

BYLAWS

MANITOBA/NORTHWESTERN ONTARIO SYNOD EVANGELICAL LUTHERAN CHURCH IN CANADA

**(AS AMENDED BY MNO SYNOD CONVENTION, APRIL 2010 – MOTION MNO 13-10-17
AND APPROVED BY NATIONAL CHURCH COUNCIL, APRIL 2011)**

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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

- 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 rostered 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.
- Section 4 The role of the conferences shall be to
- a. encourage fellowship among rostered ministers and congregations;
 - b. arrange opportunities for the study of the Holy Scriptures and Christian doctrine;
 - c. assist the synod in planning, promoting and implementing the mission of the church;
 - d. respond in consultation with the synod to particular needs within its territory;
 - e. elect the required number of rostered ministers as delegates to the conventions of this church.
- Section 5 A conference may adopt for itself any rules and regulations not in conflict with the constitution and bylaws of the synod.
- Section 6 Each conference shall meet at least once a year at a time and place set by the conference. Conferences shall designate their own quorums.

- Section 7 Each conference shall have the right to petition the synod according to procedures set forth in the bylaws.
- Section 8 Each conference shall elect from its membership a dean, a secretary and at least two other persons who shall constitute a Conference Council. Election shall be for a two-year term. The dean, who shall serve as chairperson, shall be a rostered minister.
- Section 9 The Conference Council shall fill any vacancies in its membership until the next meeting of the conference.
- Section 10 The dean of each conference shall make a written report to the synod through the bishop's report.
- Section 11 The deans of the conferences and the bishop shall meet at least once a year for spiritual renewal and the discussion of programs, plans and problems affecting conferences and the synod. Except where otherwise provided in this constitution and its bylaws, the function of such a meeting shall be consultative and advisory.

PART III

Conventions

- Section 1 Convening
- a. The regular convention shall be held biennially in those years when the regular National Convention is not held. Special conventions for specified purposes may be called by the bishop to be held within ninety days of receiving a request in writing from two-thirds of the members of the Synod Council and shall be called by the bishop at the request of the Synod Council or one-fifth of the synod's congregations and one-fifth of those on its roster of ordained ministers under call.
 - 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 rostered minister and the secretary of each congregation of the synod at least four months before the opening day of the convention. The secretary shall give written notice of a special convention to each congregation and rostered minister, and shall publish the same at least thirty days prior to the opening date 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 rostered minister 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 rostered ministers of the synod, such expenses, including travel on the territory of Synod, shall be borne by the Synod. Those rostered ministers 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.
- f. The secretary shall send out a bulletin of reports to all voting members at least thirty days before each regular convention.
- g. The Synod Council shall prepare the proposed agenda.

Section 2 Representation

- a. One-third of the eligible voting members shall constitute a quorum.
- b. The eligible voting membership of conventions shall consist of
 - i. One lay delegate from each congregation and, from congregations having more than 300 baptized members, one lay delegate for each additional 300 baptized members or major fraction thereof;
 - ii. Rostered ministers of this synod.
 - iii. Lay members of the Synod Council.
 - iv. Members of the Synod Youth Assembly.
- c. The voting membership at a special convention shall be those 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 this voting membership shall be filled according to the constitution or bylaws of the synod.
- d. The bishop of the Evangelical Lutheran Church in Canada and such other official representatives of this church as may be designated by the National Church Council shall have seat and voice in the conventions of the synod. In connection with their reports, like privileges shall be accorded to the chairpersons of synodical committees, to representatives of institutions and agencies related to or officially recognized by the synod, and to the presidents of the synodical units of the official auxiliaries of this church.

- e. 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.
- f. 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.
- g. The youth assembly shall consist of fourteen youth from the seven conferences. Each conference is eligible to appoint two youth as their representative.
- h. 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 of Reference and Counsel,
 - ii. Committee on Nominations,
 - iii. Committee on Minutes,
 - iv. Committee on Registration and Attendance,
 - v. Committee on Elections.
- b. 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.
- c. 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 or his/her designate as this officer may desire in the course of the convention.
- d. All reports published in the bulletin of reports shall be received by the convention by virtue of that fact without vote.
- e. 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.

- f. All arrangements for worship services or public meetings shall be made in consultation with the bishop.

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 chair 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 rostered ministers to be elected to the National Church Convention.

Section 2 Each member parish shall be entitled to be represented by at least one delegate at each Convention. Such delegates shall be elected as follows:

- a. 200 rostered ministers shall be elected not earlier than eighteen months and not later than seven months before a Convention by the Conferences as allocated by the National Church Council on the basis of baptized membership:
- b. a delegate who is a lay person shall be elected not earlier than 12 months and not later than 4 months before a Convention by each member congregation which is not represented by a delegate who is a rostered minister elected by a Conference;
- c. an additional delegate who is a lay person shall be elected within the time specified in clause (b) above by each member congregation with more than 800 baptized members; and
- d. an alternate delegate who is a lay person may be elected within the time specified in clause (b) above by each member congregation, to be available to represent the congregation in the event that a delegate position specified in clause (a), (b) or (c) above becomes vacant less than 4 months before a Convention.

A member congregation with a membership of less than 800 baptized members which has been represented by a rostered minister elected by a Conference for two consecutive biennial Conventions shall not be represented by a rostered minister at the following biennial Convention.

The secretary of the Synod shall advise the secretary of the names and addresses of the delegates elected by the Conferences and the delegates and alternate delegates elected by the member congregations of that Synod within 15 days following each such election.

No changes may be made to the list of rostered delegates after November 30. Should a rostered delegate on this final list be unable to attend, the position may be filled by a lay delegate or alternate lay delegate elected as specified in clauses (b) and (d) above. If any delegate position becomes vacant less than 4 months before a Convention and the member congregation has not elected an alternate lay delegate as provided in clause (d) above, the position shall remain vacant.

PART VI
Synod Council

Section 1 Membership

- a. The membership of the synod council shall be the officers of the synod together with 10 additional members elected by the convention to serve for four years in such manner that the terms of one-half of the elected members shall expire each biennium. Each conference shall be represented by an elected lay person. The remaining positions shall be filled by rostered ministers of the synod elected At Large. No elected member shall be eligible for more than two consecutive terms.
- b. An elected member of the Synod Council shall not be eligible to serve on a synodical program committee or management committee.
- c. The terms of office of all council members shall begin the first day of the third month following their election.

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. Represent the synod and attend to its business between conventions;
- d. Issue Letters of Call to rostered ministers who are full-time officers or staff officials of the synod, or who are called to special service;
- e. Provide for an annual review of the roster of rostered ministers and congregations;
- f. Determine the time and place for each convention and prepare its proposed agenda and programs;
- g. Recommend annual budgets to the regular conventions and revise the synodical budget as may be required between regular conventions.
- h. Establish personnel policies for the synod and set the salaries of the bishop and staff of the synod.
- i. Elect the representatives to the governing bodies of inter-church agencies to which the synod is related;
- j. Fill vacancies until the next convention except as otherwise provided, and determine the fact of the incapacity of an officer of the synod

according to the procedures in the constitution and bylaws of this church;

- 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.

Section 3 The officers of the synod shall be the officers of the synod council.

- Section 4
- a. The synod council shall have at least two regular meetings annually. Special meetings may be called by the chair of the synod or the bishop or when a request in writing signed by a majority of council members is received by the secretary of the synod. A majority of the members of the synod council shall constitute a quorum for any regular or special meeting of the council.
 - 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.
 - c. 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.
 - d. 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.

Section 5 Synod council shall appoint an ordained minister to assume the duties and responsibilities of the bishop in the event of the resignation, incapacity, or death of the bishop, pending the election of a new bishop at the next regular or specially called synod convention.

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.

PART VII

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 Nominations Committee 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 Synods of British Columbia, Alberta and the Territories, Saskatchewan and Manitoba/Northwestern Ontario.
 - ii. Annually, at the fall meeting, the Synod Council shall appoint one lay person and one rostered person from the Synod Examining Committee to the Western Synods Examining Committee, making a total of eight persons appointed from the four participating synods. Of the four rostered persons appointed, at least one rostered person shall be a diaconal minister, with that position assigned to one of the synods by agreement of the synod bishops.
 - 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 annually in Saskatoon in February at a time determined by the synod bishops and by the arrangement of the Saskatchewan Synod.
 - 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 Nominations Committee

- 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 four. In making these appointments, synod council shall make every effort to achieve a gender balance in the membership of this committee consisting of four members--two men and two women.
- c. Committee members may serve no more than two consecutive terms.
- d. The Committee on Nominations shall invite the Congregational Councils, ordained 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 VIII

Duties of Officers

Section 1 The terms of office of all officers shall begin on the first day of third month following election.

Section 2 Executive Committee

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

Section 3 The Bishop shall

- a. Serve as spiritual leader and counselor to the congregations, rostered ministers and conferences of the synod;

- 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. Ensure that the constitution and bylaws of the synod are observed and that its resolutions are implemented;
- f. Visit the congregations and rostered ministers of the synod and confer with them concerning their spiritual and temporal welfare;
- g. Discipline staff and program committee members in keeping with Biblical principles and the policies of this synod;
- h. Install, or provide for the installation of, the rostered ministers of all congregations of the synod and other rostered ministers called to service within the synod; induct into office the other officers of the synod;
- i. Be ex officio member of all committees of the synod, its chief representative on the boards of directors or trustees of all institutions in which the synod is entitled to representation;
- j. Be the custodian of the seal of the synod and attest all documents as required;
- k. Appoint the synod archivist;
- l. Report and make observations and recommendations to each regular convention of the synod concerning its mission and ministry together with observations and recommendations.
- m. Have the authority to hire staff, if and when such positions are created by synod in convention. Such staff persons are ineligible for membership on synod council or any committee of synod council.
- n. Shall be responsible for all synod staff and staff committees.
- o. May delegate responsibilities to synod staff and staff committees.
- p. 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 Chair 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 Chair 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 consultation with the bishop and other officers, set the agenda for synod council meetings.
- c. Convene and preside over meetings of the executive committee. In his / her absence, the Chair may delegate another member of the executive committee to preside over an executive committee meeting.
- d. Perform additional duties as prescribed in the synod council governance and policy manuals.

Section 5 The secretary shall:

- a. Keep the minutes of all conventions of the synod, be responsible for the printing and distribution of such minutes and perform such other duties as the synod may from time to time direct;
- b. Keep a roster of the rostered ministers and of the congregations of the synod;
- c. Report to the secretary of this church additions to and subtractions from the synodical roster, issue certificates of transfer for rostered ministers who are moving to other synods and enter on the roster of the synod the names of all rostered ministers for whom such certificates of transfer have been received;
- d. Be authorized, in the name of the synod, to attest all documents as required;
- e. Deposit all papers and documents of historical value with the synod archivist;
- f. Serve as statistician of the synod, secure the parochial reports of the congregations, collate the same for annual report to the synod and make the composite figures available to the secretary of this church;
- g. Serve as the Necrologist of the synod.
- h. Perform additional duties as prescribed in the synod council governance and policy manuals.

Section 6 The treasurer shall:

- a. Have charge of all the monies and accounts of the synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of the synod;

- b. Manage the investment of funds owned or held in trust by the synod, as authorized by the synod council;
- c. Receive, record and acknowledge all offerings, contributions and legacies made to the synod, collect all interest and income from its investment funds, and disburse funds as approved and directed by the synod council;
- d. Transmit each month to the treasurer of the Evangelical Lutheran Church in Canada the funds received by the synod for the general work of the church;
- e. Inform each congregation, at least quarterly, of its record of giving to the synod;
- f. Keep an account for the conferences of the synod and disburse to them such funds as are budgeted or otherwise appropriated for their use;
- g. Present to each convention a detailed and audited report of all receipts and disbursements for the preceding fiscal year;
- h. Be bonded under the fidelity coverage provided by this church.
- i. Perform additional duties as prescribed in the synod council governance and policy manuals.

Part IX

Bylaw Amendments

Section 1 The bylaws of this synod may be amended in accordance with provisions described in Article XIX of the Constitution.