

THE PRESBYTERIAN CHURCH IN CANADA

SECTION 2

LIFE AND MISSION AGENCY

Program Support/Administration COVENANT OF ORDER 2.1.7

Date Adopted

March 2017

Date to be Reviewed

November 2022

Body Responsible

Life and Mission Agency Committee

TERMS OF REFERENCE

The following principles for the Life and Mission Agency Committee were adopted at the November 1992 meeting:

- The LMA Committee should focus on long term policy, purpose and program priorities and not on short term, reactive, administrative decision making.
- Focus on what should or should not be done, and on what has priority.
- Meetings will provide opportunity for discussion of long-term policy, priorities and new initiatives.
- Staff members will do their work within approved mandates and following goals and objectives done annually with the General Secretary.
- There will be no permanent executive

MANDATE of the LMA (Acts and Proceedings 2009, p. 303)

In all its work the Life and Mission Agency, the program arm of the church, with the guidance and power of the Holy Spirit, will:

- Strive to enable the whole church to serve the whole world
- Give leadership in the specific programs mandated by the General Assembly
- Be faithful to the mission statement of the church
- Integrate discipleship, evangelism, social action and justice ministry
- Respond flexibly, creatively and effectively
- Give priority to doing what must be done at the national level
- Seek to facilitate tasks that can be done more appropriately at another level of the Church, or ecumenically
- Work collaboratively through the Management Team, with the General Assembly Office and Support Services.

MEETINGS

The business and decisions of the Committee belong to the Church and the meetings are open; however, upon the adoption of a motion the Committee may sit with closed doors.

The minutes of the meetings of the Committee will be posted on the denomination's webpage after they have been approved.

Special meetings may be called by the Convenor when business arises which needs immediate attention between ordinary meetings.

For all special meetings, each member shall receive notice of the business to be done.

The Convenor will convene the Committee when requested by one-third of the members.

The notice of special meetings must be reasonable and more than one time of meeting should be offered in order to have the largest attendance.

A special meeting should deal only with matters requiring immediate attention.

WORSHIP

The church lives to praise God. We have no higher calling than to offer the worship that belongs to God day by day. Through the preaching of the Word and the celebration of the Sacraments, in praise, prayer, teaching and fellowship, God sustains the life of the church. Because worship draws us into the work of Christ, the Life and Mission Agency Committee incorporates worship into its meetings and relies upon praise and prayer as essential to faithful and wise discernment.

MEMBERSHIP

The LMA Committee is made up of: 12 members appointed by General Assembly (3 year term, option for 2nd term); three Assembly Council appointments; three Ex-officio including one representative from each of the Women's Missionary Society, Atlantic Mission Society, PWS&D.

Every member of the Committee is responsible for the whole business of the Committee. However, from time to time, particular business may be delegated or commissioned to a sub-committee, with power to issue.

NOMINATING COMMITTEE

The Committee shall have Nominating Committee that will make recommendations for the consideration by the whole Committee.

VOTING

Members should not, without good cause, decline to vote; unless excused by the Committee from voting.

Members will disclose any knowledge of conflicts of interest. A member who has disclosed a conflict of interest may still vote on the recommendations at issue, unless the committee recommends that the member abstains or absents him or herself from the matter.

Members who elect not to vote are held as acquiescing in the decision of the majority.

The Convener or designate and twenty-five percent of members of the Committee constitute a quorum.

Those who are present at a meeting make decisions; there is no provision for absentee or proxy votes.

The Committee may decide to vote on minor or simple matters by email.

RESPONSIBILITIES of the CONVENOR

The responsibility of the Convenor is to help draft the agenda; to preside over the meetings; to preserve order; to take the vote; to announce the decisions; to represent the Committee; and to present the reports of the Committee.

The Convenor may leave the chair in order to speak on a subject.

The Convenor may introduce any competent business, and may express their views on any matter under consideration.

The Convenor of the Committee has only a casting vote.

RULES of ORDER

The Life and Mission Agency Committee shall generally use the Procedures and Rules of Order found in the Book of Forms of The Presbyterian Church in Canada (Sections 33–64).

Notwithstanding these rules of order, the convenor is free to encourage the Committee to work toward resolution by consensus, which shall have the same authority in decision making.

RECOMMENDATIONS and MOTIONS

A recommendation is in order when it has been moved, duly seconded, and not ruled out of order by the Convenor.

Speakers should confine themselves to the matter referred to in the motion, and if they depart from it they may be called to order.

When a question is under discussion, the motion must be disposed of, and no other motion can be entertained unless to adjourn the meeting, to adjourn the debate, to lay on the table, to refer, to amend, or to take an immediate vote; and these several motions have precedence in the order in which they are herein arranged.

A motion to adjourn is always in order, and is voted on without debate.

A motion to lay on the table is voted on without debate. If the motion is adopted, the subject to which it refers together with the motion and pending amendments, remains on the docket and may be taken up later or at a subsequent meeting, but only upon a motion adopted by a majority of the members present.

A motion is amended by adding certain words or clauses; by striking out certain words or clauses; by substituting other words or clauses for those in the resolution; or by striking out all after the word “resolved” and substituting another motion disposing of the matter in hand.

It is in order to propose an amendment to the first amendment, but no other can be entertained until the amendment to the amendment has been disposed of; when this has been adopted or rejected, other amendments to the amendment may be considered and disposed of one by one. When all amendments have been disposed of, the motion, as amended is voted upon.

A motion to take an immediate vote is put without debate. If adopted, the pending amendment or amendments are voted upon without further discussion; then, if no further amendments are offered, the main motion is voted on, and the subject is disposed of. If the motion is defeated, the debate continues, just as if no motion had been made.

A motion to reconsider a decision cannot be entertained at the sitting of the meeting in which the decision was made; nor at any subsequent time, unless notice of motion has been given at a previous sitting of the meeting.

A motion to reconsider can only be made and seconded by members who voted in the majority.

Normally members shall speak once to any motion or amendment, unless given permission or in explanation or to correct mistakes. The right of reply, however, belongs to the mover before the final vote is taken on the main motion.

Ordinarily the vote is taken by a show of hands. However, the vote may be taken by any method decided by the Committee from time to time.

If requested by one-third of the members present, the vote shall be by ballot.

Ordinarily the state of the vote is not recorded in the minutes, but this shall be done in regard to any vote, if required by two members of the Committee.

When it is discovered that a mistake has been made, the convenor may call for the vote to be taken again without a notice of motion.

In order to allow greater freedom in discussion, the Committee, when considering any matter, may, on motion duly seconded, resolve itself into a Committee of the Whole.

DISSENT

Any member of the Committee who has voted on a question and is not satisfied with the decision is entitled to have their dissent recorded. By so doing they relieve themselves from responsibility for the decision and save themselves from censure on account of it. The dissent must be given in when the decision is announced. Reasons for dissent may be given in at that time or within ten days. If in proper language, they are entered in the minutes. When deemed necessary the Committee may prepare answers that are entered in the appropriate minutes with the agreement of the majority.

A dissent within the Committee is a matter internal to the Committee and, in the interests of unity, ought not to provide license for a member to publically distance themselves from the

Committee. A member strongly disagreeing with the actions of the Committee has recourse found through the Book of Forms (Book of Forms 36.1).

Members who voted in the minority may signify their adherence to a dissent, and have their adherence recorded, either at the time, or at the following meeting.