

BYLAWS

MANITOBA/NORTHWESTERN ONTARIO SYNOD EVANGELICAL LUTHERAN CHURCH IN CANADA

Table of Contents

PART I	Headquarters
PART II	Conferences
PART III	Conventions
PART IV	Nominations and Elections
PART V	Election of Delegates to the National Church Convention
PART VI	Synod Council
PART VII	Committees

PART I

Headquarters

- Section 1. The headquarters of this synod shall be located in Winnipeg.
- Section 2. All executive offices shall be located at the headquarters. Exceptions may be made by action of the convention upon recommendation of the Synod Council.

PART II

Conferences (Constitution, ARTICLE VIII)

- Section 1. The synod shall be divided into seven conferences as follows: Agassiz, Aurora, Brokenhead, Cambrian, Interlake, Metro, Westman.
- Section 2. All members of congregations are encouraged to attend conference meetings. The voting membership shall be all ordained ministers on the territory of the Conference and two lay delegates from each congregation. Congregations having more than 300 baptized members shall be entitled to an additional lay member for each additional 300 baptized members or major fraction thereof.

Section 3. The bishop of the synod or the bishop's appointee shall attend the conference meetings.

PART III

Conventions (Constitution, ARTICLE IX)

Section 1. Convening

- a. The regular convention shall be held biennially in those years when the regular National Convention is not held.
- b. Arrangements for the conventions of the synod shall be made by the officers or by a committee named for that purpose by the Synod Council, acting in conjunction with a local committee.
- c. Notice of the time and place of the convention shall be given by the secretary to each pastor and the secretary of each congregation of the synod at least four months before the opening day of the convention.
- d. The Synod Council shall determine the amount of the registration for delegates to cover convention expenses.
- e. Each congregation or employing agency shall pay the registration fee of its delegate(s). In the case of a pastor serving a multiple-congregation parish, such expenses shall be borne by the congregations pro rata on the basis of baptized membership. In the case of retired pastors on the Clergy Roll of Synod such expenses, including travel on the territory of Synod, shall be borne by the Synod. Those pastors serving under a call issued by the Synod Council, and serving in agencies which do not allow funding of Synod convention costs, shall apply to the Synod Council for permission to attend at Synod expense.

Section 2. Representation

- a. Each congregation shall submit the name(s) and address(es) of its delegate(s) to the synod secretary at least sixty days prior to the opening day of the convention.
- b. Delegates to the synod convention shall be paid travel costs at a rate to be determined by the Synod Council. This information shall be sent with the convention notice.
- c. The youth assembly shall consist of fourteen youth from the seven conferences. Each conference is eligible to appoint two youth as their representatives.

- d. Youth shall be baptized members between the ages of 15 and 21 on the first full day of the convention.

Section 3. Procedure

- a. During the first sitting of each regular convention, the bishop shall announce the appointment of the convention committees as follows:
 - i. Committee on the Report of the Bishop,
 - ii. Committee of Reference and Counsel,
 - iii. Committee on Nominations,
 - iv. Committee on Minutes,
 - v. Committee on Registration and Attendance,
 - vi. Committee on Elections.
- b. The report of the bishop to each regular convention shall be referred to the Committee on the Report of the Bishop, which shall study it, make appropriate comments and transmit to the convention the recommendations of the bishop together with any additional recommendations that it considers appropriate.
- c. Petitions from congregations and conferences shall be submitted to the secretary of the synod prior to the convention for referral to the Committee of Reference and Counsel.
- d. The Committee of Reference and Counsel shall
 - i. Receive and study petitions submitted to the secretary by congregations and conferences, as well as those referred to it by the convention or a delegate, and report to the convention its recommendations together with the original petitions;
 - ii. Recommend special orders for the hearing of representatives;
 - iii. Grant or deny permission to distribute printed matter not issuing from the office of the secretary; and
 - iv. Give such assistance to the bishop as this officer may desire in the course of the convention.
- e. All reports published in the bulletin of reports shall be received by the convention by virtue of that fact without vote.
- f. Committee on Nominations
 - i. At the first meeting following the regular convention of the synod, the Synod Council shall appoint a Committee on Nominations consisting of four members--two men and two women.
 - ii. The Committee on Nominations shall invite the Congregational Councils, ordained ministers and synodical committees to suggest names for the vacancies to be filled at each convention and for which the Committee on Nominations is to propose candidates.

- g. 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.

PART IV

Nominations and Elections

- Section 1. The Committee on Nominations shall nominate two persons for each position to be filled by election except for the officers of the synod and the three governors of the seminary nominated by this church. Additional nominations may be made from the floor for all elections for which the nominations are made by the Committee on Nominations.
- Section 2. All elections shall be by ballot. In all elections, except for the officers of the synod, a majority of the votes cast on any ballot shall elect.
- Section 3. The election of bishop and vice-chairperson of this synod shall proceed in this order without oral nominations. If the first ballot does not result in election, it shall be considered a nominating ballot.
- Section 4. The nomination of the secretary and treasurer shall be made by the Synod Council. Additional nominations may be made from the floor.
- Section 5. On the first ballot for an officer, three-fourths of the votes cast shall be required for election. Thereafter only such votes as are cast for persons who have received votes on the first or nominating ballot shall be valid. On the second ballot, two-thirds of the votes cast shall be required for election. On the third ballot, the voting shall be limited to the four persons receiving the highest vote on the second ballot, and a majority of the votes cast shall elect. On the fourth ballot the voting shall be limited to the three persons receiving the highest vote on the third ballot, and a majority of the votes cast shall elect. On the fifth ballot the voting shall be limited to the two persons receiving the highest vote on the fourth ballot, and a majority of the votes cast shall elect.
- Section 6. In all other elections the names of the persons receiving the highest number of votes but not elected on a preceding ballot shall be entered on the next ballot to the number of two for each vacancy unfilled.
- Section 7. The result of each ballot in every election shall be announced in detail to the convention.

PART V

Election of Delegates to the National Church Convention

- Section 1. The synod secretary shall inform each of the conferences of the number of pastors to be elected to the National Church Convention.

Section 2. Ordained delegates and alternates shall be elected at least seven months before the National Church Convention, after which the synod secretary shall inform those parishes eligible to elect lay delegate(s). Lay delegates and alternates shall be elected at least five months before the convention.

PART VI

Synod Council (Constitution, ARTICLE X)

Section 1. In addition to the duties and functions set out in the constitution, the Synod Council shall:

- a. appoint the Editor(s) of the synod periodical, on nomination by the Committee on Communication;
- b. appoint ad hoc committees, as required, to accomplish tasks or goals that are narrowly focused or time-limited;
- c. establish personnel policies for the synod; and
- d. revise the synodical budget as may be required.

Section 2. An elected member of the Synod Council shall not be eligible to serve on a synodical standing program committee.

PART VII

Standing Committees (Constitution, ARTICLE XIII)

Section 1.

- a. There shall be program committees for this synod working to accomplish the mission of this church.
- b. The committees shall be appointed by the Synod Council in such a manner that approximately one-half of the members are appointed biennially. Nominations shall be invited from the congregations and conferences. All terms shall begin immediately following the Synod Convention.
- c. After each Synod Convention each committee shall elect a chairperson and a secretary.
- d. Any committee member who is absent from two consecutive meetings without valid excuse shall be replaced by Synod Council.

- e. The committees shall have power to appoint advisory members, as well as representatives to task forces and sub-committees.
- f. Each committee shall make regular reports to the Synod Council and to the Synod Convention.
- g. The committees shall meet at least once a year and a majority of the membership shall constitute a quorum.
- h. The committees shall prepare budgets for presentation to the Synod Council.
- i. Salaried Staff for committees, if and when such positions are approved by the Synod Council or Convention, shall be elected by the Synod Council upon nomination of the Committee concerned. While serving in these positions they shall be ineligible for membership on committees responsible for their work. Such persons may be recalled or dismissed by the Synod Council upon the recommendation of the committee concerned.

Section 2. The Committee for Mission shall consist of six members and shall

- a. provide guidance and assistance to congregations and pastors in programs of evangelism and witness;
- b. seek new fields for Canadian Mission development and recommend them to the Synod Council;
- c. assist in planning, establishing and supporting new congregations and special ministries, and in organizing new congregations;
- d. review and recommend grants and loans to, and special appeals for congregations with special needs;
- e. suggest strategy for mission work in developing special interest, isolated, urban, rural, and town and country ministries;
- f. promote the work of Canadian Mission in the congregations and conferences of the Synod;
- g. promote the work of World Mission, and encourage support for World Mission in the congregations and conferences of the Synod, through missionary conferences, visits by missionaries, and provision of resource materials; and
- h. assist this church in identifying, recruiting and selecting prospective missionaries for service.
- i. cooperate with other churches to provide Christian ministry at universities and colleges not related to this church;
- j. provide direction, supervision, moral support, spiritual care and opportunity for service to the university and college chaplains of this synod;

- k. appoint local campus ministry representatives to provide Christian ministry to educational institutions where there is no other formal Lutheran ministry; and
- l. promote the colleges and universities of this church and assist them in student recruitment.
- m. appoint advisory members, as well as representatives to task forces and subcommittees as necessary
- n. make regular reports to Synod Council and to the Synod Convention.
- o. prepare budgets for presentation to Synod Council.
- p. ensure positions are filled on committee and work with Nomination Committee in cases of vacancy.

Section 3. The Committee for Church and Society shall consist of four members and shall use a biblical and theological perspective to

- a. assist this church in examining and addressing social problems, relating to social service agencies on the territory of the Synod, and developing and supporting specialized ministries;
- b. develop and maintain a network of people who have interest and expertise in the areas of social ministry, justice and peace, and extended care ministry;
- c. research and study social problems and justice issues of concern to this synod, and refer those of national and international scope to the National Church;
- d. encourage in congregations a greater awareness of social and justice issues.
- e. address the various levels of governments and institutions concerning social and justice issues.
- f. assist the social and health care agencies and institutions of this synod and its congregations to achieve the highest standard of care.

Section 4. The Committee for Worship and the Arts shall consist of four members and shall

- a. provide guidance and assistance to congregations, conferences and pastors in programs of worship and the arts, through workshops, institutes, newsletters and consultations;
- b. plan and facilitate worship at official synod events;
- c. encourage the training and development of organists, choir directors, worship assistants and musicians;

d. promote and assist the development of the arts in worship.

Section 5. The Committee for Christian Education shall consist of four members and shall

- a. promote the importance of Christian education for the life and mission of the church;
- b. assist congregations and pastors in the training of teachers and administrators for adult, youth and children's education; and
- c. introduce and promote educational materials and programs approved by this church, and provide curriculum consultation.

Section 6. The Committee for Youth Ministry shall consist of six members, three of whom shall be youth, and shall, in consultation with the National Youth Ministry Committee

- a. promote youth ministry which is centered in congregations and complemented by conference, synod and national gatherings and programs;
- b. plan and promote biennial synod youth gatherings;
- c. promote and facilitate youth participation in synod conventions, conference conventions, and other synod events;
- d. provide leadership training for youth and adults working with youth; and
- e. encourage opportunities for youth in ministries of worship, learning, witness, service and support.

Section 7. The committee for Theological Education and Leadership shall consist of six members and shall

- a. select and endorse candidates for the ordained ministry and lay diaconal ministry according to the policies established by this church;
- b. recruit and support qualified candidates for the ordained ministry, lay diaconal ministry, and professional lay work;
- c. work closely with the Examining Committee and the bishop;
- d. provide continuing education and support for the ordained ministers, lay diaconal ministers, and professional lay workers through workshops, seminars, conferences and retreats;
- e. cooperate with the bishop to provide workshops and seminars to help prevent personal crisis, manage conflict and provide support to ordained ministers, lay diaconal ministers, and professional lay workers and their families; and

- f. appoint an autonomous Care Committee of three persons to provide counseling and resources to ordained ministers, lay diaconal ministers and professional lay workers and their families who are experiencing personal crisis or conflict.

MNO SYNOD BY-LAWS
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