

# National Ordination Council By – Laws



May, 2006

## *Table of Contents*

I) PURPOSE STATEMENT.....	3
II) COUNCIL MEETINGS .....	3
A) MEETINGS .....	3
(1) REGULAR MEETINGS.....	3
(2) SPECIAL MEETINGS .....	3
B) AUTHORITY .....	3
C) MEMBERSHIP .....	3
(1) DISTRICT REPRESENTATIVES .....	3
(2) SEMINARY REPRESENTATIVE.....	3
(3) DENOMINATIONAL REPRESENTATIVE.....	3
D) VOTING.....	4
(1) QUORUM.....	4
(2) ELIGIBILITY .....	4
(3) METHOD OF VOTING .....	4
E) OFFICERS.....	4
(1) OFFICERS OF COUNCIL .....	4
(2) ELECTION OF OFFICERS .....	4
(3) TERM OF OFFICE.....	4
(4) RESPONSIBILITIES OF OFFICERS .....	4
(5) VACANCY OF OFFICE .....	5
(6) REMOVAL OF OFFICE .....	5
III) OTHER BOARDS AND COMMITTEES .....	5
A) OTHER COMMITTEES .....	5
(1) MEMBERSHIP.....	5
(2) AUTHORITY .....	5
(3) ACCOUNTABILITY .....	5
IV) AMENDMENTS .....	6
A) PROCEDURE.....	6

## I) Purpose Statement

The purpose of the National Ordination Council is to supervise, coordinate and implement the guidelines of *The Manual of Commissioning, Licensing, and Ordination Procedures of the Brethren Church* in cooperation with the National Association of Brethren Church Elders, the several districts, and The Brethren Church to examine candidates for ordained ministry in The Brethren Church.

## II) Council Meetings

### A) MEETINGS

#### (1) REGULAR MEETINGS

The National Ordination Council shall meet at least annually, at a time and place to be determined by the Council.

#### (2) SPECIAL MEETINGS

A special meeting may be called when a majority of the district representatives on the council request such a meeting to the Facilitator.

### B) AUTHORITY

The authority of National Ordination Council comes from the delegated responsibilities given through the several districts and the National Association of Brethren Church Elders and the Brethren Church, as outlined in the manuals and official minutes of said organizations.

### C) MEMBERSHIP

#### (1) DISTRICT REPRESENTATIVES

Each recognized district within the Brethren Church shall have one (1) voting member on the council; selected by a procedure and term of office to be determined by each district (a term of three years is suggested). Expenses for this representative shall be the responsibility of the respective district.

#### (2) SEMINARY REPRESENTATIVE

Each school which is recognized by The Brethren Church as an affiliated institution for the purpose of preparing individuals for ordained ministry in the United States is entitled to one (1) voting representative on the council, to be selected by a method determined by that institution. Expenses for this representative shall be the responsibility of the respective institution.

#### (3) DENOMINATIONAL REPRESENTATIVE

The Brethren Church is entitled to one (1) voting member on the council, to be selected by a procedure established by The Brethren Church. It is recommended that this individual have significant national responsibility for the oversight of individuals in pastoral ministry. Expenses for this representative shall be the responsibility of the denomination.

## D) VOTING

### (1) QUORUM

The Facilitator shall declare the initial quorum of any Council meeting by recognizing those representatives who have been duly selected by their respective organizations. Unless otherwise stated herein, a quorum for the purpose of conducting business of the Council or any Board or Committee under Council authority shall be a simple majority of the duly recognized council members present at the meeting.

### (2) ELIGIBILITY

Unless otherwise stated herein, The making and voting on motions within the Council or any board or committee under Council authority is restricted to those who are duly elected or selected members of the Council or the respective Board or Committee. .

### (3) METHOD OF VOTING

For any motion, contract, or business item to be approved at any meeting of the Council or any Board or Committee under Council authority, an affirmative vote greater than fifty percent (50%) of the voting members present must be received, unless a higher percentage for passage is required herein. At the request of any voting member present, any vote taken at any such meeting will be conducted by secret ballot.

## E) OFFICERS

### (1) OFFICERS OF COUNCIL

The Officers of this Conference shall be Facilitator and Secretary.

### (2) ELECTION OF OFFICERS

Council Officers shall be elected during a secret ballot at a duly called meeting of the Council with a majority of the ballots cast necessary for election. Nominations will be received from the floor provided the nominee accepts the nomination. Council Officers shall be installed at the close of the current meeting of the Council. Individuals may be reelected.

### (3) TERM OF OFFICE

The term of office for Council Officers shall be one (1) year.

### (4) RESPONSIBILITIES OF OFFICERS

#### FACILITATOR

1. Preside at all meetings of Council.
2. Plan Council meetings with the help of the National Office and the District Representatives.
3. Plan the agenda for the meetings of the Council.
4. Supervise the gathering of necessary reports and materials for the

Council, and the contact of District Representatives and Candidates..

5. Sign official documents as a signatory agent along with the Secretary.
6. Any other responsibilities assigned by the Council

**SECRETARY:**

1. Keep accurate minutes of all the meetings of Council.
2. Assist the Facilitator in the distribution of minutes and reports.
3. Sign official documents as a signatory agent along with the Facilitator
4. Any other responsibilities assigned by the Moderator or the Conference.
5. Serve as Facilitator in the Facilitator's absence

**DISTRICT REPRESENTATIVE:**

1. Attend all meetings of the National Ordination Council.
2. Actively participate in evaluating candidates for ordination.
3. Assist individuals within the district going through the process of Licensing and Ordination to fulfill the necessary requirements.
4. Represent the District in presenting candidates for ordination.

**(5) VACANCY OF OFFICE**

When any Council Office becomes vacated for any reason, the Council shall select a replacement, which shall take office until the next Council meeting

**(6) REMOVAL OF OFFICE**

Any Council officer may be removed from office by a three - quarter (3/4) majority vote at any duly called Council meeting.

## **III) OTHER BOARDS AND COMMITTEES**

### **A) OTHER COMMITTEES**

**(1) MEMBERSHIP**

The Council shall also create from time to time such other committees as may be required. All such committees must have written purposes, goals, and terms of existence and if in existence for longer than one (1) year, must have an annual review of its membership, goals, and need for existence entered into the minutes of the establishing body.

**(2) AUTHORITY**

Committees established by the Council shall have any responsibilities delegated to them by their founding body.

**(3) ACCOUNTABILITY**

Committees established by the Council shall be accountable to their founding body and to Council

## **IV) AMENDMENTS**

### **A) PROCEDURE**

Proposed amendments to these By-Laws may be approved at any regular session of Council by a two-third (2/3) majority vote. Written notice of a proposed change must be submitted to Council twenty-four (24) hours before it may be considered. It is recommended that thirty (30) day written notice be given of proposed changes, if possible.