

## **Responsibilities & Duties of the North/West Lower Michigan **SYNOD COUNCIL****

*“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.”*

- - - \*S10.01, North/West Lower Michigan Synod Constitution

This document has been prepared to clarify expectations and responsibilities of the **SYNOD COUNCIL**.

### **Expectations & Time Commitment:**

- **SYNOD COUNCIL** “At-Large” elected positions for Young Adults and Adults are 3-year terms; positions for Youth are 2-year terms
- **SYNOD COUNCIL** meets at least 4 times per year either remotely via Zoom or in-person at various locations across the synod. Remote meetings typically are 2-3 hours in duration. In-person meetings typically are scheduled for 4-5 hours each (not including travel).
- As needed, travel for **SYNOD COUNCIL** meetings and other duties is covered by the synod (mileage, hotel for overnight stays, registration for synod assembly, etc.)
- The synod assembly typically takes place each year in early to mid-May (Thurs eve. to Sat. or Sun. eve. to Tues.). Assemblies can be remote (via Zoom), or in-person, depending on the required business. **SYNOD COUNCIL** members are voting members at the synod assembly.
- There can be additional conference calls and/or e-mail communications as needed between scheduled Synod Council meetings.

### **General Duties of the **SYNOD COUNCIL**:**

- Serve as the board of directors of this synod and serve as its interim legislative authority between meetings of the Synod Assembly.
- Set the date, appoint the committees, and oversee all aspects of the Synod Assembly meeting in partnership with the Bishop to ensure constitutional requirements are met. Have both voice and vote at Synod Assemblies. Provide for the disposition and implementation of Resolutions & Memorials adopted by Synod Assemblies.
- Authorize investment of funds by the Treasurer.
- The Audit Committee assists the **SYNOD COUNCIL** in fulfilling its general oversight of the synod’s accounting, financial reporting, internal control systems, and external audit processes.
- Recommend program goals and budgets to the regular meetings of the Synod Assembly.
- Appoint a Nominating Committee and provide support via nominations for VP, secretary, treasurer and other general election positions.
- Determine specific procedures and timing of background checks and screening for synodical officers.
- Arrange for care of the responsibilities of the bishop should the bishop die, resign, or be unable to serve.
- Chair a hearing where the decision by the Executive Committee that determined that an officer is unable to serve is appealed.
- If the bishop is to be temporarily absent from the synod for an extended period, provide consent to the bishop to appoint an acting bishop.
- Provide for an annual review of the roster of ordained ministers and of other official rosters, receive and act upon appropriate recommendations regarding those persons whose status is subject to reconsideration and action under the constitution and bylaws of the ELCA.

- Fill vacancies 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 incapacity of an officer of this synod.
- Establish and maintain standing committees of the synod and recommend members to the bishop.
- A congregation considering relocation shall confer with the bishop of the synod and the appropriate unit of the churchwide organization. The approval of the **SYNOD COUNCIL** shall be received.

## **Additional Details for Reference - from the NWLM Synod Constitution:**

### **Chapter 10 - 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 ordained ministers on the 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 ELCA, unless otherwise elected as a voting member of the **Synod Council**, may serve as an advisory member of the Synod Council with voice but no 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.
- S10.01.01 The term of office for the youth member shall be two years. A youth member may be re-elected once for a term of one or two years.
- S10.01.02. The Twelve (12) members of the **Synod Council** shall be divided into three (3) classes of four (4) each. Anything herein to the contrary, notwithstanding, all members shall serve at least until their terms have expired and their successors have been elected. At each Synod Assembly, four (4) members shall be elected to hold office until September 1<sup>st</sup> after the close of the third succeeding Synod Assembly following their election. The members elected to succeed those members whose terms expire shall become members of the Synod Council upon September 1<sup>st</sup> after the close of such meeting and shall hold office until September 1<sup>st</sup> after the third regular meeting of the Synod Assembly after their election, their successors having been elected.
- S10.01.03. Members of the **Synod Council** shall be limited to two consecutive terms on Synod Council.
- S10.01.04 Persons having served two consecutive terms on the **Synod Council** are eligible for election to officer of this synod, subject to the restrictions of that office.
- \*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 that are not precluded by provisions of this constitution or the constitution and bylaws of the ELCA.
- S10.03. The 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. Provide for the disposition and implementation of resolutions adopted by Synod Assemblies.
  - d. Provide for an annual review of the roster of ordained ministers and of other official rosters, 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 ordained ministers and letters of call to associates in ministry, deaconesses and diaconal ministers as authorized by Chapter 7 of the constitution and bylaws of the ELCA.
  - f. Fill vacancies 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 of this synod.
  - g. Report its actions to the regular meeting of the Synod Assembly.
  - h. Perform such other functions as are set forth in the bylaws and continuing resolutions of the 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 approval of the **Synod Council** shall require a two thirds vote for adoption.
- 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. Regular meetings of the **Synod Council** shall be held at such times and places as the Council from time to time by resolution shall determine. There shall be at least four (4) meetings annually. No notice shall be required for any regular meeting of the **Synod Council**, but a copy of every resolution fixing or changing the time or place of regular meetings shall be personally delivered, mailed or sent electronically to every member at least five (5) days before the first meeting held pursuant thereto. To the extent permitted by state law, meetings of the **Synod Council** and its committees may be held electronically or by telephone conference, and notice of all such meetings may be provided electronically.
- S10.07.02. Special meetings of the **Synod Council** shall be held whenever called by the bishop, or by a majority of the members of the **Synod Council** then in office. Written notice of the time and place of holding each special meeting shall be given to each member of the Council at least five (5) days before the meeting by personal delivery, mail, telegram or cablegram. Any and all business may be transacted at any special meeting and the notice shall specify the purpose of the meeting or the business that may be transacted thereat.
- S10.07.03. The **Synod Council** may hold its meetings in such place or places in the State of Michigan as the Council from time to time shall determine.
- S10.07.04. A majority of the members of the **Synod Council** shall constitute a quorum for the transaction of business and the act of a majority of the members present at any meeting of the Council at which a quorum is present shall be the act of the Council. Attendance of a member at a meeting constitutes a waiver of notice thereof except where a member attends for the express purpose of objecting to the transaction of any business because the meeting is not lawful or valid. If at

any meeting of the **Synod Council** there be less than a quorum present, a majority of those present may adjourn the meeting to another time, date and/or place. At any such rescheduled meeting, the members then present shall constitute a quorum for the transaction of business.

S10.07.05. The vice-president shall preside at all meetings of the **Synod Council**, but in the absence of the vice-president, a chair shall be elected from the members present. The secretary of the synod shall act as secretary of all meetings of the **Synod Council**; but in the absence of the secretary, the chair may appoint any person to act as secretary of the meeting.