

**Congregation Meetings Article Proposed for
New Federated Constitution and Bylaws of Huff's Union Church Inc**
Sentences in italics are for information only and will not be part of final document.

Article 10. CONGREGATION MEETINGS

1. Annual Meeting

(a) The annual meeting of this congregation shall be held prior to the end of March. The date and time shall be determined by the Church Council and include an alternate date. Any item of business may be brought to the floor of the annual meeting. *Action does not need to be taken at the meeting on items brought from the floor at this meeting. For example, suggestions may be so noted for Council consideration. Motions may be discussed but referred to Council for further consideration, to committee for review, postponed for vote at a special congregation meeting, or other action per Roberts Rules of Order*

(b) An Annual Report shall be published by the first Sunday in March so it is available for review prior to the annual meeting. The corporation and all sponsored committees and organizations shall submit to the Church office a written report providing a summary of the organization's activities and a financial statement for publication in the Annual Report.

2. Election of Council Members and Budget Meeting

A meeting of this congregation to elect Council members and to approve the annual operating budget shall be held before the end of December. The date and time shall be determined by the Church Council and include an alternate date. No other items of discussion or business shall be at this meeting unless a special meeting is called with proper announcement.

3. Special Congregation Meeting

(a) Special Congregation Meetings shall be called in one of the following ways:

(1) By the president of the Church Council

(2) By Church Council approval of such motion at a meeting of the Church Council.

(3) By the president upon receipt of a written request signed by 10% or more active members or by written request of the synodical bishop or Conference Minister. The secretary of the Church Council shall record the written requests in the records of the corporation.

(b) Special meetings shall be convened within 6 weeks after receipt of the request or action of Council. The date and time shall be determined by the Church Council and include an alternate date. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

4. Notice of all meetings

***** (a)** Notice of all meetings of this congregation shall be given at the regular services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law to all active members. Notification by electronic means or first class mail shall be at least 2 weeks prior to the meeting, or at least 4 weeks prior to the meeting by standard (bulk) mail.

Announcement in the congregational newsletters or other official publications of the corporation shall be adequate notice of all meetings provided that the advance notice requirements have been met. ~~Announcement of all meetings shall include an alternate date if weather or other conditions do not allow for the meeting~~

***** (b)** Announcements of all meetings shall include a second date as an alternate or to provide for the continuance of a meeting in the event that the business of a called meeting cannot be completed for any reason including providing additional information, inclement weather, or lack of quorum. If the business cannot be completed within the two meeting dates announced, then new notice of meeting dates is required as outlined in **(a)** above.

5. A quorum is required to conduct business at a congregational meeting. 7% of active members shall constitute a quorum.

- 6.** Voting by proxy or by absentee ballot shall not be permitted.
- 7.** Actions approved shall be by at least a simple majority of votes cast except matters involving changes to the Constitution and Bylaws require approval by at least a two thirds majority of votes cast. Abstentions shall not count but shall be noted in the official record.
- 8.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

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