

**BYLAWS OF
THE PRESBYTERIAN CHURCH OF MADISON NEW JERSEY**

(Approved by session February 9, 2021 and adopted by PCM February 21, 2021)

1. The Presbyterian Church of Madison (PCM) is a member church of Newton Presbytery in the Synod of the Northeast of the Presbyterian Church (U.S.A.) (PC(USA)). PCM is governed in accordance with the two-part Constitution of The PC(USA): The Book of Confessions (BOC) and the Book of Order (BOO). These bylaws shall govern PCM and its corporation consistent with the Constitution and the civil corporate laws of the State of New Jersey. The most recently revised edition of *Robert's Rules of Order* shall be the parliamentary authority for all meetings.
2. The annual meeting of the congregation shall ordinarily be held in January or February as determined by session. Special congregational meetings adhering to a specific agenda may be called by session, by the presbytery, or by the session when requested in writing by at least one-fourth of the active members on the rolls of the church. Annual or called meeting agendas shall be appropriate to the business of the congregation and to the corporation. (BOO G-1.05, G-4.0101). Meetings may be held electronically in accordance with the Electronic Meeting Policy included in the Manual of Operations.
3. Public notice of the time, place and purpose of all meetings of the congregation shall be given at least 10 days prior to the date of the meeting. Meeting notice to all active members on the rolls shall consist of postings at the usual meeting place, via available electronic means, and through bulletin and live announcements during worship on two consecutive Sundays prior to the meeting.
4. A quorum for all meetings of the congregation shall consist of one-tenth of the active members of the congregation, the moderator, and the secretary. A simple majority of all the active members present and voting shall be required to elect leaders or approve measures. Proxy voting is not allowed.
5. The installed pastor shall ordinarily moderate all meetings of the congregation. If it is impractical for the pastor to preside, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator, the presbytery shall make provision for a moderator. (BOO G-1.0504)
6. The clerk of session shall serve as secretary for all meetings of the congregation. If the clerk of session is unable to serve, the congregation shall elect a secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting. The minutes of the meeting recorded by the secretary shall be attested by the moderator and the secretary, and recorded in the minute book of the session. (BOO G-1.0505)
7. The PCM unicameral session shall consist of up to 15 ruling elders divided as evenly as possible into three equal classes, one class of which shall be elected each year at a congregational meeting for a three-year term. No elder may serve on session for more than a total of six consecutive years and shall be ineligible for reelection for a period of at least one year. Stated session meetings shall ordinarily occur monthly. The quorum for all stated and called meetings shall consist of one-third of the active session members and the moderator. (BOO G-2.0404, G-3.02)

8. Session shall elect a ruling elder Clerk for a three-year term of office. Clerks may be ex-officio ruling elders and are not term-limited. (BOO G-3.0104)
9. Session shall elect a Treasurer for a three-year term of office. Treasurers may be ex-officio ruling elders and are not term-limited. (BOO G3.0205)
10. Session shall authorize offerings, prepare and adopt a budget to support PCM's mission and benevolences, and fully communicate its decisions to the congregation. A full financial review of all financial books and records shall be conducted every year by an independent public accountant or a committee of financially literate members appointed by session. (BOO G-3.0205)
11. Session members shall serve as the trustees, day-to-day decision-making body, and the board of directors of the civil corporation of the church per the laws of the State of New Jersey. Session shall name corporate officers from the ruling elders as necessary and, because pastors are not members of the corporation, corporate business must be moderated by an officer of the corporation. (BOO G-4.0101-4.0102)
12. The congregation shall elect up to 12 deacons divided as evenly as possible into three equal classes, one class of which shall be elected each year at a congregational meeting for a three-year term. No deacon may serve on the board of deacons for more than a total of six consecutive years and shall be ineligible for reelection for a period of at least one year. The board of deacons, at its first meeting following the annual meeting, shall elect a moderator and a secretary from among its members and shall form such committees as necessary to carry out its work. The pastor shall be an advisory member of the board of deacons. A quorum for the board of deacons shall be one third of the members, including the moderator. (BOO G-2.0404)
13. Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. The nominating committee shall consist of at least three active members of the congregation, and shall include at least one ruling elder who is currently serving on the session. The pastor shall serve ex officio and without vote. When elections are held, full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any active member of the congregation. (BOO G-2.0401)
14. These bylaws may be amended subject to the Constitution and the corporate laws of the State of New Jersey by a two-thirds majority of the voters present provided that proposed changes shall have been distributed in printed or digital form at the same time as the call of the meeting at which the changes are voted upon. (BOO G-1.0201)