

## Pacifica Synod

# SYNOD SECRETARY

The secretary of the Pacifica Synod is elected by the Synod Assembly to a four-year term and is eligible for one consecutive re-election. The term of office commences at the close of the Synod Assembly at which the secretary is elected. The secretary may be a lay person or rostered minister and does not receive a salary for the performance of the duties of this office.

The secretary shall:

- Be committed to the mission and core values of the Synod.
- Be proficient in word processing and electronic communications skills.
- Distribute Executive Council and Synod Council minutes in a timely manner.
- Be able to maintain confidentiality.
- Have an understanding of the mission and structure of the Evangelical Lutheran Church in America and its local, synodical, regional, and churchwide expressions.
- Be an active member of a congregation within the Pacifica Synod.
- Have a cooperative style of working.
- Be willing to learn the basics of parliamentary procedure.
- Fulfill the responsibilities of the position of secretary per the Pacifica Constitution.

The role of secretary may also require:

- A flexible schedule.
- Occasional public speaking.
- Occasional travel.
- Patience and a sense of humor.

In accordance with the responsibilities outlined in the Pacifica Synod Constitution, the secretary:

- Keeps the minutes of all meetings of the Synod Assembly, Synod Council, and Executive Committee, is responsible for the timely distribution of these minutes, and performs such other duties as this Synod may from time to time direct.
- Is authorized and empowered in the name of the Synod, to attest all instruments which require the same, and which are signed and sealed by the bishop.
- In consultation with the bishop, classifies and arranges all important papers and documents and deposits them in the archives of this Synod.

- Serves as an officer of this Synod, and as such, serves as a member of the Executive Committee with the privilege of voice and vote.
- Serves as a member of the Synod Council with the privilege of voice and vote.
- Serves as a voting member of the Synod Assembly with the privilege of voice and vote.
- Submits to the secretary of this church at least nine months before each regular Churchwide Assembly a certified list of the voting members elected by the Synod Assembly.

## **Chapter 8 of the Pacifica Constitution:**

### **Secretary**

- †S8.31.** The secretary shall be elected by the Synod Assembly. The secretary shall be a voting member of a congregation of this synod. The secretary may be either a layperson or a rostered minister.
- S8.31.1** The secretary shall not receive a salary for the performance of the duties of the office.
- †S8.32.** The secretary shall:
- a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for the printing and distribution of such minutes, and perform such other duties as this synod may from time to time direct.
  - b. Be authorized and empowered, in the name of this synod, to attest all instruments which require the same, and which are signed and sealed by the bishop.
  - c. In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod.
  - d. Submit to the secretary of this church at least nine months before each regular Churchwide Assembly a certified list of the voting members elected by the Synod Assembly.
- S8.32.01** The secretary shall keep the minutes of all meetings of the Synod Council and Executive Committee.

## **Chapter 10 of the Pacifica Constitution:**

### **Synod Council**

#### **SYNOD COUNCIL**

- †S10.01.** The Synod Council, consisting of the four officers of the synod, 10 to 24 other members, and at least one youth and at least one young adult, shall be elected by the Synod Assembly.
- a. Each person elected to the Synod Council shall be a voting member of a congregation of this synod, with the exception of ministers on a roster of this synod who reside outside the territory of this synod. The process for election and the term of office when not otherwise provided shall be specified in the bylaws. A member of the Church Council of the Evangelical Lutheran Church in America, unless otherwise elected as a voting member of the Synod Council, may serve as an advisory member of the Synod Council with voice but not vote.
  - b. The term of office of members of the Synod Council, with the exception of the officers and the youth member, shall be three years.
- †S10.02.** The Synod Council shall be the board of directors of this synod and shall serve as its interim legislative authority between meetings of the Synod Assembly. It may make decisions which are not in conflict with actions taken by the Synod Assembly or which are not precluded by provisions of this constitution or the constitution and bylaws of the Evangelical Lutheran Church in America.
- S10.03. T** he functions of the Synod Council shall be to:
- a. Exercise trusteeship responsibilities on behalf of this synod.
  - b. Recommend program goals and budgets to the regular meetings of the Synod Assembly.
  - c. Carry out the resolutions of the Synod Assembly.
  - d. Provide for an annual review of the roster of ministers of Word and Sacrament and the roster of ministers of Word and Service, receive and act upon appropriate recommendations regarding those persons whose status is subject to reconsideration and action under the constitution and bylaws of the Evangelical

Lutheran Church in America, and make a report to the Synod Assembly of the Synod Council's actions in this regard.

- e. Issue letters of call to rostered ministers as authorized by Chapter 7 of the constitution and bylaws of the Evangelical Lutheran Church in America.
- f. Fill vacancies that occur up to January 1 until the next regular meeting of the Synod Assembly except as may otherwise be provided in the constitution or bylaws of this synod, and determine the fact of the incapacity of an officer or other member of the Synod Council of the synod. Vacancies occurring after January 1 will be filled at the next regular meeting of the Synod Assembly.
- g. Report its actions to the regular meeting of the Synod Assembly.
- h. Perform such other functions as are set forth in the bylaws of this synod, or as may be delegated to it by the Synod Assembly.

**S10.04.** Any proposal to appropriate funds, whether by amendment to the budget or otherwise, which is presented to a meeting of the Synod Assembly without the prior approval of the Synod Council shall be immediately referred to the Synod Council for an opinion and report prior to any debate or action by the Synod Assembly. Any amendment(s) shall require a two-thirds vote by the Assembly.

**S10.05.** No elected member of the Synod Council shall receive compensation for such service.

**S10.06.** If a member of the Synod Council ceases to meet the requirements of the position to which she or he was elected, the office filled by such member shall at once become vacant.

**S10.07.** The composition of the Synod Council, the number of its members, and the manner of their selection, as well as the organization of the Synod Council, its additional duties and responsibilities, and the number of meetings to be held each year shall be as set forth in the bylaws.

**S10.07.01** (a) The Synod Council shall consist of the officers of the synod, and additional members elected by the Synod Assembly. There shall be voting members from each of four areas: five voting members from the San Diego area, five from the Orange County area, four from the Inland Empire area, and two from the Hawaii area. In addition, one youth at large voting member and one at large voting member who is a person of color and/or a person whose primary language is other than English, shall be elected as provided in the bylaws.

(b) Each elected Synod Council member who holds office at the time this subsection becomes effective shall be deemed to be an elected area voting member as specified below until the expiration of the Synod Council member's term, or the Synod Council member otherwise leaves office, whichever occurs first:

- (1) each voting member of the East San Diego, West San Diego, or Harvest conference is deemed to be an elected voting member of the San Diego area;
- (2) each voting member of the Raincross or Big Bear conference is deemed to be an elected voting member of the Inland Empire area;
- (3) each voting member of the Saddleback, Son & Surf, or Rejoice conference is deemed to be an elected voting member of the Orange County area;
- (4) each voting member of the Hukilau conference is deemed to be an elected voting member of the Hawaii area;
- (5) each at-large voting member, other than the youth at-large voting member, shall be deemed to be an elected voting member of the area in which the congregation with which the voting member is affiliated or a voting member is located;
- (6) the youth at-large voting member shall be deemed to be the elected youth at-large voting member.

(c) The amendment that adopts subsection (b) of this bylaw will not remove any member of the Synod Council from office prior to the expiration of the member's term: if the operation of subsection (b) of this bylaw causes the number of area voting members for any area to exceed the number specified in this bylaw, each such voting member shall continue to hold office until the expiration of the area voting member's term or the area voting member otherwise leaves office.

- S10.07.02.** All geographic areas of the synod shall be represented on the Synod Council as provided herein. Synod Council members, called "area voting members," shall be elected by Synod Assembly members from geographic areas. The area voting member shall be either a minister of Word and Sacrament or Word and Service affiliated with a congregation, agency, institution located within the area or shall be a layperson who is a voting member of a congregation of this synod which is located within the area. The Synod Council will establish a formula designating clergy/lay, male/female to each area. In the event an area voting member to the Synod Council, if a minister of Word and Sacrament or Word and Service ceases to be a minister of Word and Sacrament or Word and Service affiliated with a congregation, agency, institution located within the area from which s/he was elected or, if a layperson ceases to be a voting member of a congregation of this synod located within the area from which s/he was elected, then the term of such an area voting member shall automatically terminate upon the termination of his/her status or affiliation.
- S10.07.03** If a position is vacated in the election process of the assembly, nominations to fill vacant area voting member positions on the Synod Council shall be accepted only from members of the Synod Assembly affiliated with congregations, agencies, institutions located within the territory of the area. Qualifications of the nominees may also be prescribed by the Synod Council in order to seek to meet the goals of the synod for inclusivity set forth in S6.04. All members of the Synod Assembly shall be entitled to vote for Synod Council positions. Nominations and voting shall be conducted separately with respect to each position to be filled.
- S10.07.04** If a position is vacated in the election process of the assembly, the Synod Assembly shall fill, by election, any vacant at-large representative positions on the Synod Council. The Nominating Committee shall present at least two nominees for each vacant at-large representative position on the Synod Council. Additional nominations may be made by any member of the Synod Assembly. The qualifications of the nominees to the at-large representative positions on the Synod Council, whether made by the Nominating Committee or from the floor of the Synod Assembly, may be prescribed by the Synod Council in order to meet the inclusivity goals set forth in S6.04.
- S10.07.05** The area voting members and the at-large voting members on the Synod Council, except the youth voting member who serves a two-year term, shall serve terms of three years and shall not serve more than two consecutive terms as an area voting member or an at-large voting member to the Synod Council. No one except the Bishop may serve on the Synod Council for more than 10 consecutive years.
- S10.07.06** The term of an area voting member or an at-large voting member to the Synod Council shall begin immediately after the adjournment of the regular meeting of the Synod Assembly at which the member is elected to the Synod Council, and shall terminate at the adjournment of the regular meeting of the Synod Assembly held during the third calendar year following the member's election or until a successor is elected.
- S10.07.07** In the event the position of an area voting member or an at-large voting member to the Synod Council is vacated prior to the natural expiration of the term, then the position shall be filled by election at the next regular meeting of the Synod Assembly. The successor elected by the Synod Assembly shall serve the remainder of the unexpired term. Prior to the Synod Assembly filling the vacant position by election, the Synod Council may appoint a person to temporarily fill the position, provided that such an appointee meets all the qualifications which were required as a condition of the election

of the person who filled the position which is vacant. The period of time, during which such an appointee holds membership in the Synod Council, shall not reduce the length of term or the number of terms to which an appointee may be eligible for election.

**S10.07.08** The elected youth representative of the Synod Council shall be twenty years of age or younger at the time of her/his election and shall be nominated and elected according to the procedures provided herein. The Youth Committee of this synod, established pursuant to the bylaws of this synod, or if there is none, the Nominating Committee shall present to the Synod Assembly at least two nominees for the position. Except as otherwise provided herein, the nomination and election of the youth representative to the Synod Council shall be governed by the provisions of Chapter 9 of the constitution of this synod and the bylaws.

**S10.07.09** The Synod Council shall regularly convene at least three times annually at such times and places as the vice-president shall designate. One of such regular meetings shall be held in conjunction with the regular annual meeting of the Synod Assembly. Special meetings of the Synod Council may be called by the bishop, vice-president, or the written request of not less than ten members of the Synod Council.

**S10.07.A96** The Synod Council (the "Council"), as the Board of Directors of the Pacifica Synod of the Evangelical Lutheran Church in America (the "Synod"), adopts the following Continuing Resolutions pursuant to Section S18.31 of the Pacifica Synod Constitution and California Corporations Code Section 9211 (a) (6):

To the extent permitted by state law, meetings of the Council and its committees may be held electronically or by telephone conference, and notice of all meetings may be provided electronically.

**S10.07.10** The Bishop of this synod or the Bishop's designee will serve on the Region 2 Council. The Synod Council will designate an additional person from its membership to serve on the Region 2 Council according to the representative guidelines established by the Region. (See S9.11).

**S10.07.11** Except as otherwise provided by the constitution or bylaws of this synod, the Synod Council shall have the power to appoint all the representatives of this synod to the governing boards of institutions and agencies with which this synod is related.

**S10.07.12** In order to facilitate a relationship with the Synodical Women's Organization, an independent entity, the synod shall permit the president of the Synodical Women's Organization, or her designated representative, to be a liaison representative to the Synod Council with the right of voice at meetings of the Synod Council, but without the right to vote on matters before the Synod Council.

**S10.07.13.** a. Any action which may be taken at any regular or special meeting of Synod Council may be taken without a meeting if the written ballot of every Synod Council member is solicited, if the required number of signed approvals in writing, setting forth the action so taken, is received, and if the requirements of subdivision (c) are satisfied. Unless otherwise provided by the articles or bylaws that ballot and any related material may be sent by electronic transmission by the Synod Secretary or other designated representative and responses may be returned to the Synod by electronic transmission to the Synod.

b. All solicitations of ballots shall indicate the time by which the ballot must be returned to be counted.

c. Approval by written ballot pursuant to this section shall be valid only when the number of ballots cast on or before the time the ballot must be returned to be counted equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of ballots cast.

d. A written ballot may not be revoked.