

# **MNO SYNOD ADMINISTRATIVE BYLAW CHANGES**

## **Full Text of Administrative Bylaws**

**Approved by MNO Synod Convention, April 2016**

**With Editorial Changes approved by MNO Synod Council, April 2017**

### **ADMINISTRATIVE BYLAWS**

**MANITOBA/NORTHWESTERN ONTARIO SYNOD  
EVANGELICAL LUTHERAN CHURCH IN CANADA**

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## **PART I**

### **Geographic Boundaries and Offices**

- Section 1. The geographic boundaries of this synod shall be the province of Manitoba and that portion of Ontario west of 86 degrees longitude. In those cases where congregations are closer geographically to a neighbouring synod, they may petition synod council for transfer to that synod.
- Section 2 The registered head office of this synod shall be located in Winnipeg.
- Section 3 All executive offices shall be located where designated by synod council.

## **PART II**

### **Organizational Relationships**

- Section 1. Congregations
- a. This synod shall organize, recognize, receive, release and exclude congregations, and approve or disapprove of the relocation or the merger of congregations within its geographical boundaries.
  - b. Congregations may petition this synod according to the procedures set forth in these bylaws. (Synod Bylaws Part V, Section 8)
  - c. During a pastoral vacancy, an interim pastor shall be appointed by the Bishop after consultation with the congregational council and the Area Leadership Team.
  - d. A lay member of a congregation who wishes to appeal discipline imposed by his/her congregation on that member shall appeal in writing to the Bishop within thirty (30) days after the disciplinary action has been taken. The appellant shall send copies of the appeal to the pastor and to the secretary of the congregation. The Bishop shall appoint a special committee to investigate the appeal. The decision of the committee shall be reported to the appellant, the pastor and secretary of the congregation and to the Bishop. The decision of the committee shall be final.
- Section 2. Synodically Recognized Ministries
- a. Synodically Recognized Ministries are groups and organizations other than congregations who promote and implement the mission of this church.
  - b. This synod may organize, recognize, receive, release and exclude synodically recognized ministries within its geographical boundaries.

- c. A lay member of a synodically recognized ministry who wishes to appeal discipline imposed by his/her synodically recognized ministry on that member shall appeal in writing to the Bishop within thirty (30) days after the disciplinary action has been taken. The appellant shall send copies of the appeal to the leadership team of his/her synodically recognized ministry. The Bishop shall appoint a special committee to investigate the appeal. The decision of the committee shall be reported to the appellant, the leadership team of the appellant's synodically recognized ministry and to the Bishop. The decision of the committee shall be final.

### Section 3. Areas and Area Leadership Teams

- a. This synod shall be organized into areas whose number and boundaries shall be determined by Synod Council, in consultation with congregations and synodically recognized ministries.
- b. The role of areas shall be to:
  - i. encourage fellowship among rostered ministers, congregations and synodically recognized ministries;
  - ii. arrange opportunities for the study of the Holy Scriptures and Christian doctrine;
  - iii. assist the synod in planning, promoting and implementing the mission of this church;
  - iv. respond in consultation with the synod to particular needs within its territory;
- c. The Bishop, in consultation with Synod Council and areas, shall appoint area leadership teams.
- d. The role of the area leadership team is to:
  - i. Assist congregations and ministries within the area to plan, promote and implement the mission of this church.
  - ii. Consult with the Synod Bishop on matters of congregational and area mission and leadership.
  - iii. Serve as the Bishop's representative, as requested, at installations of rostered ministers and throughout the call process.
  - iv. Work cooperatively with Synod staff.
  - v. Work with congregational leaders to create mission strategies.

- vi.. Arrange for continuing education opportunities for all leaders to support and encourage area mission strategies.
- vii Encourage networking and mutual support among leaders.
- viii. Provide pastoral support to area rostered leaders as required.
- e. Area leadership teams shall report to the Bishop annually and at other times as requested by the Bishop.
- f. Area leadership team members shall be appointed for a three year term commencing on January 1 of the year following a synod convention and are eligible for reappointment. In the event an area leadership team member is unable or unwilling to serve the full term, the Bishop may appoint a replacement to complete the term.
- g. The appointment of an area leadership team member may be rescinded mid-term only upon resolution of Synod Council.

Section 4. Electoral Regions

- a. The purpose of electoral regions is to provide representation on Synod Council and at National conventions.
- b. The synod shall be divided into four electoral regions.
- c. The membership of each shall consist of the following congregations:

Electoral Region 1 – Western / Northern Manitoba

Immanuel	Baldur
Redeemer	Brandon
St Paul	Brunkild
Grace St. John's	Carman
Emmanuel	Emerson
Erickson	Erickson
First United	Flin Flon
Zion	Friedensthal
Glenboro	Glenboro
Grace	Langruth
Church Of The Cross	Morris
St John	Rosenfeld
Trinity	Starbuck
Advent	Thompson
Christ	Waldersee

Electoral Region 2 – Central and Eastern Manitoba

Ardal-Geysir	Arborg
Grace	Ashern
Zion	Beausejour
Abundant Life	Bird's Hill
Gimli	Gimli
St Paul	Green Bay
Gethsemane	Inwood
Church Of The Cross	Lac du Bonnet
Lundar	Lundar
Peace	Moosehorn
Pinawa	Pinawa
St Paul	River Hills
Riverton-Hnausa	Riverton
Church Of The Good Shepherd	Selkirk
Evangelical	Selkirk
St Peter	Teulon
Trinity	Thalberg
Redeemer	Whitemouth

Electoral Region 3 – SE Manitoba / NW Ontario

Trinity	Bergland
Zion	Ft. Frances
Salem	Pass Lake
Hilldale	Thunder Bay
Our Saviour	Thunder Bay
St Paul's	Steinbach
Ostenfeld	Ostenfeld
St John	Lydiatt
Bethesda	Kenora

Electoral Region 4 - Winnipeg

Grace	Winnipeg
Epiphany	Winnipeg
Faith	Winnipeg
First	Winnipeg
Messiah	Winnipeg
St Mark's	Winnipeg
St Luke's Zion	Winnipeg
Sherwood Park	Winnipeg

Gloria Dei	Winnipeg
Prince Of Peace	Winnipeg
Church Of The Cross	Winnipeg
St John's	Winnipeg
St Stephen St Bede	Winnipeg

Section 5. Evangelical Lutheran Church in Canada

- a. This synod shall recognize all organizations recognized by the Evangelical Lutheran Church in Canada.

Section 6. Theological Institutions

- a. The Lutheran Theological Seminary in Saskatoon is owned by the synods of Manitoba/Northwestern Ontario, Saskatchewan, Alberta and the Territories, and British Columbia.
- b. Synod council shall appoint members to the Lutheran Theological Seminary Board of Governors, Saskatoon, Saskatchewan, according to the terms determined by the seminary.

Section 7. Specialized Ministries

- a. This synod may affiliate with specialized ministries such as campus ministries, camps, Lutheran social services agencies and health care institutions.
- b. On request of an affiliated institution or agency, synod council may call and install a rostered minister to such affiliated agencies or institutions as per the synod policy on specialized ministry.

**Part III**

**Rostered Ministers - Ordained**  
(Constitution ARTICLE VIII)

Section 1. Ordination of approved candidates shall take place at a time and place designated by the bishop.

Section 2. This synod shall have a call process manual approved by synod council. A congregation wishing to extend a call shall follow the general procedures set out in the call process manual unless otherwise advised by the bishop due to unusual circumstances.

Section 3. Each ordained minister, except those who are retired, disabled, on leave from call, or suspended from pastoral ministry, shall be in possession of a proper call from a congregation, a synod or this church itself. Such a call may be for an indefinite or a specified length of time. Before issuing the call, the calling agency shall consult with the bishop of this synod.

Section 4. A minister shall inform the Chair of the congregational council and the bishop immediately upon receipt of a call to another ministry, and shall inform the calling agency and the bishop of any decision made within thirty days unless an extension is granted by mutual consent of all the parties involved. A minister shall terminate an existing call within two months of accepting another call, unless an extension is granted by mutual consent of all the parties involved.

Section 5. Termination of Call

a. When no term is specified, a regular call accepted by an ordained minister to a congregation shall constitute a relationship which may be terminated only for the following causes:

- i. Resignation of the minister;
- ii. Disqualification of the minister as a result of discipline;
- iii. Division, dissolution or realignment of the pastoral charge;
- iv. Incapacity of the minister, either physical or mental;
- v. Continued neglect of ministry by the minister; or
- vi. Inability to conduct the ministerial office satisfactorily in a congregation in view of local conditions, without reflection on the moral and spiritual character of the minister.

b. Where the conditions set out in Section 5a – iv, v, vi, are alleged:

- i. The bishop may appoint an advisory committee of two ordained ministers and two lay members to investigate. Upon the request of the congregational council or on receipt of a petition signed by at least one-third of the voting members of a congregation, the bishop shall appoint an advisory committee to investigate.
- ii. With the concurrence of the congregational council, the bishop may suspend the minister from ministerial duties pending the outcome of the formal proceedings.
- iii. The advisory committee shall secure medical testimony to confirm or refute an allegation of physical or mental disability. If incapacity is confirmed, the bishop may, on the advice of the committee and with the concurrence of the congregational council, declare the pastorate vacant. Should the minister be restored to health, the bishop shall take

steps to enable the minister to resume ministry in the congregation last served or in another ministry.

- iv. The advisory committee appointed to investigate an allegation of neglect of ministry or of local conditions that imperil the well-being of a congregation shall provide an opportunity for all concerned parties to be heard. At the conclusion of the investigation, the bishop shall bring the recommendations of the committee to the minister and the congregation for consideration and action. Such counsel shall be offered in Christian love and is not to be regarded as a disciplinary measure. If the situation cannot be resolved amicably, the ordained minister may resign, or the congregation may terminate the call by a majority vote at a properly called congregational meeting.
- v. The foregoing procedure shall not be invoked when questions of doctrine or morality are involved. Such cases shall be treated as disciplinary matters.

- Section 6. An ordained minister shall preach the Word, administer the Sacraments, and conduct public worship in harmony with the faith and practices of this church; shall baptize, confirm and marry in accordance with the teaching of the church and with the laws of the province; shall visit the sick and distressed and bury the dead; shall inculcate piety in individual and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregation; shall install members of the congregational council and, with the council, administer discipline; shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad; and shall encourage the members to be generous in support of the ministry of the congregation, this synod and the church.
- Section 7. A minister shall not preach or perform any ministerial act within the parish of another minister except at the latter's request or consent, or visit or perform ministerial acts in a time of a ministerial vacancy, except by invitation of the interim minister or congregational council.
- Section 8. The minister shall ensure that the congregation keeps accurate records of membership, baptisms, confirmations, marriages, burials and communicants, and shall report such statistics annually on the forms prescribed by this church. These records shall be certified as being correct by the congregational secretary on the same forms. The congregational records shall remain the property of the congregation.
- Section 9. When members move, the minister shall commend them to the ministerial care of the parish in which their new home is located.
- Section 10. All ordained ministers serving under call are expected to attend all conventions of this synod.



Section 11. An ordained minister of a church with which the ELCIC has a full communion agreement serving in this synod under the provisions of the full communion agreement shall have the same rights and privileges as an ordained minister of this synod.

## **Part IV**

### **Rostered Ministers – Diaconal (Constitution ARTICLE IX)**

Section 1. Consecration of approved candidates shall take place at a time and place designated by the bishop.

Section 2. This synod shall have a call process manual approved by synod council. A congregation wishing to extend a call shall follow the general procedures set out in the call process manual unless otherwise advised by the bishop due to unusual circumstances.

Section 3. Each diaconal minister, except those who are retired, disabled, on leave from call, or suspended from diaconal ministry, shall be in possession of a proper call from a congregation, a synod or this church itself. Such a call may be for an indefinite or a specified length of time. Before issuing the call, the calling agency shall consult with the bishop of this synod.

Section 4. A diaconal minister under call shall inform the congregational council and the bishop immediately upon receipt of a call to another ministry, and shall inform the calling agency and the bishop of any decision made within thirty days unless an extension is granted by mutual consent of all the parties involved. A diaconal minister shall terminate an existing call within two months of accepting another call, unless an extension is granted by mutual consent of all the parties involved.

Section 5. Termination of Call

- a. When no term is specified, a regular call accepted by a diaconal minister to a congregation shall constitute a relationship which may be terminated only for the following causes:
  - i. Resignation of the diaconal minister;
  - ii. Disqualification of the diaconal minister as a result of discipline;
  - iii. Division of the pastoral charge;
  - iv. Incapacity of the diaconal minister; either physical or mental
  - v. Continued neglect of ministry by the diaconal minister; or
  - vi. Inability to conduct the ministerial office satisfactorily in a congregation

in view of location conditions, without reflection on the moral and spiritual character of the minister.

- b. Where the conditions set out in Section 5a –iv, v, vi are alleged:
- i. The bishop may appoint an advisory committee of two ordained ministers and two lay members to investigate. Upon the request of the congregational council or on receipt of a petition signed by at least one-third of the voting members of a congregation, the bishop shall appoint an advisory committee to investigate.
  - ii. With the concurrence of the congregational council, the bishop may suspend the minister from ministerial duties pending the outcome of the formal proceedings.
  - iii. The advisory committee shall secure medical testimony to confirm or refute an allegation of physical or mental disability. If incapacity is confirmed, the bishop may, on the advice of the committee and with the concurrence of the congregational council, declare the pastorate vacant. Should the minister be restored to health, the bishop shall take steps to enable the minister to resume ministry in the congregation last served or in another ministry.
  - iv. The advisory committee appointed to investigate an allegation of neglect of ministry or of local conditions that imperil the well-being of a congregation shall provide an opportunity for all concerned parties to be heard. At the conclusion of the investigation, the bishop shall bring the recommendations of the committee to the minister and the congregation for consideration and action. Such counsel shall be offered in Christian love and is not to be regarded as a disciplinary measure. If the situation cannot be resolved amicably, the diaconal minister may resign, or the congregation may terminate the call by a majority vote at a properly called congregational meeting.
  - v. The foregoing procedure shall not be invoked when questions of doctrine or morality are involved. Such cases shall be treated as disciplinary matters.

Section 6. All diaconal ministers serving under call are expected to attend all conventions of this synod.

## **PART V**

### **Conventions**

- Section 1. The regular conventions of this synod shall be held triennially in the year preceding national conventions.
- Section 2. The secretary shall publish the time and place of each regular convention at least three months in advance. The secretary shall send out a bulletin of reports to all voting members at least thirty (30) days before each regular convention.
- Section 3. The voting membership of conventions shall consist of:
- a. One lay delegate from each congregation and, from congregations having more than four hundred (400) baptized members, one lay delegate for each additional four hundred (400) baptized members. An alternate may act in the stead of a delegate who is unable to attend provided notice is given to the secretary five days prior to the commencement of convention.
  - b. Rostered ministers under call or appointment or on leave from call in this synod.
  - c. Retired rostered ministers whose numbers may constitute up to 10 percent of all rostered voting delegates. Retired rostered ministers will be elected by their peers through a nomination and balloting procedure to be determined by the synod council and published in the convention manual.
  - d. Lay members of synod council; and
  - e. Twelve youth delegates appointed by synod council in consultation with areas. Synod council shall make every effort to appoint at least two youth delegates from each electoral region. If an electoral region is not able to provide a youth delegate, that delegate position may be reallocated on an at-large basis.
- Section 4. At least forty days prior to the opening day of the convention:
- a. Each congregation shall submit the name(s) and address(es) of its lay delegates to the synod secretary; and
  - b. Each rostered minister under call shall register as a delegate to the convention unless the minister requests and receives an excuse from the bishop.
- Section 5. One-third of the registered convention delegates shall constitute a quorum.

- Section 6. Seat and voice at conventions shall be granted to:
- a. The Bishop of the Evangelical Lutheran Church in Canada and such other official representatives of this church as may be designated by National Church Council;
  - b. Representatives chosen by synodically recognized ministries of this synod;
  - c. Official guests, upon invitation of Synod Council.
- Section 7. All arrangements for worship services or public meetings shall be made in consultation with the bishop.
- Section 8. Congregations may petition this synod in convention by submitting the petition in writing to the secretary of this synod for inclusion in the bulletin of reports. If the petition is too late for inclusion in the bulletin of reports, the secretary shall deliver the petition to the Reference and Counsel Committee for presentation to the convention.
- Section 9. Synod council shall approve the convention budget.
- Section 10. During the first sitting of each regular convention, the chairperson shall announce the appointment of:
- a. Committee of Reference and Counsel, Committee on Nominations, Committee on Elections and any other committees that Synod Council may deem necessary;
  - b. Duties of all convention committees will be described in a convention manual.
- Section 11. Special Conventions
- a. Special conventions for specified purposes shall be called by the Bishop/chairperson of this synod within ninety days of receiving in writing a request for such a convention from:
    - i. Synod council by at least a two-thirds majority vote; or
    - ii. One-fifth of the congregations of this synod and one-fifth of the rostered ministers under call or appointment or on leave from call.
  - b. The secretary shall give written notice of a special convention to each congregation and synodically recognized ministry, each rostered minister under call or appointment or on leave from call and each retired rostered minister, and shall publish the same at least thirty days prior to the opening date of the special convention.

- c. The voting members at a special convention shall consist of:
  - i. Lay delegates who were seated in the preceding regular convention provided that they have not been disqualified by termination of membership in the congregation they represented. Vacancies in the lay delegates shall be filled by the congregations affected at a regular or specially called congregational meeting. Vacancies thus filled shall be reported to the secretary of the synod not less than five days before the special convention.
  - ii. Lay members of the current synod council;
  - iii. Rostered ministers under call or appointment or on leave from call in this synod at the time of the special convention; and
  - iv. Youth delegates who were seated in the preceding regular convention. Vacancies in youth delegates shall be filled by Synod Council.
  - v. Retired rostered ministers who were seated in the preceding regular convention. If an eligible retired rostered minister is not able to attend, synod council shall appoint a replacement from the retired roster.

## Section 12. Nominations and Elections

- a. The convention shall elect a bishop in the following manner:
  - i. Nomination for bishop shall be limited to those who are or are eligible to be on the roster of ordained ministers of this church.
  - ii. The election of the bishop shall be by secret ballot without oral nomination, and shall proceed in the following manner:
    - 1. On the first ballot, three-fourths of the votes cast shall elect. If the first ballot does not result in an election, it shall be considered a nominating ballot. Thereafter, voting shall be limited to those persons named on the first ballot.
    - 2. On the second ballot, two-thirds of the votes cast shall elect. If the second ballot does not result in an election, voting shall be limited to the four persons receiving the highest number of votes cast.
    - 3. On the third ballot, a majority of the votes cast shall elect. If the third ballot does not result in an election, voting shall be limited to the three persons receiving the highest number of votes cast. Following the third ballot, those three persons receiving the highest number of votes cast will be invited to address the convention.
    - 4. On the fourth ballot, a majority of the votes cast shall elect. If the

fourth ballot does not result in an election, voting shall be limited to the two persons receiving the highest number of votes cast. Following the fourth ballot, those two persons receiving the highest number of votes cast will be invited to respond to questions submitted in writing from the convention delegates and selected by Committee of Reference and Counsel. As each responds, the other candidate will be sequestered.

5. On the fifth ballot, a majority of the votes cast shall elect.
  6. The results of each ballot shall be announced in detail to the convention.
- b. Nominations for elected positions other than bishop and delegates to national conventions shall be received as follows:
- i. Synod council shall present nominations for officers other than the bishop.
  - ii. The committee on nominations shall nominate at least two persons for each synod council position and for each board representation position.
  - iii. Additional nominations may be made from the floor for all positions with the prior consent of the person being nominated.
- c. Elections for elected positions other than bishop and delegates to national conventions shall be conducted as follows:
- i. All elections shall be by secret ballot.
  - ii. A majority of the votes cast shall elect.
  - iii. If an election does not occur on a first ballot for any position, voting on the second ballot shall be limited to the two persons receiving the highest number of votes cast on the first ballot.
  - iv. The result of each ballot in every election shall be announced in detail to the convention.
  - v. Where only one person is nominated for a position and no additional nominations come from the floor, the chairperson shall declare an election by acclamation.
  - vi. The terms of all elected persons shall begin immediately following the close of the convention at which they were elected.

### Section 13. Convention Procedures

- a. *Bourinot's Rules of Order*, latest edition, shall be the governing parliamentary law of this synod, except as otherwise provided in its constitution and bylaws.
- b. A resolution of a general character which is not germane to the pending question or report shall be given to the Committee of Reference and Counsel by the delegate proposing such resolution. The Committee of Reference and Counsel shall report all such resolutions to the convention with its recommendations.
- c. All reports published in the *Bulletin of Reports* or in supplements thereto shall be received by the convention by virtue of that fact without vote.
- d. Any delegate may request the convention to grant any person the privilege of addressing the convention upon any matter then under consideration. Such request shall be granted only upon the affirmative vote of at least two-thirds of the delegates then present and voting. However, such person shall not thereby have seat or voice in the convention.
- e. Unless otherwise determined by a two-thirds vote of the convention, all speeches in general discussion shall be limited to three minutes.
- f. When a motion calling for an appropriation of funds comes before the convention from any source other than the Synod Council, it shall be referred at once to said council for consideration and report.

## PART VI

### **Election of Delegates to the National Church Convention**

#### Section 1 Nominations for Lay and Youth Delegates

- a. Six months in advance of a synod convention at which delegates to a national convention will be elected, the secretary of synod council shall call for nominations for lay and youth delegate positions. Nominations shall close forty days prior to the opening of the convention at which the elections shall take place.
- b. Nominations will be accepted provided:
  - i. the nomination form is signed by 10 members of good standing of MNO synod congregations; or
  - ii. the nominee is endorsed by either a congregational council or a congregational annual meeting of a member congregation.

- c. Eligible nominees shall be:
  - i. lay members in good standing at a congregation that was not represented at the previous national convention by a lay delegate
  - ii. youth between the ages of 16 and 25 inclusive as of opening day of the next national convention who are members in good standing and who did not serve as youth delegate to the previous national convention
- d. There shall be no restriction on the number of nominees who hold membership in any given congregation.
- e. A list of all nominees shall be published in the convention docket.

## Section 2 Nominations for Active Rostered Delegates

- a. Active rostered members shall be nominated provided they did not serve as an MNO delegate to the previous national convention.
- b. All active rostered members who are eligible to serve as a delegate shall be nominees for rostered delegate positions in their respective electoral regions.
- c. Active rostered members shall be assigned to the electoral region based on where their congregational or synodically recognized ministry membership resides.

## Section 3 Geographical Allocation of Lay and Active Rostered Delegates

- a. Each of the synod's electoral regions (Part II – Section 4) shall be entitled to one active rostered member and one lay delegate. To address issues of proportional fairness, the Winnipeg Electoral region shall be allocated one additional active rostered delegate and one additional lay delegate.
- b. Any remaining lay or active rostered delegate positions shall be allocated on an at-large basis.
- c. Congregations may not be represented by more than one non-youth delegate.
- d. Delegate positions that go unfilled at the regional level shall be reassigned and elected on an at-large basis.

## Section 4 Order of Elections

- a. The election of delegates shall proceed in the following order:

Lay delegates – regional representatives  
Lay delegates – at large



Youth delegates

Active roster delegates – regional representatives

Active roster delegates – at large

- b. The nominee receiving the greatest number of votes on the first ballot shall be declared elected. Where multiple positions are being filled for any one delegate category, nominees shall be declared elected on the basis of the descending order of votes received on the first ballot. If necessary, second ballots shall be held to break ties.
- c. Unsuccessful nominees on regional ballots will be placed on the ballot for at-large delegate positions.
- d. Nominees appearing on any given ballot shall be adjusted to meet the provisions of Section 3.

Section 5 Replacement of Delegates

- a. In cases where elected delegates are unable to attend the national convention or become ineligible to attend due a change in roster status or relocation to another synod, Synod Council shall appoint a replacement according to ELCIC national convention policy. Whenever possible, the replacement shall be the nominee who received the next greatest number of votes during the balloting process at the synod convention.
- b. In cases where rostered vacancies occur, council may appoint a rostered member who attended the previous convention provided no other eligible candidates are available.
- c. If a candidate cannot be found to fill an electoral region vacancy, council may appoint an additional delegate as an at-large delegate.

**PART VII**

**Synod Council**  
(Constitution ARTICLE XIV)

Section 1 Membership

The membership of synod council shall be the officers of the synod together with seven additional positions, two of which shall be rostered ministers on active call and five of which shall be lay persons who are members in good standing of an MNO congregation or synodically recognized ministry.

These additional persons shall be elected by the convention to serve for three years. No elected member other than the officers shall be eligible to serve more than three consecutive terms. However, a term of less than 18 months shall not be deemed to be a term of office for this purpose.

- b. The five lay positions shall be distributed such that the Winnipeg electoral region receives two positions and all other electoral regions receive one position.
- c. An elected member of the Synod Council shall not be eligible to serve on a synodical program committee or management committee.
- d. The terms of office of all council members shall begin at the close of the convention at which they were elected to office.

Section 2      The Synod Council shall:

- a. Plan, coordinate, supervise and evaluate the activities of the synod in carrying out its mission and ministry;
- b. Be the directors of the corporation and trustees for the synod;
- c. Issue Letters of Call to rostered ministers who are officers or staff officials of the synod, or who are called to special service, as required;
- d. Fill vacated positions on Synod Council and in vacated officer positions until the next convention except as otherwise provided;
- e. Determine the fact of the incapacity of an officer of the synod according to the procedures in the bylaws of this church; (ELCIC Bylaws Part XI)
- f. Recommend annual budgets to the regular conventions and revise the synodical budget as may be required between regular conventions;
- g. Appoint a Committee on Nominations;
- h. Create its own policies;
- i. Appoint all committees for which there is no other provision;
- j. Carry out duties in good faith with a reasonable degree of diligence, care, and skill;
- k. Report its actions to the regular conventions;
- l. Approve candidates for call, ordination/consecration and admission to the roster of rostered ministers;

- m. Perform the additional duties prescribed in the constitution, bylaws and resolutions of the synod;
- n. Establish a protocol by which congregations of the synod share in the costs of sending delegates to synodical and national conventions.

Section 4

- a. The synod council shall have at least two regular meetings annually.
- b. Notice of each regular meeting shall be given to each member of the council at least 10 days prior to the time appointed for holding such a meeting. Such notice shall specify in reasonable detail the matters, other than those of a routine nature, which are to be considered at the meeting.

Section 5.

- a. Special meetings of the synod council may be called by the bishop or chairperson of this synod when circumstances warrant, or when a request in writing signed by a majority of council members is received by the secretary of the synod
- b. Notice of each special meeting shall be given to each member of the council not less than three days prior to the time appointed for holding such a meeting. Special meetings may be held at any time without formal notice if all members of council are present or those absent have waived notice or have signified their consent in writing, either before or after, to the meeting being held in their absence.

Section 6

Synod council, through enabling motions, may delegate its authority to the executive committee to act on its behalf between meetings of the council.

Section 7.

A majority of the members of synod council shall constitute a quorum.

Section 8

Regular or special meetings may be conducted by audio conference, video-conference and other acceptable electronic means. Protocol for holding such meetings shall be outlined in a policy manual.

## VIII

### Officers

Section 1

The officers of this synod shall be a bishop, chairperson, secretary and treasurer.

Section 2.

The authority to elect and call a bishop shall rest with this synod at a regular convention or a special convention called for this purpose.

- a. Synod council shall seek the advice and counsel of the National Bishop in the process.
- b. The bishop shall be elected for a term of *six* years without limitation according to procedures established in the bylaws. The bishop shall serve full time in office under call from the synod council. The term of the bishop shall begin *no* later than the first day of September following election at a regular convention, or *no later than* the first day of the *second* full month following election at a special convention and shall serve until his or her successor assumes office.
- c. Should a vacancy occur in the office of bishop the synod council shall follow procedures established in the bylaws.

Section 3. The chairperson, secretary and treasurer shall be elected by this synod at a regular convention.

- a. The chairperson, secretary and treasurer shall serve for terms of three years without limitation according to procedures established in the bylaws. The terms of the chairperson, secretary and treasurer shall begin at the conclusion of the convention at which the election occurred and shall serve until their respective successors assume office.
- b. Should a vacancy occur ad interim in the office of chairperson, secretary or treasurer the synod council is empowered to fill the same until the next regular convention.

Section 4. The recall or dismissal of an officer of this synod shall follow the procedure set out in the bylaws of this church.

Section 5 The officers of this synod shall form an executive committee. The executive committee shall have no authority except as specifically delegated to it from time to time by synod council. For the purpose of conducting business delegated to the executive committee by council, a quorum shall be a majority of members.

Section 6 The Bishop shall

- a. Provide pastoral care, spiritual leadership and counsel to this synod, its conventions and gatherings, and areas;
- b. Ordain approved candidates for ministry, consecrate approved candidates for diaconal ministry and provide for the installation into office;

- c. Oversee the call process as outlined in the Call Process Manual;
- d. Attest to all official documents of the synod as may be required;
- e. Provide for the maintenance of historical records on behalf of this synod.
- f. Report to synod council and the synod convention all significant matters affecting the mission and ministry of this synod;
- g. Perform other duties as prescribed in the constitutions and bylaws of this church and the synod, and the synod council governance and policy manuals.

Section 4      The chairperson of this synod shall:

- a. Convene and preside over conventions of this synod, meetings of synod council and meetings of the executive committee. The chair may appoint any other member of synod council to preside at a convention or synod council meeting. The chairperson may appoint the national bishop to preside over a synod convention when that convention is in the process of electing a synodical bishop.
- b. In the event of the death, resignation or incapacity of the bishop, convene the Synod Council to provide for the discharge of the bishop's duties pending the election of a new bishop at a regular or special convention.
- c. Perform additional duties as prescribed in the synod council governance and policy manuals.

Section 5      The secretary shall oversee all secretarial and record keeping duties on behalf of this synod as prescribed in these bylaws and in the synod council governance and policy manuals.

Section 6      The treasurer shall:

- a. Oversee all financial affairs and accounts of this synod, including deeds, mortgages, contracts, trust funds, investments, etc.;
- b. Be bonded under the fidelity coverage provided by this church.
- c. Perform additional duties as prescribed in the synod council governance and policy manuals.

## **PART IX**

### **Committees**

#### **Section 1 Program Committees**

- a. Synod council may establish program committees to assist it in meeting the missional directions of the synod.
- b. Normally, the Committee on Nominations will be requested to provide Council with names of individuals willing to be appointed to program committees.
- c. The mechanism for establishing a program committee and its terms of reference shall be defined in a policy manual approved by Synod Council.
- d. In preparing the agenda for the synod convention, the council shall make allowances for the work of its program committees to be reported to the convention.

#### **Section 2 Examining Committee**

- a. The Synod shall have a Synod Examining Committee and shall participate in the Western Synods Examining Committee. Further terms of reference for, and procedures of, the Examining Committee shall be defined in the Candidacy Manual of this church.
- b. The Synod Examining Committee shall be a standing committee of this synod.
  - i. The Synod Examining Committee shall be accountable to synod council and report to synod council through the Office of the Bishop.
  - ii. The Synod Examining Committee shall consist of the bishop, a seminary professor appointed by Lutheran Theological Seminary, two lay persons and two rostered ministers appointed by synod council. The committee will be chaired by the Bishop. The committee will name a secretary.
  - iii. The appointed members shall serve for four year terms staggered so that no more than half are replaced at any one time.
  - iv. When the Western Synods Examining Committee is not meeting, it shall be the duty of the Synod Examining Committee to examine candidates for ordained and diaconal ministry, for reception from other Lutheran churches with whom mutual recognition of ministry has not been established, and for reception from other Christian churches. The committee shall present its recommendations to synod council.

- v. The committee shall work in close cooperation with the Candidacy Committee.
- c. The Western Synods Examining Committee shall be the usual body to examine candidates for ordained and diaconal ministry.
  - i. The Western Synods Examining Committee shall serve the western synods.
  - ii. The Bishop shall appoint one lay person and one rostered person from the Synod Examining Committee to the Western Synods Examining Committee.
  - iii. Lutheran Theological Seminary shall annually appoint two faculty members.
  - iv. The synod bishops shall serve ex officio on the Western Synods Examining Committee.
  - v. This committee shall meet at time and places determined by the Western Synod Bishops.
  - vi. Each examination shall be conducted by a sub-committee of the Western Synods Examining Committee comprised of at least one member from each synod, including one faculty, two lay persons, two rostered persons, and the bishop of the candidate's synod. When a diaconal candidate is being examined, the sub-committee shall include a diaconal minister.
  - vii. It shall be the duty of this committee to examine candidates for ordained and diaconal ministry and candidates for reception from other Lutheran churches with whom mutual recognition of ministry has not been established. The committee shall report its recommendations to the synod council of the synod where the candidate is registered.

### Section 3 Luther Village Management Committee

- a. There shall be a management committee serving as the Board of Directors of Luther Village working to accomplish the mission of this church through outdoor ministry.
- b. The specific duties and responsibilities of the management committee shall be set out in Luther Village bylaws established by the management committee and approved by Synod Council. Additional provisions may be set out in the bylaws of this synod.

- c. The management committee shall make regular reports to the Synod Council and the Synod Convention.

Section 4      Committee on Nominations

- a. At the first meeting following the regular convention of the synod, the Synod Council shall appoint a Committee on Nominations.
- b. The Committee shall have a membership of three.
- c. Committee members may serve no more than two consecutive terms.
- d. The Committee on Nominations shall invite the Congregational Councils, Synodically Recognized Ministry Leadership Teams, rostered ministers and synodical program committees to suggest names for the vacancies to be filled at each convention and for which the Committee on Nominations is to propose candidates.

**Part X**

**Theological Institutions**  
(Constitution ARTICLE XVIII)

- Section 1.      The property of Lutheran Theological Seminary, both real and personal, shall be held by the board of governors in trust for and under the guidance of the western synods.
- Section 2.      The board of governors shall make a report to the regular convention of this synod.

**Part XI**

**Financial Matters**

- Section 1.      The fiscal year and the budget year of this synod shall be the calendar year.
- Section 2.      The annual budget and financial reports of this synod shall reflect the entire range of its activities. The income listed shall include support from all sources.
- Section 3.      Representatives of synod council shall meet with representatives appointed by National Church Council to agree upon this synod's commitment goal for support of the budget of the church during the next fiscal year. These representatives shall recommend for approval by synod and National Church Council the amount of support to be transmitted through this synod to this church.



- Section 4. Special appeals to congregations for the raising of funds shall require the consent of synod council.
- Section 5. The financial accounts of this synod shall be submitted annually for audit to a professionally designated accountant named by synod council.

## **Part XII**

### **Transition**

- Section 1. Where the provisions of Part XII conflict with provisions contained elsewhere in the administrative bylaws, the provisions of Part XII shall prevail.
- Section 2. The terms of all officers, Synod Council members and Lutheran Theological Seminary Board members elected at convention in 2016 shall be two years.
- Section 3. The convention of this synod following 2016 shall be in 2018.
- Section 4. The convention of this synod following 2018 shall be in 2021.
- Section 5. Provision in Part VII Section 1 (Synod Council) shall come into effect at the opening of the 2018 synod convention.