOTE: The number of Ruling Elder nominees required by the Nominations Committee will be reduced if a Ruling Elder is nominated as a commissioner to the GA under the provisions of paragraph 3E above.

- D. The name of a church whose session does not submit a suggestion for Ruling Elder commissioner shall be moved to the bottom of the rotational roll. The name of a church whose elder is nominated and elected a commissioner shall be moved to the bottom of the rotational roll. If an elder, having been elected either a principal or an alternate, resigns that position, the name of the elder's church shall be moved to the bottom of the rotational roll. However, the name of a church whose session submits a name that is not placed in nomination and elected shall be retained in position at the top of the rotational roll.
 - E. In making a suggestion, the Session will be asked to provide:
 - (1) The name, mailing address, and telephone number of the Eligible Ruling Elder meeting the requirements of paragraph 5A(1) above.
 - (2) A statement that the person:
 - a. Meets the requirements of an Eligible Ruling Elder nominee.
 - b. Has consented to the suggestion to the Nominations Committee.
 - c. Has agreed to serve if elected by the Presbytery.
 - (3) Such information as will help the Nominations Committee understand why this particular person should be considered.
6. **SELECTING YOUNG ADULT ADVISORY DELEGATES:**
- A. All churches will be invited to nominate a person to be considered as a Young Adult Advisory Delegate (YAAD).
 - B. Nominations should include background information on the qualifications/experience of the person.
 - C. The Nominations Committee will review and select a nominee for Young Adult Advisory Delegate and for an alternate.
7. **COMMISSIONERS TO SYNOD:**
- A. Commissioners to Synod will be elected for two-year terms. The bi-annual election will insure that the Presbytery's total number of commissioners is one-half Teaching Elders and one-half Ruling Elders.
 - B. At the February Stated Meeting of Presbytery immediately preceding the bi-annual Synod Meeting, the Nominations Committee will present a slate of nominees for commissioners, alternate commissioners, young adult advisory

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delegates and their alternates to the next Synod Meeting. Nominations from the floor will always be in order.

- C. Commissioners, alternate commissioners, young adult advisory delegates and their alternates to the Synod will be elected at this February Stated Meeting of Presbytery and the Stated Clerk shall notify individuals of their election.