

Governance Process 6, Special Congregational Meeting Process (Adopted 6-30-2011)

In the event that a special congregational meeting is called by petition of ten percent of the members of the church, the petition must be submitted by one of the organizers of the petition (Petitioner) to the President or Vice President of the Board of Trustees (Respondent). Within five business days of receipt of the petition, the Respondent will provide written acknowledgment of the receipt of the petition to the Petitioner and will provide a copy of the petition to the Operations Team for verification. The Operations Team will verify whether or not the petition includes the signatures of at least ten percent of the members of the church, and will report back to the Respondent within five business days of the request for verification. The Respondent will notify the Petitioner of the results of the verification within five business days of receiving the results of the verification from the Operations Team. If the petition is verified, the Respondent will select a day for the Special Congregational Meeting that is no more than three weeks after the date that verification was completed, and will instruct the Operations Team to notify all church members of the special congregational meeting in accordance with the bylaws. The time periods in this paragraph are maximum time periods and are provided to allow for absences, vacations, and other unavoidable delays; however, it is expected that the process will proceed as rapidly as possible and without needless delay.

In the event that a special congregational meeting is called by three members of the Board of Trustees (Petitioners), one or more of the Petitioners will present a written request for a special congregational meeting to the President or Vice President of the Board of Trustees (Respondent) provided that the person who receives the request is not also a Petitioner. If both the President and Vice President are Petitioners, then the Petitioners will present their written request to any member of the Board of Trustees who is not a Petitioner and that person will be the Respondent. The Respondent will verify within three business days that the signatures on the written request are valid, will select a day for the Special Congregational Meeting that is no more than three weeks after the date that verification was completed, and will instruct the Operations Team to notify all church members of the special congregational meeting in accordance with the bylaws.

In the event that a special congregational meeting is called by the President of the Board of Trustees (Petitioner), the President will present a written request for a special congregational meeting to the Vice President of the Board of Trustees (Respondent). The Respondent will verify within three business days that the signature on the written request is valid, will select a day for the Special Congregational Meeting that is no more than three weeks after the date that verification was completed, and will instruct the Operations Team to notify all church members of the special congregational meeting in accordance with the bylaws.

Gov. Proc, 6, Spec. Cong. Meet Process, Adopted 6-30-2011