

First Church of Christ, Scientist,
La Cañada Flintridge, California

STANDING RULES
OF THE
EXECUTIVE BOARD

Revised March, 1995

Table of Contents

1. General
 - 1.1 Robert's Rules of Order
 - 1.2 Copy of Standing Rules for each Board member
 - 1.3 Freedom of Action for each Board
 - 1.4 Voting for President and Vice President

2. Pertaining to the Executive Board
 - 2.1 Discussion of Board Business
 - 2.2 Committee Eligibility
 - 2.3 Voting

3. Communication to and from the Board
 - 3.1 Communication to the Board
 - 3.2 Communication from the Board
 - 3.3 Guidelines for Board Liaisons
 - 3.4 Committee Standing Rules

4. Appointments and Contacts
 - 4.1 Schedule of Appointments and Contacts
 - 4.2 Emergency Appointments
 - 4.3 Termination of Appointment
 - 4.4 Selection of Advertising
 - 4.5 Contracts and Leases
 - 4.6 Project Manager and Church Representative

5. Membership Meetings
 - 5.1 Changes in membership

1. GENERAL

1.1 Robert's Rules of Order

These standing rules shall be followed by the Executive Board in accordance with provisions of Robert's Rules of Order, Newly Revised, and the Church Bylaws.

1.2 Copy of Standing Rules for Each Board Member

These standing rules and the Church Bylaws shall be read each year by the members of the Executive Board before the second meeting. Each Board member shall be furnished a copy of these rules at the first meeting. They shall also be furnished a current copy of "Standing Rules - First and Second Readers".

1.3 Freedom of Action for Each Board

These rules are based upon the premise that, insofar as is practical, a Board shall not commit a subsequent Board to a course of action. Each Board should be able to act with a maximum of freedom.

1.4 Voting for President and Vice President

Voting for President and Vice President is to be by secret ballot, conducted by the Clerk

2. PERTAINING TO THE EXECUTIVE BOARD

2.1 Discussion of Board Business

Board members shall express discretion and grace in their discussion of Board business.

2.2 Committee Eligibility

Board members shall be eligible to serve on all in-church committees and may serve as chairman, provided this service does not interfere with their service on the Board. Board members shall be eligible to serve as representatives of out-of-church committees and as representatives appointed by The Mother Church.

2.3 Voting

When Board action is taken by telephone or e-mail, a record of such action shall be recorded in the minutes of the next Board meeting.

3. COMMUNICATION TO AND FROM THE BOARD

3.1 Communication to the Board

The Board shall be obligated to act upon written communications only, and all action is to be recorded in the minutes.

3.2 Communication from the Board

Individual Board members shall not conduct any official correspondence. All Official correspondence shall bear the signature “Executive Board” and shall be signed by the Clerk, and shall have the approval of the Executive Board.

3.3 Guidelines for Board Liaisons

- 3.3.1 The liaisons shall relay specific requests of the Executive Board to the committee chairmen. The Liaison should only convey information to which the Board as a whole has agreed.
- 3.3.2 The liaisons shall make it clear they are speaking for the Board and should not convey personal opinion.
- 3.3.3 The liaisons shall make regular contacts with the chairmen to determine if there is information to be brought to the attention of the Board.
- 3.3.4 Liaison contacts with chairmen shall not replace necessary written communication with the Board.
- 3.3.5 Liaisons may attend committee meetings as ex officio members when not appointed as members. Liaisons are primarily observers and communicators, and should be careful not to control the committee meetings.

3.4 Committee Standing Rules

All committee standing rules should be reviewed by the Board every three years or when changes are made by the respective committees.

4. APPOINTMENTS AND CONTACTS

4.1 Schedule of Appointments and Contacts

The Board makes the following appointments with the dates and terms indicated:

<u>Position</u>	<u>Time of Apt.</u>	<u>Effective Date</u>	<u>Term</u>
CLERK & ASST.	By December 15 th	January 1 st	One Year
TREASURER	By December 15 th	January 1 st	One Year
ASSISTANT COMMITTEE ON PUBLICATION	Recommended by Board - COP makes appointment		
COMMITTEE APPOINTMENTS	May and June	September 1 st	One Year
Joint Outreach	As required		
State Institute	As required		
County Institute	As required		
Joint Broadcast	As required		
Joint Promotions	As required		
Joint Read. Room	As required		

4.2 Emergency Appointments

Vacancies occurring in the positions of officers and committee chairman normally shall be filled by their designated assistants, or vice chairmen, as appropriate. If vacancies cannot be so filled, in case of emergency, a Board member may temporarily fill the vacancy.

4.3 Termination of Appointment

Salaried employees or appointees and their substitutes shall be notified not less than fifteen (15) days prior to the termination of appointment if the termination is other than normal expiration of term of office.

4.4 Selection of Advertising

The Board shall approve all advertising and feature articles before submission by this church and the designated media in which they are to appear.

4.5 Contracts and Leases

Long term contracts shall be reviewed annually to assure that quality work is being performed, and that costs are appropriate to existing local conditions.

5. MEMBERSHIP MEETINGS

5.1 Changes in membership

At each membership meeting, new members shall be introduced and the membership shall be advised of those who are no longer members of this church.