

## CONGREGATIONAL MEETINGS -- G-7.0302

"The congregation is made up of all members on the active roll of a particular church. All such members who are present at a congregational meeting are entitled to vote." G-7.0301

Absentee ballots or proxy votes are not permitted.

"The congregation shall hold an annual meeting and may hold other meetings as necessary. The annual meeting may consider such business as electing officers, hearing reports of the session along with plans for the coming year. It shall review the adequacy of the compensation of the pastor or pastors upon prior review by the session. (G-10.0102n) Public notice of the meeting shall be given on two successive Sundays." G-7.0302

"When permitted by civil law, both ecclesiastical and corporate business may be conducted at the same congregational meeting." G-7.0304b

### DUTIES OF THE SECRETARY

"The clerk of the session shall be secretary of meetings of the congregation. The minutes of each meeting of the congregation shall be attested by the moderator and the secretary and shall be entered in the minute book of the session." G-7.0307

### APPROVAL OF MINUTES

If the clerk is a fast recorder, the minutes may be read for approval at the end of the congregational meeting. The minutes may be posted or sent to the congregation. The session may review the minutes or be authorized the congregation to approve them.

See Robert's Rules of Order Newly Revised, 10th Edition, §48, p. 457.