



Standing Rules of the Congregation of St. James Presbyterian Church, Tarzana, California

1. The St. James Presbyterian Church of Tarzana, California is a particular congregation of the Presbyterian Church (U.S.A.) and governed by the constitution (The Book of Order and the Book of Confessions) of the denomination (G-1.0103).
2. There shall be an Annual Meeting of the congregation. It is to be held no later than the last Sunday of February. At the Annual Meeting, the business may include a. Receiving the report of the Nominating Committee recommending slates of nominees for Elders, Deacons and members of the next year's Nominating Committee and voting to elect members to serve in those roles; b. Receiving the previous year's Annual Report, including reports from the Session, Board of Deacons, Ministry Teams, and other organizations of the church; c. Reviewing the terms of call for the Pastor and voting on any proposed changes to the terms of call (G-1.0503 and G-2.0804); d. Receiving the report of the Session appointing persons to serve as officers of the corporation; e. Any other business appropriate for the congregation (G-1.0503). Both ecclesiastical and corporate business may be conducted at the same congregational meeting.
3. Special meetings may be called by the Session, or the Presbytery as specified in the Book of Order (G-1.0502). Such calls shall clearly state the purpose of the special meeting and only those listed matters.
4. Public notice of the time, place and purpose of all meetings of the congregation shall be publicly announced at the worship services on two Sundays before the scheduled meeting. The second Sunday may be the day of the meeting (G-1.0502).
5. The pastor shall ordinarily preside. If it is impractical for the pastor to preside, alternative arrangements will be made consistent with the Book of Order (G-1.0504).
6. The clerk of Session shall serve as the secretary for meetings of the congregation. If the clerk of Session is not available, the congregation shall elect a secretary for that meeting (G-1.0505).

7. All active members of the congregation present at either annual or special meetings are entitled to vote. A quorum necessary to conduct business shall be 10% of the roll of active members (G-1.0501).
8. All meetings will be opened and closed with prayer and conducted in accordance with the most recent edition of Robert's Rules of Order except where the Book of Order provides otherwise.
9. The Session shall be composed of the Pastor(s) and between eight and twelve Elders elected by the congregation consistent with the provisions in the Book of Order (G-2.0401). the authority and responsibilities of the Session are given in the Book of Order (G-3.0201).
10. The Board of Deacons shall be composed of between eight and twelve Deacons elected by the congregation consistent with the provisions of the Book of Order (G-2.0401). The authority and responsibilities of the Board of Deacons are outlined in the Book of Order (G-2.0202).
11. The ruling elders on the Session shall be the trustees of the corporation (G-4.0102).
12. These Standing Rules may be amended or repealed by a two-thirds vote of members present at either the annual or special meetings of the congregation.