

# H

## STANDING RULES OF THE GENERAL ASSEMBLY

### Standing Rules H.2.b.

#### Election

#### 2. Stated Clerk of the General Assembly

##### b. Election of the Stated Clerk

(1) The *Constitution of the Presbyterian Church (U.S.A.)* requires the election of a Stated Clerk and the standing rules describe the procedures for the election. The Stated Clerk of the General Assembly shall be elected for a term of four years and is eligible for reelection to additional four-year terms. The Stated Clerk is accountable to the General Assembly for the performance of the assigned functions.

(2) The Stated Clerk of the General Assembly shall be elected in the manner described in this standing rule. No member of the Committee on the Office of the General Assembly or other persons involved in this procedure as a member of the search committee or as a person providing staff services to the committee may be considered for nomination as Stated Clerk. The incumbent Stated Clerk may not participate in any way in the election process described in this standing rule. In the year there is an election of a Stated Clerk, the Moderator shall appoint a temporary Stated Clerk during the period of the election at the General Assembly.

(3) The General Assembly that meets prior to the end of the term of a Stated Clerk shall elect a Stated Clerk Nomination Committee.

(a) The slate of nominees for the review/nomination committee shall consist of the following: three members of the Committee on the Office of the General Assembly (nominated by the Committee on the Office of the General Assembly, one of whom shall serve as moderator of the committee), one member of the General Assembly Council (nominated by the General Assembly Council), and five at-large members nominated by the General Assembly Nominating Committee in the following categories: one governing body stated clerk and four persons (two elders and two clergy) from among commissioners who have attended an assembly in the past six years. The General Assembly Nominating Committee shall present to the assembly for election the slate of nominees for the Stated Clerk Nomination Committee. The slate presented shall reflect the denomination's commitment to inclusiveness.

(b) Nominations from the floor for the nomination committee shall be in order following the distribution of the printed list of proposed nominees by the General Assembly Nominating Committee and a declaration by the Moderator that the names are in nomination. Names placed in nomination from the floor shall be in opposition to a particular name of an at-large member placed in nomination by the General Assembly Nominating Committee, and must be in the same category (H.2.b.(3)(a)). More than one person may be placed in nomination from the floor in opposition to an at-large nominee.

(c) The Committee on the Office of the General Assembly shall be responsible for providing the nomination committee with an up-to-date position description.

(d) The Committee on the Office of the General Assembly will ensure that an adequate budget for the nomination process is provided in the Office of the General Assembly and shall designate staff services for the Stated Clerk Nomination Committee.

(e) The nomination committee shall begin its work no later than 300 days before the start of the assembly that will elect the Stated Clerk.

(f) The Committee on the Office of the General Assembly shall be responsible for conducting the end-of-term evaluation of the Stated Clerk.

(g) The nominating committee shall announce that persons seeking the position of Stated Clerk shall file a completed application form and a resume or personal information

form (PIF) with the committee 180 days before the opening of the General Assembly.

If the incumbent wants to be considered, he or she will notify the committee in writing and submit a current resume or PIF 180 days before the opening of the General Assembly. The Committee on the Office of the General Assembly shall provide a copy of the end-of term evaluation to the Stated Clerk Nominating Committee.

(h) Additional written material may be requested by the committee. No one may be nominated to serve as Stated Clerk who has not provided an application to the committee.

(i) The committee shall review and evaluate all applications to determine the constitutional eligibility of the candidates. Any candidate who is determined to not be eligible will be notified in writing within forty-five days of receipt of their resume or PIF.

(j) The committee shall interview all eligible candidates using the same methodology and select one as the committee's recommendation. All members of the committee shall ordinarily participate in the interview. The committee shall declare its nominee no later than sixty days before the opening of the General Assembly.

(k) Any of the applicants for the position of Stated Clerk, including the incumbent Stated Clerk if not the nominee of the committee, who wish to be placed in nomination against the nominee of the committee shall declare their intention to the committee to do so no later than forty-five days before the opening of the General Assembly.

(l) At the convening of the General Assembly, the Office of the General Assembly shall distribute to commissioners and advisory delegates an information packet containing the following material regarding each candidate for Stated Clerk who wishes to be included:

(i) A photograph, a biographical sketch, a personal statement by the candidate, including a statement regarding the candidate's sense of call to the office,

(ii) The responses of the candidate to a questionnaire developed by the committee based upon issues that will be before the church as presented in business to be considered by the General Assembly.

(iii) The material submitted shall be typewritten on paper 8-1/2 x 11 inches in size. The layouts for the presentation under this standing rule (as outlined above) may be chosen by the candidates, but the copy submitted for each presentation shall be provided in one color on one side of one sheet. The material shall be submitted to the Office of the General Assembly no less than thirty days before the convening of the General Assembly for reproduction and distribution and shall be accompanied by a statement indicating the willingness of the candidate to serve as Stated Clerk, if elected.

(m) The candidates may not distribute any other materials, print or electronic, including flyers, buttons, tokens or other objects that would denote a campaign for the office of Stated Clerk.

(n) Other organizations supporting the candidacy of a particular candidate may not distribute materials electronically, through the mail, or at the General Assembly with the knowledge, support, or permission of that candidate. Should a candidate discover that an organization is advocating or campaigning for him or her, it is expected that the candidate will request that organization to cease its activities. The same expectation will be true of organizations that are critical of a particular candidate for Stated Clerk.

(o) Each candidate will be provided a place to meet and talk with commissioners and advisory delegates two days before the election. Only information provided by the Office of the General Assembly may be distributed in those rooms. Other materials, apart from that packet, are not permitted. Each candidate for Stated Clerk will be allowed to post the times when he/she will be available for conversation in that room.

(p) Any questions concerning interpretation of the election process outlined in H.2.b. shall be determined by the Stated Clerk Nomination Committee.

(4) The General Assembly, by majority vote, shall elect the Stated Clerk in the following

manner:

(a) Within forty-eight hours of the convening of the assembly, the Stated Clerk Review/Nomination Committee shall place in nomination a single nominee.

(b) The Moderator shall then invite other nominations from those who have completed the nomination process. Only one speech, made by a commissioner or a member of the Stated Clerk Nomination Committee not to exceed five minutes in length, shall be made to nominate each nominee. There shall be no speech seconding any nomination. Each person nominated from the floor shall reaffirm a willingness to serve as Stated Clerk, if elected.

(c) In the event there are no other nominations, the election shall proceed immediately as follows:

(i) The nominee for Stated Clerk shall be given an opportunity to address the assembly for a time not to exceed five minutes, expressing the nominee's views regarding the functions and work of the Stated Clerk of the General Assembly.

(ii) The Moderator shall inquire of commissioners whether there are questions to be asked of the Stated Clerk Nomination Committee. Time allocated shall not exceed fifteen minutes. The Moderator shall inquire of commissioners whether there are questions to be asked of the nominee for Stated Clerk. The time allocated should not exceed fifteen minutes, after which the voting shall take place.

(d) In the event there are other nominations, the election shall proceed as follows:

(i) The election of the Stated Clerk shall take place as the first order of business on the next to last day of the assembly's session.

(ii) Each nominee shall be given an opportunity to address the assembly for a time not to exceed five minutes, expressing the nominee's views regarding the functions and work of the Stated Clerk of the General Assembly. The nominees shall speak in the same order as the presentation of nominating speeches.

(iii) The Moderator shall inquire of commissioners whether there are questions to be asked of the nominees for Stated Clerk. The first question shall be addressed to the nominee who was nominated first and the same question shall then be put to the other nominees in the same order in which they were nominated. The second question shall be directed to the second nominee in this order and then to each of the other nominees in sequence. Each nominee shall be afforded an opportunity to answer each question. This process shall continue for a period not to exceed the number of nominees times fifteen minutes, or for one hour, whichever is shorter, unless terminated earlier by vote of the General Assembly, after which the voting shall take place.

(5) Should there be a vacancy in the office of the Stated Clerk, the General Assembly Nominating Committee shall propose to the assembly, if the assembly is in session, members for the Stated Clerk Nomination Committee, or shall propose to the Moderator for appointment, if the assembly is not in session, to a Stated Clerk Nomination Committee. This committee shall be composed of members as outlined in Standing Rule H.2.b. and begin the process of a search for a candidate for Stated Clerk. The Committee on the Office of the General Assembly shall designate an acting Stated Clerk until such time as a Stated Clerk is elected.

(6) The Stated Clerk Nomination Committee shall be dismissed at the adjournment of the session of the General Assembly at which the committee presents a nominee for Stated Clerk.

(7) A new Stated Clerk shall normally assume office thirty days after the adjournment of the assembly. A longer period of transition between Stated Clerks may be negotiated by the Committee on the Office of the General Assembly, but shall not exceed ninety days.

**Acting Stated Clerk**

c. Acting Stated Clerk

In case of the incapacity, resignation, or death of the Stated Clerk, the Committee on the Office of the General Assembly shall designate an Acting Stated Clerk until such time as the Stated Clerk is able to resume the duties or the General Assembly elects a new Stated Clerk. The person so designated may be one of the Associate Stated Clerks or another person eligible for election as Stated Clerk.

**Associate Stated Clerks**

d. Associate Stated Clerks

The General Assembly may elect one or more Associate Stated Clerks as the General Assembly shall determine. The Stated Clerk shall nominate persons to fill each such office after consultation with the Committee on the Office of the General Assembly. The term of office shall be four years, subject to reelection at the pleasure of the General Assembly.