

# LOCAL CHURCH ANNUAL MEETING CHECKLIST

Church Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Pastor (Presiding Officer): \_\_\_\_\_

Church Board Secretary: \_\_\_\_\_

## Pre-Meeting Checklist

- ☐ **Set Date & Time of Meeting** (see Manual 113.7)

Must be set within 90 days of district assembly.

Public Notice at least two Sundays before the meeting takes place. You can have the meeting in the evening of the second Sunday. Meeting may be conducted on more than one day or in more than one service per board approval.

- ☐ **Select Nominating Committee** (see Manual 113.10)

This nominating committee is for Local Church elections which are not otherwise provided for in the Manual. Nominations should take place in plenty of time to ensure that all nominees are eligible for election based on the manual provisions (Paragraphs 33, and also 113.11, 113.12, 113.13, 113.14).

**Nominations “from the floor”** may be permitted by Robert’s Rules of Order, even if a nominating committee was seated to handle and verify nominee eligibility. However, Nominees from the floor must be verified for eligibility by the original nominating committee. Doing such will necessarily interrupt the meeting, while the nominating committee works to verify eligibility. (see 113.10, 113.11)

Absentee ballots are not permitted for Annual Meetings or Special Church Meetings. Voting members must be present at the time of the meeting.

- ☐ **Prepare Ballots / Publicize Ballot** At least one week before the Meeting.
- ☐ **Pastor and Church Board** Should prepare an agenda for the Meeting.

☐ **The Following Officers Should Prepare and Present Reports**

Pastor, NMI President, NYI President, SDMI Chairperson, Church Treasurer, and any other officers as the Church Board and/or Pastor may deem as necessary. (Manual 113.10)

☐ **Nominations/ Elections of District Assembly Lay Delegates** (see paragraph 113.14 and 201.1)

Based on our district size, churches or church-type missions of 50 or fewer full and active members can elect two delegates to District Assembly. In addition, churches can elect, one additional lay delegate for each successive 50 full members and the final major part of 50 full members.

☐ **Nominations/Elections for NDI, NMI, and NYI delegates**

Because NDI, NMI, and NYI will be done in partnership with District Assembly you will need to consider the way in which you elect delegates. There are two ways to proceed. First, and preferable, is to elect different delegates to represent your church at Assembly and NDI. This provides the widest representation possible. Second, some of the same people can serve as delegates to both Assembly and NDI. These are sometimes called “Super Delegates.” We understand that some churches don’t have enough people to nominate or elect and this becomes a necessity. Keep trying to expand your pool of people who can be involved in this endeavor through church membership, outreach efforts, and raising up of younger leaders in the congregation. If you are sending separate delegates make sure they know what they are participating in when it comes to voting.

## **Additional Information**

Following are some important clarifications and suggestions as you prepare for your annual meeting and end-of-year responsibilities.

A full description of the protocol for the **Local Church Meeting** can be found in **Manual Paragraphs 113 and following**. I recommend you review this Manual information as you prepare for your annual meeting, elections, etc. An online copy of the 2017-2021 Manual can be found by going [here](#).

### **A few highlights for your attention:**

1. An annual church meeting shall be held within 90 days prior to the district assembly. This year's district assembly will be May 9-11, 2024. Annual meetings can be held as early as February 9, 2024.
2. Only the persons who are full and active members and have reached their 15th birthday are entitled to vote in church meetings, or represent the church as a delegate to the district assembly.
3. The pastor, who is ex-officio president of the local church, shall preside at annual or special called church meetings.
4. The Nominating Committee shall consist of not fewer than three nor more than seven members of the church, including the pastor.

**It is strongly recommended that husband, wife, and extended family do not serve on the church board simultaneously.** This often slows growth and prevents others from serving. Members of the nominating committee should not nominate members of the same family, immediate or extended. If such family groups are serving extended terms, I recommend that members from the same family be encouraged to decide among themselves who will serve in the coming term and vacate their position. Every effort should be made to nominate church board members from a cross-section of the congregation, providing for the broadest representation possible.