

Standing Rules of the Congregational Council of First Lutheran Church

SECTION 1. Agenda for Council Meetings.

- 1.1 Responsibility.** The President, in consultation with the Senior Pastor, shall establish an agenda for each meeting of the Council and the annual meeting of the Congregation.
- 1.2 Format for Agenda Items to Be Considered (Motions).** The format for motions to be considered by the Congregational Council shall include:
- a) the date of the meeting at which the motion is to be considered;
 - b) the subject of the action;
 - c) the proposed action itself (i.e., the formal motion);
 - d) background information relating to the action, and
 - e) the source and amount of funds to be expended, if the motion involves expenditure of unbudgeted funds
- 1.3 Agenda Distribution and Availability.** The agenda, motions to be considered, and any explanatory information shall be compiled and made available to members of the Council no less than 96 hours before a regular meeting and 24 hours before a special meeting. A copy of these materials shall be available for review in the Church Office during normal business hours and shall be made available on the First Lutheran Web site. The agenda and related materials shall be kept continually current.
- 1.4 Authority to Place Items on the Agenda.** Only a member of the Council has the authority to place an item on the agenda of any meeting of the Council. Members of the Congregation who wish to have a specific item on the agenda should request this action through a member of the Council. Items shall be placed on the agenda by notifying the President as soon as practicable given the agenda distribution deadlines but not less than 24 hours prior to the beginning of a meeting. Any item received after that deadline may be considered only if approved by the Council as an emergency item.
- 1.5 Emergency Item.** Items not appearing on the published agenda may be taken up on an emergency basis. Any member of the Council requesting emergency consideration of an item shall make a motion to that effect which specifies the subject to be considered and the nature of the emergency (the reason it must be addressed now instead of the next scheduled meeting). If seconded and approved by a majority vote of the quorum present, the emergency item may then be moved, seconded, discussed, and disposed of in the same manner as any other matter which comes before the Council for action.
- 1.6 Open Comment Period.** An Open Comment Period shall be included on the agenda for each meeting of the Council and the annual meeting of the Congregation. Any member of the Congregation or anyone else shall have the opportunity at that time to discuss any item on the agenda or to offer any other comment to the Council. Comments shall be limited to 5 minutes per person. The President shall have the discretion to waive the time limit upon request. An individual is not required to give advance notice of his or her intent to speak during the Open Comment Period.