

RULES OF PROCEDURE
AMERICAN BAPTIST CHURCHES OF NEW YORK STATE

RULE I. ORGANIZATIONAL RELATIONSHIPS

- Section 1.1 Standards for membership in ABC/NYS are:
- a. Support the preamble and purpose statement (Sections 2.2 and 2.3 of the Bylaws) of ABC/NYS;
 - b. Contribute a significant portion of its mission gifts to American Baptist missions;
 - c. Counsel with ABC staff/resources when seeking new pastoral leadership; and
 - d. Participate in decision making through appointment of delegates.
- Section 1.2 ABC/NYS contribution to member churches and Associations
- a. Staff Services
 - b. Program Resources
 - c. Financial counseling
 - d. Training opportunities for church leaders

RULE II. OBJECTIVES

- Section 2.1 The Board of Mission shall adopt from time to time specific objectives which shall express its policies as a means of achieving the purpose statement set forth in Bylaws Section 2.3. Implementation of such objectives shall be the responsibility of the Executive Minister. Program evaluations describing the effectiveness of action steps toward accomplishing the objectives will be provided by the staff to the Board of Mission at the close of the time period for which the objective was related.

RULE III. MEETINGS OF ABC/NYS DELEGATES

- Section 3.1 The following procedures shall apply at biennial and special meetings unless modified by unanimous consent:
- a. All motions, resolutions or recommendations shall be in writing, be signed by the proposer, and given to the President or the Recording Secretary.
 - b. No one may speak more than twice on any question, nor longer than ten (10) minutes each time;
 - c. All elections shall be by written ballot. All matters shall be determined by majority vote of those present eligible to vote and any written absentee votes; and
 - d. No matters extraneous to the purpose of ABC/NYS shall be presented except upon recommendation by the Board of Mission.

Section 3.2 A committee of five (5) or more, together with the President and the Executive Minister or an Associate Executive Minister, shall be named by the President, in consultation with the Executive Minister, to plan each biennial and special meeting, including the agenda and order of business.

RULE IV. DUTIES OF THE OFFICERS

Section 4.1 The President shall:

- a. Preside at biennial and special meetings of ABC/NYS and at meetings of the Board of Mission; and
- b. Prepare, in consultation with the Executive Minister, the agenda for Board of Mission meetings and the report of the Board to the biennial meeting;
- c. Appoint special committees and name their chairpersons, in consultation with the Executive Minister, subject to the confirmation of the Board of Mission;
- d. Appoint members of the Board of Mission to each component in consultation with the Executive Minister;
- e. Appoint chairpersons of all committees;
- f. Represent ABC/NYS on ceremonial occasions or appoint a designee; and
- g. Perform such other duties as the office may call for or the Board of Mission may direct.

Section 4.2 The Vice President shall:

- a. Act for the president in that person's absence or disability, the latter to be determined by the Board of Mission; and
- b. Perform such other duties as may be designated by the President or the Board of Mission.

Section 4.3 The Recording Secretary shall:

- a. Record the minutes of meetings for ABC/NYS, the Board of Mission, and the Administrative Component; and
- b. Perform such other duties as may be designated by the Board of Mission.

Section 4.4 The Treasurer shall:

- a. Review and evaluate the current financial standing of ABC/NYS;
- b. Prepare analyses of the financial impact of future budgets and program proposals;
- c. Make such reports, in consultation with the Executive Minister, that will keep the Board of Mission fully informed as to the current financial status of ABC/NYS and assist them in administering their fiscal responsibilities, present and future; and
- d. Perform such other related duties as may be designated by the Board of Mission.

RULE V. BOARD OF MISSION

Section 5.1 MEMBERSHIP

- a. Membership of the Board of Mission is defined in the Bylaws. Members shall be active members in a member church.
- b. An Association representative who moves or transfers membership to a church outside the Association being represented shall thereupon cease to be a member of the Board in that capacity. Absence from three (3) consecutive meetings of the Board shall be deemed to create a vacancy. The Association, by methods it approves, shall nominate a successor for the unexpired term.
- c. Members of the Board of Mission shall take office at the close of the meeting at which they were selected and will serve until resignation or election of a successor.
- d. The Board of Mission has the authority to declare any office vacant between biennial meetings.

Section 5.2 MEETINGS

- a. The Board of Mission shall meet at least four (4) times a year with sufficient time to do its task. Special meetings shall be called by the Executive Minister or President upon the request of the Board or the President. Calling regular or special meetings of the Board requires at least twenty (20) days written notice to each Board member. All procedures shall follow Robert's Rules of Order, except where amended by these Procedures.
- b. All matters shall be determined by majority votes of those present eligible to vote. Votes to fill vacant seats shall be by written ballot.

Section 5.3 COMMUNICATIONS: In order to promote two-way communications between the Board of Mission and the American Baptist churches across New York State, the work of the Board of Mission is to be reported, whenever possible and appropriate, at meetings of ABC/NYS, Associations, and local church member congregations.

Section 5.4 COMMITTEES and TEAMS: In addition to the Committee on Ministry and the Nominating Committee outlined in Rules VII and VIII, committees and teams will be established, as necessary, by the Board of Mission with appointments by the President, in consultation with the Executive Minister, and recommendations from the Board.

RULE VI. EXECUTIVE COMMITTEE

Section 6.1 The Executive Committee shall consist of:

- a. President, Vice President, Secretary, and Treasurer
- b. One auxiliary organization representative, nominated by the president, elected by the Board of Mission
- c. Four Board of Mission members, nominated by president, elected by the Board of Mission, to create a representative committee. At least two (2) of these shall be Association representatives to the Board.
- d. The Executive Minister

Section 6.2 The primary functions of the Executive Committee are as follows:

- a. Assist in the development of the policies and priorities of the Board of Mission by:
 - Identifying needs;
 - Weighing those needs; and
 - Recommending policies and priorities to the Board of Mission.
- b. Assist the Board of Mission in determining policy and guiding ABC/NYS in accomplishment of mission priorities.
- c. Serve on behalf of the ABC/NYS and the Board of Mission between their sessions, except in certain matters of staff appointments or financial decisions beyond the adopted budget as reserved to the Board of Mission. All matters acted on need to be presented to the Board of Missions at the next meeting for possible action or concurrence;
- d. Serve as the Personnel Committee in concurrence with the provisions of the ABC/NYS personnel policy as adopted by the Board of Mission;
- e. Appoint a search committee in the event of a executive minister vacancy;
- f. Fulfill such other functions as delegated by the ABC/NYS or the Board of Mission.

RULE VII. COMMITTEE ON MINISTRY

Section 7.1 The Committee on Ministry shall:

- a. Review and recommend to the Board of Mission ordination standards for ABC/NYS and coordinate the various ordination practices which now exist in ABC/NYS;
- b. Assist in the local implementation of ABC/NYS ordination standards;
- c. Promote and provide assistance in the establishment and function of local church pastor-people relations committees;
- d. Provide services in ethical/moral problem situations which cannot be effectively provided otherwise;
- e. Provide for the protection of the local congregation and provide for the protection of the integrity of the professional leadership standards in ABC/NYS;
- f. Provide for regular professional review of ordained persons, and encourage growth through counseling continuing education, etc.
- g. Determine and suggest to local congregations, or their appropriate financial planning committee, an adequate and equitable pastoral support package consistent with the needs and economics of the local geographical area;
- h. Relate directly to those in specialized ministries;
- i. Advocate equal accessibility to professional ministry by all ordained persons;
- j. Review ordination credentials of those seeking recognition for ministry in ABC/NYS; and
- k. Recommend to the Board of Mission any policies related to the professional ministry.

Section 7.2 The Committee on Ministry shall consist of one (1) elected person from each of the Associations. Terms shall be four (4) years. One half (1/2) of the members shall be elected at each Biennial meeting.

RULE VIII. NOMINATING COMMITTEE

Section 8.1 The Nominating Committee shall:

- a. Recommend categories of representation to the Associations to insure adequate balance in mission concerns;
- b. Receive nominees from each Association for its representatives to the Board of Mission, the Nominating Committee; and Committee on Ministry;
- c. Certify the eligibility of such nominees;
- d. Present the names of the nominees for election; and
- e. Nominate the officers, the Nominating Committee and the Committee on Ministry.

RULE IX AUXILIARY ORGANIZATIONS

Section 9.1 The Board of Mission currently recognizes the following auxiliary organizations:

- a. American Baptist Women of New York State;
- b. American Baptist Men of New York State;
- c. The Ministers Council of the ABC/NYS; and
- d. New York State Baptist Youth Fellowship.

RULE X. REPRESENTATION TO THE OTHER AGENCIES

Section 10.1 Such other representatives to American Baptist or ecumenical agencies required of or desired by ABC/NYS shall be nominated by the Executive Committee for election by the Board of Mission.

RULE XI. STAFF

Section 11.1 The professional staff positions of ABC/NYS shall be as follows:

- a. Executive Minister;
- b. One or more Associate Executive Ministers, as needed
- c. Support Staff as needed.

Section 11.2 The Executive Minister shall be called by the Board after consultation with the General Secretary of the American Baptist Churches in the U.S.A. The vote shall be by secret ballot and election shall require two-thirds (2/3) affirmative vote by the Board members present. The employment relationship with the Executive Minister may be terminated at a duly called regular or special meeting of the

Board, after consultation with the General Secretary of the ABC/USA, by a two-thirds (2/3) affirmative vote by those present at a duly called regular or special meeting of the Board. (See Rule 5.2 for notice requirements.)

Section 11.3 The Executive Minister shall:

- a. Be the chief administrative officer of ABC/NYS, responsible for leading it aggressively in mission;
- b. Be a member ex-officio of all committees, task groups, or other units of ABC/NYS;
- c. Be responsible for the administration of the financial affairs of ABC/NYS, utilizing the normally accepted accounting practices and procedures, making complete reports, in consultation with the Treasurer, at the regular meetings of the Board of Mission, and ABC/NYS, submitting all financial accounts for audit or review annually by a certified public accountant approved by the Board of Mission;
- d. Be responsible for implementing the policies and objectives adopted by the Board of Mission;
- e. Consult with the Board of Mission in the hiring and dismissal of staff;
- f. Have the power, subject to the approval of the Board of Mission, to execute on behalf of American Baptist Churches of New York State legal instruments of any nature whatsoever;
- g. Act as primary representative of ABC/NYS, but commit it only in accordance with policies determined by the voting membership or the Board of Mission;
- h. Facilitate a collaborative style within the staff;
- i. Assign responsibility among the staff for established priorities; and
- j. Undertake such other responsibilities as designated by the Board of Mission.

Section 11.4 Such other duties and rules needed to support the effective ministry by the professional staff shall be set forth in a personnel practices manual.

Section 11.5 Services beyond the time and capabilities of the staff may be secured on a consultative basis.

RULE XII. ABC/NYS FUNDS

Section 12.1 The funds of ABC/NYS shall consist of:

- a. General Fund: Funds expendable for current operating purposes, free from restrictions imposed by donors or outside agencies as to their use. This includes the annual operating budget of receipts and disbursements.
- b. Loan Fund: The principal balance of funds available for loans to churches or other authorized state organizations in accordance with restrictions imposed by the donor. Such loans shall be made only upon such security and terms as the Board of Mission shall approve. Expenses incident to the administration of the fund may be deducted.
- c. Endowment and Similar Funds: These funds shall be internally restricted by vote of the Board of Mission at a Board of Mission meeting. These restrictions can be amended or abolished by the Board of Mission at a Board of Mission meeting.

d. Special Trust Fund: Funds entrusted to ABC/NYS by churches, corporations or individuals which shall be administered in accordance with the terms of the contract or trust agreement creating such trusts.

RULE XIII. FISCAL YEAR

Section 13.1 The fiscal year for ABC/NYS shall be the calendar year.

RULE 14.1 AMENDMENTS

Section 14.1 These Rules of Procedure may be amended by a two-thirds (2/3) affirmative vote of the Board of Mission at any meeting, provided, however, that twenty (20) days written notice of the proposed amendment and of intention to offer it for approval is given to each Board member.

Revised by ABC/NYS Board of Mission
June 6, 2014