

**Living Water Association, OH NorthEast
Heartland Conference, United Church of Christ
Rules of Procedure | Ways to Work**

ASSOCIATION COUNCIL POLICIES AND PROCEDURES

Fromm Constituion and Bylaws:

A. Association Council

- a. The Association Council shall be composed of the elected officers and eleven members to be elected by this Association at the Annual Meeting. The Association General Minister shall be an ex-officio members of the Council without vote.
- b. The Association Council shall serve as the governing body for the Association between Association meetings.
- c. The Council shall employ such personnel as determined needed by the Association General Minister. All personnel shall work under the direction of the Association General Minister.

Proposed Ways of Work:

The Council shall meet at least quarterly on a regular basis. Special meetings may be called by the Moderator upon notice to members one week in advance.

The Council shall enact and publish its own rules of procedure/ways of work.

The Executive Committee of the Council shall consist of the officers and two additional Council members - one a lay person and one authorized minister, appointed by the Council, and the Association Minister without vote. The Executive Committee may act for the Council between meetings of the Council within guidelines established by Council and shall report at the next meeting of Council any actions taken.

NOMINATING COMMITTEE GUIDELINE POLICIES

From Constitution ByLaws:

B. NOMINATING COMMITTEE

- a. There are nine (9) members of the Committee comprised of both clergy and laity. They shall be elected for a three-year (3) term and are not eligible to serve two consecutive terms.
- b. The Committee shall be responsible for nominating officers and members of the Association Council, the Committee on Ministry, and as asked, members of the Ohio Conference General Synod Delegation.

Proposed Ways of Work:

Nominating Committee members are recommended by the Association Council and elected by the Association, to nominate candidates prior to annual meeting.

The Nominating Committee shall, with the prior consent of the proposed nominees, makes nominations for all other elective offices. Additional nominations may be made from the floor, provided the nominee has given prior consent.

The Nominating Committee shall endeavor to nominate so far as possible both professional church workers and lay men and women who will provide a balance of backgrounds, interests, geographical areas, and experiences.

The Nominating Committee prepares a ballot. A majority vote of those present and voting shall be necessary to elect.

PERSONNEL COMMITTEE GUIDELINE POLICIES

From Constitution ByLaws:

C. PERSONNEL COMMITTEE

- a. There are six (6) members of the Committee comprised of both clergy and laity. They shall be elected for a three-year (3) term and may be eligible for a second term.
- b. The Committee shall be responsible for the total personnel and staff concerns of the Association including the approval of annual staff compensation recommendations. It shall be directly responsible to the Association Council. The Association General Minister, or designated staff person, shall be a staff consultant to this committee.

Proposed Ways of Work:

Personnel Committee members are recommended by the Association Council and elected by the Association.

The committee shall work in consulting relationship with the General Minister, and will collaborate concerning the responsibilities for personnel and staff concerns of the Association, including the annual ministry evaluation of the General Minister. The committee shall be directly responsible to the Association Council.

TERMS OF ELECTED OFFICE

FROM CONSTITUTION AND BLAWS

When a vacancy occurs in an elective office, the Council shall have the power to fill the vacancy by appointment. For vacancies occurring within the first six months after the election the appointee will be considered to be beginning a full term.

Failure to carry out the responsibilities of an elected position may result in a vacancy being declared by the Association Council. The Moderator, the Association General minister, and the chairperson of the pertinent body shall consult with the elected prior to bringing it to the Association Council.

TERMS OF NON-ELECTED SERVICE

Proposed Ways of Work:

Ministry teams, working groups, and committees shall be comprised of those who have passion, gifts and energy for the specific ministry task. Persons may be recruited or volunteer to serve.

It is preferred that persons serving in non elected positions do so no more than 10 consecutive years. A break of at least one year every 10 is recommended.