

P3.12 PRESBYTERY DELEGATED SUB-COMMITTEES

AUTHORITY

P3.12.1 The Presbytery, its Standing Committee, and its other committees may establish sub-committees such as steering committees, advisory groups, task groups and special purpose committees as may be needed from time to time. The creating body shall specify each sub-committee's membership, duties and responsibilities, and reporting requirements.

The sub-committee shall operate under the requirements of this Rule.

RESPONSIBILITIES OF THE SUB-COMMITTEE

P3.12.2 The sub-committee will fulfil all the duties and responsibilities as set out in the instructions issued by the establishing body, and deal with matters referred to it by the establishing body.

MEMBERSHIP

P3.12.3 (a) The membership of a sub-committee is as specified by the establishing body.

(b) One member of the sub-committee is to also be a member of the establishing body

MEETINGS

P3.12.4 The sub-committee will meet as determined by the establishing body.

TECHNOLOGY

P3.12.5 A meeting of the sub-committee may be called or held using any technology agreed to, in advance, by all the members of the sub-committee.

QUORUM

P3.12.6 The quorum for meetings of a sub-committee shall be in accordance with the Manual for Meetings.

DELEGATIONS

P3.12.7 No sub-committees may establish a sub-committee.

MINUTES

- P3.12.8 (a) Minutes will be kept of all meetings of each sub- committee and will be confirmed by the next succeeding meeting of the sub-committee and signed by the Chairperson of that meeting.
- (b) Minutes of all sub-committee meetings will be provided to the establish in g body prior to the succeeding meeting of that body.

CIRCULATING RESOLUTIONS

- P3.12.9 (a) A sub-committee may make decisions by a circular or electronic poll of all members entitled to vote, provided no decision of such a poll is binding unless there are no dissenting votes. The resolution is passed when the last member signifies agreement.
- (b) The quorum for each circulating resolution shall be in accordance with the Manual of Meetings.
- (c) A sub-committee member is not entitled to vote on a circulating resolution if she or he has a conflict of interest unless it has been disclosed and dealt with in accordance with the Rules and procedures set down by the Presbytery.
- (d) Copies of all resolutions passed as circulating resolutions will be kept and signed by the Chairperson of the next meeting.

OFFICERS

- P3.12.10 In the absence of the Chairperson, the members present at any meeting of the sub-committee may elect a chairperson of the meeting from amongst those present.

CALLING A MEETING

- P3.12.11 (a) The Chairperson may convene a meeting of the sub-committee at any time. The Secretary shall on receipt of a requisition in writing by any three members, convene a meeting of the sub-committee.
- (b) The Convener of a sub-committee or the Chairperson of the establishing body may convene a meeting of the sub-committee at any time. The Convener or the Chairperson of the establishing body shall on receipt of a requisition in writing by any three members of the sub-committee, convene a meeting of the sub-committee.
- (c) The requisition for a meeting shall specify the reason for which the meeting is to be convened.
- (d) At least seven days written notice of a sub-committee meeting shall be given to all members of the relevant group unless the Chairperson considers an emergency exists in which case a meeting may be convened on shorter notice.
- The non-receipt by a member of a sub-committee of a notice of meeting does not invalidate the meeting.

CONDUCT OF MEETINGS

P3.12.12 The procedures of the Church's Manual for Meetings apply as far as practicable to all meetings of sub-committees.

Each member of the sub-committee has and may exercise one vote.

A resolution passed at a meeting of a permanent sub-committee will not be rescinded at a subsequent meeting unless seven days notice of the intention to propose the rescission is given in the notice convening the meeting.

CONFLICT OF INTEREST

P3.12.13 A member of a sub-committee who has any direct or indirect pecuniary or beneficial interest, or whose unfettered or independent judgment is or could be perceived as impaired by any contractual, business or other relationship, in a matter being dealt with by the sub-committee must, as soon as the member becomes aware of that interest or relationship, disclose to the sub-committee the nature and extent of that interest or relationship. The sub-committee then determines whether the extent of the interest or relationship disclosed is such that the member should not participate in, vote on, or be present during any debate on that matter. The sub-committee will minute its decision and advise the establishing body.