

**THE LUTHERAN CHURCH —  
MISSOURI SYNOD**

**ROCKY MOUNTAIN DISTRICT**

**BYLAWS**



**THE BYLAWS OF THE ROCKY MOUNTAIN DISTRICT  
OF THE LUTHERAN CHURCH—MISSOURI SYNOD**

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## **PREAMBLE**

Recognizing the need for agreed upon order in the church, these District Bylaws are drafted. At the same time it is understood that the interpretation of these Bylaws is guided primarily by a commitment to the Gospel of Jesus Christ and love and esteem for each other.

## **ARTICLE I: ORGANIZATION**

### **1.01 Name**

The name of this District, a non-profit corporation of the State of Colorado, shall be the Rocky Mountain District of The Lutheran Church—Missouri Synod, hereinafter referred to as District.

### **1.02 Relationship to the Synod**

The relationship of the District to the Synod shall be governed by the Constitution and Bylaws of the Synod. The Constitution of the Lutheran Church-Missouri Synod is also the Constitution of The Rocky Mountain District and, for the purposes of the laws of the State of Colorado, the Constitution shall be deemed a part of the Bylaws of the District. The Bylaws of the Synod are primarily the Bylaws of the District. In the event of any conflict between the Constitution or Bylaws of the Synod and the District Bylaws, the provision of the Constitution or Bylaws of the Synod shall control.

### **1.03 Purpose of the District**

The Synod has established the District in order to more effectively achieve its objectives and carry on its activities.

### **1.04 Geographic Regions**

For the purpose of elections, the four geographic regions of the District shall be:

- A. Central - The State of Colorado, counties of Adams, Arapahoe, Clear Creek, Denver, Douglas, Elbert, Jefferson, Lake, Park, and Summit;
- B. Eastern - The State of Colorado east of the Continental Divide (except the counties of Adams, Arapahoe, Clear Creek, Denver, Douglas, Elbert, Jefferson, Lake, Park, and Summit), Big Springs, and Venango, Nebraska;
- C. Southern - The State of New Mexico; the El Paso, Texas area; the areas in and around the Colorado cities of Cortez, Durango, and Pagosa Springs; the Moab,

Utah area; and the Page, Arizona area; and,

- D. Western - The State of Utah (except the Moab, Utah area); and that part of the State of Colorado lying west of the Continental Divide (except the counties of Lake and Summit and the areas in and around the Colorado cities of Cortez, Durango, and Pagosa Springs).

## **1.05 Membership**

- A. Qualifications of Members

The membership of the Rocky Mountain District shall consist of members of The Lutheran Church—Missouri Synod (Congregations located within the geographical area of the Rocky Mountain District and individual members, consisting of Ordained and Commissioned Ministers, assigned membership in the District) .

- B. Definitions

1. Congregations are those that are listed on the Synod’s Official Roster.
2. Ordained Ministers are those Individual Members listed on the Synod’s Official Roster.
3. Commissioned Ministers are those Individual Members listed on the Synod’s Official Roster, having been admitted to specific auxiliary ministries as listed in Synod Bylaw 2.6.1.1.

## **1.06 Authority**

- A. The final authority of the District shall be the member congregations, represented by the delegates to the District Convention. All elected boards, officers, commissions and committees shall be held responsible for implementing Convention policies and resolutions.
- B. The Board of Directors is the body of the District responsible for managing the business and legal affairs of the district between conventions.

## ARTICLE II: ADMINISTRATION

### 2.01 Board of Directors

#### A. Membership

1. The Board of Directors shall consist of fourteen (14) voting members elected by the District Convention. The membership shall be as follows:
  - a. The District President;
  - b. Four (4) Vice-Presidents, one from each of the four geographic regions of the District;
  - c. The Secretary;
  - d. Two (2) commissioned ministers, one from each of any two geographic regions of the District; and
  - e. Six (6) lay persons, one from each of the four geographic regions of the District and one from each of the two regions not represented by the two commissioned ministers. The Board shall also have the authority to choose to appoint to the board up to three voting lay members from the district's congregations to obtain additional skill sets (legal, finance, investment, administration, etc.).
  - f. Each member of the Board representing a geographic region of the District shall, throughout the term of service, hold membership in a congregation of that geographic region.
2. All members of the Board must be members of member congregations of the District. Only one member of a congregation can be elected or appointed as a member of the Board. This limitation shall not apply to the election of the President. When a member of a congregation has been elected to the Board of Directors (except for the President), no other member from that congregation is eligible for nomination or election.
3. A vacancy shall occur whenever a member is no longer a member of a member congregation within the geographic region from which the member was elected.

#### B. Responsibilities

1. The Board of Directors shall enact policies and supervise the

implementation of the will of the District, as expressed in these Bylaws and District Convention resolutions.

2. The Board of Directors shall be custodian of the District's valuable papers and shall act as trustees of the District. As such, the Board is authorized to buy, sell, mortgage, exchange and insure real estate or other property of the District.
3. The Board is also authorized and required to protect the District by means of a blanket fidelity bond and shall determine the amount of that bond.
4. After obtaining input in a variety of ways and pledges from District Congregations, the Board of Directors shall adopt the annual fiscal year district mission and ministry program including consideration of the pledges from the District's Congregations.
5. Under each annual budget the Board of Directors shall set the salary of the President, appointed executives and other District employees as well as the terms of housing allowances, provisions for transportation, etc.
6. The Board of Directors shall be responsible for providing, at District expense and in Metropolitan Denver, office facilities and equipment adequate to meet the District's needs and allow the efficient functioning of District personnel.
7. The Board of Directors shall supervise the District treasury and determine the depository of District funds.
8. The Board of Directors is authorized to borrow money from Lutheran Church Extension Fund-Missouri Synod or from any other source, for operating funds to carry on the work of the District.
9. The Board of Directors shall authorize, direct, supervise, and coordinate the work of all commissions and committees.
10. The Board of Directors shall fill vacancies occurring in any elective or appointive office or on any commission or committee, except circuit Visitors and the Nominating Committee.
11. The Board of Directors shall communicate the work of the District to the congregations.
12. The Board of Directors is entitled to send one representative from the Board of Directors and one representative from the Executive Staff as

District Advisory Delegates to the conventions of the Synod.

13. Between conventions, the Board of Directors shall provide for implementation within the District of the decisions of the national and district conventions and allocate necessary funds for the support of the national and district budgets.
14. The Board of Directors shall appoint a committee, board, or individual responsible for stewardship, including cooperation with the Synod's elected or appointed person(s) responsible for stewardship, and assisting and advising local congregations in the development and promotion of an adequate stewardship program.
15. The Board of Directors may appoint a committee, board, or individual to work with the Synod's Office of National Mission in that Office's mission responsibilities and support of district ministries that support congregations and schools.

C. Board Officers and Commissions

1. The Board of Directors shall annually elect from its ranks of membership, a Chairman and Vice-Chairman of the Board of Directors. In the event either is unable to complete the one-year term, the Board shall conduct a replacement election. The Executive Committee of the Board of Directors shall be the District President, the District Secretary, the Chairman and the Vice-Chairman of the Board of Directors. The responsibilities, as members, of the Executive Committee shall be:
  - a) The Chairman shall preside over Board meetings in accordance with Robert's Rules of Order and in accordance with other related policies established by the Board of Directors. The authority of the Chairman, as constituted by this office, is limited to the leadership of the Board and its Commissions and does not extend beyond this role except as a representative of the Board.
  - b) The Executive Committee shall serve as advisors to the Chairman and the President in establishing the Board meeting agendas.
  - c) The Executive Committee shall have no authority except where empowered by the Board. In addition, the Executive Committee shall have authority to act in times of emergency between plenary meetings of the Board to act on delegated assignments, and to act as specified elsewhere in the Synod Bylaws. The Executive Committee may not perform acts specifically



required by statute or by legislation or the Constitution, Bylaws, and resolutions of the Synod to be performed by the Board or the District in Convention, nor may they overturn actions of the Board or the District in Convention. All Executive Committee actions shall be reported to plenary meetings of the Board.

- d) The Vice-Chairman of the Board shall be empowered as Chairman when requested by the Chairman of the Board and in the Chairman's absence.
- e) The Board of Directors may appoint from its ranks Commissions, as needed, with the President of the District and the Chairman of the Board of Directors serving as ex officio (non-voting) members of all Commissions.

#### D. Meetings

1. All meetings of the Board of Directors shall be open to attendance by any member of any congregation in the District, except that the Board of Directors may enter into an Executive Session when deliberating personnel matters, legal matters, or economic negotiations, thus, giving respect to individual confidential matters.
2. The Board of Directors shall meet four times annually at a minimum. It shall meet at the call of the President within sixty days after every District Convention to organize itself and make necessary appointments. Special meetings may be called by the President or five members of the Board. In the event the President determines that a decision is necessary before the next meeting of the Board of Directors, he, in collaboration with the Chairman of the Board, is authorized to set up, in accordance with Synod Bylaws and applicable Synod Board of Directors policies:
  - a) a telephone conference call or web meeting with all available Board members. A majority of the votes of a quorum of the members of the Board of Directors is necessary to approve any motion on the issue at hand;
  - b) a vote by means of E-mail communication. An action taken by such a vote shall require a unanimous vote in favor, with all voting members casting a vote.
3. After obtaining input from the District Congregations, the Board shall adopt the annual District Mission and Ministry program.

4. A majority of the members of the Board shall constitute a quorum.
5. The Chairman of the Board of Directors or the Vice-Chairman of the Board shall preside at all meetings of the Board. The District Secretary shall keep accurate minutes of all Board meetings.

## **2.02 Elected Officers**

The elected officers of the District shall be:

- A. A President (an ordained minister) who shall be a full-time executive unless otherwise permitted in these Bylaws. A President serving on a full-time basis shall live within a hundred-mile radius of the Rocky Mountain District office, unless an exemption is made by the District Board of Directors;
- B. Four Vice-Presidents (ordained ministers); the Vice Presidents are to be elected as representatives of each of the four geographic regions of the District;
- C. A Secretary (an ordained minister); and,
- D. A Visitor for each Circuit of the District (an ordained minister).

## **2.03 Duties of the President**

- A. The duties of the District President shall include those prescribed by the Synod and found in the Synod's Handbook.
- B. While being the Synod's representative to the District, the President shall also be the spokesman on behalf of the District to the Synod.
- C. He shall be the official spokesman for the District in public matters.
- D. The President shall be a full-time executive. He may also be called as a pastor in an assisting capacity only, provided such services do not interfere with his official duties as President.
- E. The President shall be the chief executive of the Board of Directors.
  1. The President shall keep the Board advised as to matters relating to its responsibilities and the welfare of the District.
  2. The President shall be an ex officio (non-voting) member of all committees or special committees appointed by the Board and in such cases may appoint a representative to serve in his behalf.

3. The President, in collaboration with the Chairman of the Board and the Executive Committee, shall prepare the agenda for each meeting of the Board of Directors.
  4. When positions have been authorized by the District Convention, the President shall have the right to advise concerning, and consent to, any appointment or removal by the Board of Directors of District executives and appointed officers.
  5. Office personnel for such positions as have been authorized by the Board of Directors are to be hired or terminated by the President or his designee.
- F. The President shall be chief executive of the District.
1. The President shall supervise the work of all missionaries-at-large.
  2. The President shall maintain an accurate roster of congregations, ordained ministers and commissioned ministers serving within the District.
  3. The President shall maintain records of all transactions affecting the work of the District.
  4. The President shall sign official documents on behalf of the District.
- G. The President shall preside or participate in District events, insofar as is practical.
1. The President, after consultation with the Vice-Presidents, shall arrange the program of the Convention, determine the subject of the essay, appoint the essayist and except for the Nominating Committee, appoint all Convention committees.
  2. The President shall preside over and make a report to the District Convention.
  3. The President shall attend District-wide conferences of ordained ministers and commissioned ministers.
  4. The President shall appoint committees to review the minutes of such conferences.
  5. The President shall be responsible for the ordination and installation of ordained ministers and commissioned ministers within the District.

6. The President, when appropriate, shall participate in events within the District sponsored by lay groups.
- H. Especially, the President shall serve the constituency of the District as its chief Ecclesiastical Supervisor.
1. The President shall supervise the doctrine, life and official administration of the professional church workers of the District.
  2. The President shall train, supervise and counsel the Circuit Visitors and when appropriate may call upon them to assist in the implementation of his responsibilities within their prescribed areas. He or a designee shall visit the congregations of the Circuit Visitors once in three years and otherwise as he deems it necessary.
  3. The President shall inquire into the prevailing religious conditions within the congregations of the District.
  4. When controversy arises within a congregation the President shall make official visits or investigations, whether or not invited.
  5. The President shall advise congregations as to the calling of ordained ministers and commissioned ministers.
  6. The President shall be a student of the Word and the world, keeping abreast of developments affecting the church and recommending suitable action to meet challenges and opportunities.
  7. The President shall serve as an example for District ordained ministers, commissioned ministers and congregations by his Christian conduct, and under the grace of God, do all within his ability and scope of his calling to build up the District and its congregations for the advancement of the Kingdom of Christ.
- I. With regard to the Vice-Presidents, the President shall:
1. Call upon their assistance in any way that would appear to be helpful. He shall ask their advice and service as he may desire but need not be bound by their counsel.
  2. Keep them informed at all times on conditions within the District.
- J. The President shall maintain an active working file on all matters. Said file shall be turned over to his successor when and where appropriate.

## **2.04 Duties of the Vice-Presidents**

The rights and duties of the Vice-Presidents of the District shall be, when appropriate, the same as those prescribed for the Vice-Presidents of the Synod as outlined in the Synod's Handbook. The Vice-Presidents shall, upon request of the President or as may be provided by the District, advise, assist or represent the President.

## **2.05 Duties of the Secretary**

- A. The Secretary shall record the proceedings during the District Convention. In accordance with the instructions given by the District, he shall publish the proceedings of the District Convention. He shall prepare the manuscript, recording all resolutions in the wording in which they were adopted by the convention, and publish the proceedings after the District President has approved the manuscript.
- B. The Secretary shall draw up or cause to be drawn up all official papers and documents of the District and shall sign the same together with the District President in the name of the District, except as otherwise provided in these Bylaws.
- C. The Secretary shall receive a copy of the signed constitution of all congregations received into membership in the district. He shall also preserve the required signatures to the Constitution of the Synod provided by the officers of the congregation and shall record the year in which the congregation is received into membership.
- D. The Secretary shall notify every member of the District elected to a District office of his election. He shall also notify all commissions and committees of resolutions concerning them so that the resolutions may be implemented as soon as possible.
- E. The Secretary shall record the minutes of all meetings of the Board of Directors.
- F. The Secretary shall send the minutes of all Board meetings to each Circuit Visitor.
- G. At least six months before the District Convention, the Secretary shall mail to each voting congregation a form for the nomination of one candidate for President and a form for the nomination of a candidate for First Vice-President and for a candidate for its regional Vice-President and a form requesting suggestions for candidates for the positions listed in Section 3.01.D. The

Secretary shall provide each voting congregation with the proper credentials required to be returned to entitle the congregation's designated voting ordained minister and voting lay delegate to vote at the Convention, in accordance with Section 4.02.

- H. The Secretary shall keep a record of the results of all balloting at District Conventions in order to preserve a list of names for consideration in filling vacancies.
- I. Advisory ordained ministers, specific ministry pastors, and commissioned ministers shall meet at the call of the Secretary to select nonvoting advisory delegates to the Convention of the Synod in accordance with the Synod's Bylaws. These groups shall meet either during the District Convention, or at official district conferences of ordained and/or commissioned ministers or via electronic means.
- J. The names and addresses of all voting and nonvoting advisory delegates and representatives and their alternates shall be forwarded by the District Secretary before the announced registration deadline to the Secretary of the Synod on registration forms provided by the latter.
- K. The Secretary, or an appointee, shall be the Administrator of the Dispute Resolution Process in accordance with the Synod's Bylaws and the LCMS Handbook. If the secretary is a party to the matter in dispute, has a conflict of interest, or serves as a witness, then the President shall appoint an administrator of the process in the matter.

## **2.06 Duties of the Circuit Visitors**

- A. Conduct Circuit Pastors Conferences, Circuit Forums and Circuit Convocations;
- B. Perform those duties prescribed in the Synod's Handbook;
- C. Assist, when requested, the President in carrying out his responsibilities within the Circuit;
- D. Visit each congregation once in three years and otherwise as he deems it necessary; and,
- E. Submit names of persons to be considered by the Board of Directors for appointment to the District roster of Reconcilers.

## **2.07 Appointed District Reconcilers**

The appointment and duties of District Reconcilers shall be in accordance with the LCMS Handbook.

## **2.08 Appointed Executives**

- A. District executives may be appointed by the Board of Directors with the advice and consent of the President and may be removed in the same manner. Any such removal shall be handled with Christian concern and in accordance with Section 3.03 C.4. District executives shall perform duties as assigned by the President.
- B. When appointment of a District Executive, or other appointed executive is to be made by the Board of Directors, the Board shall provide ample opportunity for the congregations of the District to nominate candidates for the office.

## **2.09 Appointed Officers**

- A. The following officers shall be appointed by the Board of Directors with the advice of the President. Any removal from such office shall be handled with Christian concern following the same procedure. They shall be directly responsible to the President or his designee. The appointed officers shall be:
  - 1. A Treasurer (a lay person);
  - 2. An Archivist-Historian; and
  - 3. An Assistant Secretary.

## **2.10 Accountability of Officers, Commissions and Committees**

- A. All officers, commissions and committees whether appointed by the Board of Directors or established by District Convention shall be accountable to the District for their transactions and every decision of such officers, board, commissions and committees may be appealed to the next District Convention, provided, however, that this provision shall not affect the finality of any sale of property, purchase of property, or borrowing of money where the transaction has been authorized by the Board of Directors and concluded in accordance with the terms of said authorization. Between District Conventions all officers, commissions and committees shall be accountable through their supervisors, if any, to the Board of Directors.
- B. The Board of Directors and the Nominating Committee are directly accountable to the District Convention.

## **2.11 Policies and Administrative Manual**

1. The specific duties of appointed officers, executives, and committees of the District, as well as the normal policies and procedures of the District shall be stated in the Rocky Mountain District's Policies and Administrative Manual. This manual will be maintained by district staff and shall be subject to periodic review and approval by the Board of Directors. In the event of any conflict between the District Bylaws and the District Policies and Administrative Manual, the provision of the Constitution and Bylaws of the Synod and the Bylaws of the district shall control.



## **ARTICLE III: NOMINATIONS, ELECTIONS AND VACANCIES**

### **3.01 Nominations**

#### **A. Responsibility for Nominations**

1. The congregations of the District shall nominate candidates for District President and the four regional Vice-Presidents.
2. The congregations of each Circuit shall nominate candidates for Circuit Visitor for their circuit.
3. The Nominating Committee shall nominate candidates for District Secretary, for membership on the Board of Directors, for membership on the Nominating Committee, and for the Synod's Committee for Convention Nominations (a member plus an alternate) under the direction of the Secretary of the Synod who will notify each District whether a professional church worker or a lay person shall be elected at that time.
4. The Nominating Committee elected by the District Convention shall consist of five members: two ordained ministers, two laypersons and one commissioned minister. There shall be one ordained minister or one layperson elected from each of the four geographic regions of the District. The commissioned minister shall be elected from the District at large. Nominations from the floor shall be accepted.
5. The committee elected shall serve for the next District Convention. The committee shall meet, at the call of the President, within six months after having been elected to choose a chairman and a secretary and to set a date for the next meeting (or future meetings). A vacancy shall occur whenever a member is no longer a member of a congregation within the geographic region from which the member was elected.

#### **B. Procedure for Nominating Candidates for the Office of District President**

1. Each voting congregation shall be entitled to nominate one ordained minister from the roster of ordained ministers of the Synod as a candidate for District President.
2. The Secretary of the District shall mail to each voting congregation of the District a form for nominating a candidate.
3. Each completed nominating form shall be signed by the President and the Secretary of the voting congregation, and shall be sent to the Secretary of

the District not later than four months prior to the opening date of the Convention.

4. The Secretary of the District together with the Chairman of the Nominating Committee shall tabulate the nominations and shall report to the Convention by means of the Convention Workbook of Reports and Overtures the names of all candidates who have received at least five nominations, together with their biographical sketches, stating particularly the previous offices held and a brief comment by each nominee if he desires, for the purpose of providing helpful information to the voting delegates.
5. If one or no candidate for District President remains at any time after the date of receiving the nominating forms according to Section 3.01.B.3 and before the District Convention is convened, the Chairman of the Nominating Committee may choose a new deadline for receiving nominations from the congregations and direct the District Secretary to reissue the call for nominations for District President by the congregations according to Section 3.01.B.3. If the Nominating Committee determines that the time is not sufficient for securing nominations from the congregations, then any voting delegate may nominate one candidate from the floor at an appropriate time during the convention. The procedure shall include making a nomination and receiving a second. The delegate making a nomination from the floor shall have secured prior written consent to nominate the candidate whom the delegate wishes to nominate. Such delegate shall immediately submit to the Secretary of the District this document and written pertinent biographical information concerning the nominee as described in section 3.01.B.4. The District President or presiding officer for the Convention, after determining that the delegate has followed the required procedures, shall request an immediate vote, without a discussion of the motion or any verbal characterization of the nominee, on whether to place the nominee's name on the ballot for President. A majority vote is required to do so. Additional nominations from the floor shall be permitted until the delegates vote to close nominations from the floor or no further nominations are offered.

C. Procedure for Nominating Candidates for the Four Offices of Vice President

1. Each voting congregation is entitled to nominate one ordained minister of the District for the office of First Vice President. No consideration need be given to geographic regions.
2. Each congregation shall further be entitled to nominate one ordained

minister of the District for the office of regional Vice President representing the geographic region to which the congregation belongs. This candidate shall be a member of a congregation within the congregation's geographic region.

3. The Secretary of the District shall mail to each voting congregation of the District a form for nominating a candidate for First Vice President and a candidate for its regional Vice President.
  4. Each completed nominating form shall be signed by the President and the Secretary of the voting congregation and shall be sent to the Secretary of the District no later than four months prior to the opening date of the Convention.
  5. The Secretary of the District together with the Chairman of the Nominating Committee shall tabulate the nominations and shall report to the Convention by means of the Convention Workbook of Reports and Overtures the names of the five nominees receiving the highest number of nominations (more in case of a tie for the fifth nominee), together with their biographical sketches, stating particularly the previous offices held and a brief comment by each nominee if he desires, for the purpose of providing helpful information to the voting delegates.
  6. If one or no candidate for First Vice President remains at any time after the date of receiving the nominations according to Section 3.01.C.4 and before the District Convention is convened, then the nomination of additional candidates for First Vice President shall be allowed following the same procedure as that for candidates for President in Section 3.01.B.5.
- D. Procedure for Nominating Candidates for the Office of District Secretary, Membership on the Board of Directors, the Nominating Committee, and for the Synod's Committee for Convention Nominations
1. The Secretary of the District shall mail to each voting congregation of the District a form requesting suggestions for candidates for the positions listed in this Section.
  2. The Nominating Committee shall:
    - a. Nominate at least two candidates for each of the following: the office of District Secretary, each position on the Board of Directors, the District Nominating Committee, and the Synod's Committee for Convention Nominations.
    - b. Nominate candidates for elective offices, boards, commissions and

committees in conformity with these Bylaws, in sufficient time so that these names may be included in the Convention Workbook of Reports and Overtures. In addition to the names, the Committee is to supply a brief biography of the persons nominated stating particularly the previous offices held by such nominees and a brief comment by each nominee if he or she desires, for the purpose of providing helpful information to the voting delegates; and,

- c. Present the nominations to the District Convention for adoption and give the delegates opportunity to nominate from the floor.

E. Procedure for Nominating Candidates for the office of Circuit Visitor

1. The circuit visitor shall hold his position by virtue of his selection by the circuit forum and ratification by the district convention. The circuit visitor nomination and selection processes are to be handled in accordance with the Bylaws of the Synod. Consent-to-serve and biographical information should be included with nominations sent by congregations to the circuit forum. The selection must be completed four months prior to the district convention and reported to the secretary of the district in preparation for ratification by the district convention.
2. The Convention shall have the right to alter the slate by amendment.
3. The Convention shall then vote on ratifying the slate of circuit visitors, which ratification shall constitute election.

### **3.02 Elections**

A. Responsibility for Elections

The responsibility to conduct and supervise the elections at the District Convention is vested in the Elections Committee, appointed by the President and consisting of two ordained ministers, two lay persons and one commissioned minister.

B. Procedure

1. The President shall be elected first, early in the Convention. Each voting delegate shall be entitled to vote for one of the candidates for President. The candidate receiving a majority of the votes cast shall be declared elected.
2. If no candidate receives a majority of the votes cast on the first ballot, a

second or successive ballot(s) will be required; the candidate receiving the fewest votes and all candidates receiving less than 15 percent of the votes cast shall be dropped from the ballot, unless fewer than two candidates receive 15 percent or more of the votes cast, in which case the three highest candidates shall constitute the ballot.

3. Then shall follow the balloting for the First Vice-President in the same manner as that for the President until one candidate receives a majority of the votes cast.
4. Then shall follow the balloting for each of the Vice-Presidents for the three remaining geographic regions. Each voting delegate shall be entitled to vote for one of the candidates for Vice-President from each regions. The balloting for each regional Vice President shall proceed in the same manner as that for the President until one candidate for each region receives a majority of the votes cast.
5. Then shall follow the balloting to choose which of the Vice Presidents for the three remaining geographic regions shall be the Second Vice President, which shall proceed in the same manner as that for the President until one candidate receives a majority of the votes cast.
6. Then shall follow the balloting to elect the Third Vice President from among the two remaining regional Vice Presidents, by a majority of the votes cast. The remaining Vice President shall then be declared elected Fourth Vice President.
7. In the balloting for all other elective positions, the candidate receiving a majority of the votes cast shall be declared elected. If no candidate receives a majority of the votes cast on the first ballot, a second or successive ballot(s) will be required; the candidate receiving the fewest votes and all candidates receiving less than 15 percent of the votes cast shall be dropped from the ballot, unless fewer than two candidates receive 15 percent or more of the votes cast, in which case the three highest candidates shall constitute the ballot.
8. Upon the adoption of the slate of candidates for remaining positions, the Committee shall prepare the ballots for presentation to the Convention, insuring that the candidates for District Secretary, Board of Directors, and Nominating Committee appear on separate ballots and are presented in the order just stated. Any candidate from a congregation from which a person has already been elected to the Board (other than the President) is ineligible and shall be eliminated from the remaining slate of candidates.

9. Following the election of the Secretary balloting shall occur for the remaining positions on the Board of Directors. Each position shall be elected one at a time; all eligible candidates shall be listed on the ballot for each position.
  - a. The first two elections to the Board shall be for two commissioned ministers, each of whom shall be from a different geographic region.
  - b. The next six elections to the Board shall be for six laypersons. One layperson shall be elected from each of the four geographic regions of the District and an additional one from each of the two regions not represented by the two commissioned ministers.
10. Following the election of the Board of Directors the Nominating Committee shall be elected. Each position shall be elected one at a time; all eligible candidates shall be listed on the ballot for each position. Balloting shall occur for one ordained minister or one layperson elected from each of the four geographic regions of the District and one commissioned minister elected from the District at large. Nominations for the Nominating Committee shall be accepted from the floor.
11. There shall follow, at alternating conventions of the district, as called for by the Secretary of the Synod, two elections for the Synod's Committee for Convention Nominations. Balloting in the first election shall continue until the District's member of the Committee is elected by a majority of the votes cast. All the other candidates for member shall then be listed on the ballot for alternate. Balloting in the second election shall continue until the alternate has been elected by a majority of the votes cast.
12. The Elections Committee shall conduct the ratification ballot for Circuit Visitors. Ratification of the nominees constitutes the election.
13. In conducting the elections no one shall be permitted to cast a ballot after the Elections Committee on the floor of the Convention has declared the election for that slate closed.
14. A report shall be made to the Convention on the outcome of each ballot before the presentation of a new ballot. The Elections Committee shall report the results of all balloting to the Secretary of the District for recording, in order to preserve a list of names for consideration in filling vacancies.
15. At the conclusion of the elections, the Elections Committee shall offer a

motion that all elections be declared unanimous.

### **3.03 Term of Office**

#### **A. Elected Officers**

1. The term of office of the President, Vice-Presidents, Secretary and Circuit Visitors shall be three years, with incumbents serving until their successors assume office. No elected officer shall serve more than three complete successive terms in the same office, provided that no period of time served in filling a vacancy in the office shall be included in such computation.
2. In the event a full-time President who has not reached the age of eligibility for retirement and pension benefits fails to be re-elected President, or if he has completed his maximum period in office, or if he elects to resign for a reason satisfactory to the Board of Directors, he shall receive his full salary for a period not to exceed twelve months. The payment of the salary shall be terminated if, within the twelve-month period, he accepts another position or becomes eligible for retirement and pension benefits.

#### **B. Elected Boards, Commissions and Committees**

The term of office of members of elected Boards, Commissions and Committees shall be three years, with incumbents serving until their successors assume office. No person shall serve more than three successive terms on the same Board, Commission or Committee, provided that no period of time served in filling a vacancy on the Board, Commission or Committee shall be included in such computation.

#### **C. Appointed Executives, Officers and Reconcilers**

1. The term of office of appointed executives shall be four years from the date of appointment. The term of office of appointed officers shall be three years from the date of appointment or until their successors have been appointed. The term of office of appointed reconcilers shall be six years.
2. Appointed executives shall receive an evaluation of their work at least annually by the District President. If the work of the appointed executives proves satisfactory, and if there is continuing need for their services, the appointed executives may normally expect reappointment. The decision on reappointment shall be made at least 3 months prior to the expiration of the four year term.

3. If the Board of Directors shall decide not to renew the appointment, a 90-day notice shall be given to the executive, said period to begin on the first day of the following month. If the 90-day period should extend beyond the regular termination date, full salary shall continue to be paid for services rendered until the expiration of the 90-day period. During the 90-day period the Board of Directors shall assist the executive, if requested, in his efforts to find another opportunity for service in the church. If he succeeds in obtaining other employment before the expiration of the 90 days, his salary shall cease by the first of the following month. In addition to the foregoing provisions, an additional month's salary shall be allowed as severance pay on actual termination of service.
4. The Board of Directors may by majority vote also terminate for cause, the services of its executives before the end of the four-year term. Valid cause for dismissal shall include adherence to false doctrine, conduct unbecoming a Christian, neglect of office, or insubordination. In such instances none of the foregoing financial arrangements shall apply. One month's salary shall be allowed as severance pay.

### **3.04 Limitation on Holding Office**

- A. No one, either in the Synod or the District, or between the Synod and the District, shall hold more than one elective office, or hold more than two offices, although one or both be appointive; or ever hold two offices of which one is directly responsible for the work done by the other. Doubtful cases shall be decided by the President of the Synod.
- B. The Nominating Committee of the Rocky Mountain District is to be regarded as an Ad Hoc Convention Committee to which limitations on holding multiple offices do not apply.
- C. The limitations of holding multiple offices do not apply to reconcilers.

### **3.05 Installation of the President and Vice Presidents**

- A. The President-elect shall be installed within sixty days from the date of his election and shall assume the office of District President immediately after his installation. For effecting a smooth transition, the outgoing District President and the President-elect shall work together for up to 30 days.
- B. If the man elected President declines, the man who was elected First Vice-President shall thereby become President-elect and shall be notified thereof by the Board of Directors and the District Secretary.



- C. If the man elected First Vice-President also declines to serve as full-time President, the man who was elected Second Vice-President shall thereby become President-elect and shall be notified thereof by the Board of Directors and the District Secretary.
- D. If the man elected Second Vice-President also declines to serve as full-time President, the man who was elected Third Vice-President shall thereby become President-elect and shall be notified by the Board of Directors and the District Secretary.
- E. If the man elected Third Vice-President also declines to serve as full-time President, the man who was elected Fourth Vice-President shall thereby become President-elect and shall be notified by the Board of Directors and the District Secretary.
- F. A man elected Vice-President who is notified that he is next in the line of succession to become President-elect shall have not more than fifteen (15) days from the date of his notification to decide whether or not to accept the office of full-time President and give written notice of that decision to the Board of Directors and the District Secretary.
- G. If the man elected Fourth Vice-President also declines to serve as full-time President, the man elected as President by the Convention —or, if he is unable to serve, then the man elected First Vice-President — shall serve as President on a part-time basis. He shall prepare at the earliest practical time a plan for redistribution of any appropriate duties of the presidency among the vice-presidents, appointed executives, or others. The plan shall be presented to the Board of Directors and upon approval by the Board shall be effective until the office of the President is filled on a full-time basis or until changed by the Board, whichever shall occur first.
- H. The President in office at the time of the Convention shall continue in office until his successor has accepted the office of President and has been installed.
- I. If any Vice-President-elect or Vice-President declines the office of President under the foregoing procedure, he shall continue to assume office or serve as Vice- President.
- J. A vacancy in any Vice-Presidency caused by the foregoing procedure shall be filled by advancing the lower-ranking Vice- Presidents. The remaining vacancy shall be filled, until the next election, by appointment by the Board of Directors of an ordained minister from the geographic region which has the vacant Vice-President position.

### 3.06 Vacancies

- A. In the event of the death or resignation of the President, the First Vice-President shall immediately assume the duties of the Presidency and may elect to become full-time President until the next election. If he does not so elect, he shall serve as President on a part-time basis and shall prepare at the earliest practical time a plan for redistribution of any appropriate duties of the Presidency among the Vice-Presidents, appointed executives and others. The plan shall be presented to the Board of Directors and upon approval by the Board shall be effective until the office of the President is filled on a full-time basis or until changed by the Board, whichever shall occur first.
- B. If the President is unable to serve because of illness or disability, the responsibilities of his office shall be assumed by the First Vice- President as acting President until the President is able to resume the duties of his office. Where appropriate, these duties may be redistributed temporarily in any manner recommended by the acting President and approved by the Board of Directors. Disability of the President shall be determined by the Board of Directors.
- C. A vacancy in any Vice-Presidency shall be filled by advancing the lower-ranking Vice- Presidents. The remaining vacancy shall be filled, until the next election, by appointment by the Board of Directors of an ordained minister from the geographic region which has the vacant Vice-President position.
- D. Vacancies on the Board of Directors, including the District Secretary, shall be filled until the next election by appointment by the Board of Directors, giving consideration to nominees from the last District Convention in accordance with Section 3.01 D.1.
- E. Vacancies in the offices of Circuit Visitor shall be filled by the President, giving consideration to the nominations made prior to the last Convention, in accordance with Section 3.01 E.
- F. Vacancies on the Nominating Committee shall be filled by appointment by the Board of Directors. First consideration shall be given to the pool of nominees from the last Convention.

## **ARTICLE IV: DISTRICT CONVENTION**

### **4.01 Convention Organization**

- A. The District shall hold a convention every three years, in the year preceding the year in which the Synod meets in Convention.
- B. Prior to the Convention, the President, after consultation with the Vice-Presidents, shall appoint:
  - 1. A Convention Arrangements Chairman and Committee to assist the District Staff in the arrangements for the District Convention;
  - 2. Floor Committees to consider overtures and submit recommendations to the Convention;
  - 3. A Registration and Credentials Committee;
  - 4. An Elections Committee to make all necessary arrangements for elections, and to conduct and supervise them;
  - 5. A Mileage Equalization Committee; and,
  - 6. Any other committees deemed necessary.
- C. Committee Chairmen shall be appointed by the President. Committee members shall include laity, commissioned ministers, or pastors.

### **4.02 Representation and Voting Procedure**

Each congregation of the District (a multiple-congregation parish being considered a unit) shall be represented by one ordained minister called by the congregation and one elected lay delegate. An interim ordained minister whose name is listed on the Synod's official roster of Ordained Ministers may serve as a voting ordained minister, provided that he has been officially called by the congregation and installed. A multiple-congregation parish shall elect one lay delegate who shall represent the congregations of the parish. Congregations of a multiple-congregation parish other than the one sending the voting lay delegate may send advisory lay delegates. The vote at any Convention shall be restricted to the designated voting ordained ministers and the duly elected lay delegates of the congregations. To be entitled to vote, ordained ministers and lay delegates shall return the proper credentials provided by the Secretary and signed by two of the congregation's officers, either by mailing them to the District office at a date determined by the district or by presenting them to the Secretary at the opening of the convention.

#### **4.03 Reports and Overtures**

- A. An official notice by the President shall be given to the membership of the District with regard to the deadline for submitting reports and overtures for inclusion in the District Convention Workbook at least six months prior to the Convention.
- B. All Convention reports and overtures shall be submitted for inclusion in the District Convention Workbook at least four months prior to the Convention.
- C. A copy of the Convention Workbook shall be sent to all congregations, ordained ministers and commissioned ministers, lay delegates and alternates at least one month prior to the Convention.
- D. Disposition of overtures received after the printing deadline, and prior to the opening of the Convention, shall be made by a committee consisting of the President, First Vice-President, and Secretary.

#### **4.04 Convention Regulations**

District Conventions shall be governed by the applicable Bylaws of the Synod, and also by such specific article governing Convention procedure as may be defined in these Bylaws and the District Handbook of Operations. The rules contained in the current edition of Robert's Rules of Order shall govern The Rocky Mountain District as parliamentary authority in all cases to which they are applicable and consistent with these Bylaws.

#### **4.05 Convention Expenses**

- A. In order to defray the expected expenses of the District Convention, the Board of Directors shall determine registration fees, and an assessment for equalization of expenses and travel on congregations based on communicant membership. The Board of Directors shall notify the District congregations of said fees and assessments by November 1st prior to the Convention to facilitate their inclusion into the congregational budgets.
- B. Transportation, housing, meals and miscellaneous expenses of official guests and staff asked to serve at the Convention shall be borne by the District.
- C. Each congregation shall deliver its fees and assessment to the District Treasurer no later than the date of registration for the Convention, whether or not the congregation is represented. The host congregation, if any, shall be exempted from this assessment.

- D. For the purpose of equalization of mileage the following shall be the guide for reimbursement of those coming to the Convention:
1. Attendees eligible for reimbursement shall include pastoral and lay delegates, all non-voting ordained ministers who are members of the Synod and of the District, and all commissioned ministers who are members of the Synod and of the District.
  2. An attendee traveling by train, bus or plane shall be reimbursed his actual fare. An attendee traveling by car shall be reimbursed by the mileage rate permitted by the latest Internal Revenue Service guide. The Mileage Committee may be permitted to establish a mileage deductible if deemed appropriate. (Attendees are encouraged to practice good stewardship by car pooling whenever practical.)
  3. Those coming from great distances may file claims for additional funds to cover the extra expenses of lodging and meals and secondary transportation on the trip.

#### **4.06 Quorum**

A quorum shall require one-third (1/3) of the member congregations represented by at least one voting delegate.

## **ARTICLE V: CONFERENCES, FORUMS AND CONVOCATIONS**

### **5.01 District Conferences for Professional Church Workers**

#### **A. Official Conferences**

##### **1. District Pastors Conference:**

A conference for all Ordained Ministers in the District shall be held annually.

##### **2. Professional Educators Conference:**

A conference for all educators serving in the Lutheran Church-Missouri Synod schools/congregations of the District shall be held annually. This conference may also include workers serving district congregations who are not on the roster of the Synod. A major portion of the conference shall emphasize the teaching ministry in LCMS congregations.

#### **B. Other Conferences**

##### **1. District-wide Day School Principals Conference:**

A conference of all Day School Principals shall be held once each year.

##### **2. Circuit Pastors Conference:**

Each Circuit Visitor shall provide a conference for all the ordained ministers in his Circuit at least once a year. These conferences may be held jointly with other circuits. A conference of a Circuit's ordained ministers is not an official conference of the Synod authorized to submit overtures.

##### **3. Other meetings are encouraged to consider matters of doctrine, exegesis, and practical theology, and may be used for promotion of the basic activities of the church.**

##### **4. Other official conferences for all ordained ministers and commissioned ministers may meet in major sections. The geographical boundaries of such sections may be those of the District's geographic regions described in these Bylaws or may be those of not more than five sections established by the District in convention. Such sectional conferences may adopt and submit overtures to the Synod and the District Conventions.**

#### **C. General regulations**

1. All conferences shall be governed by the regulations stated in the Synod's Bylaws.
2. Attendance at official conferences is obligatory.
3. Official Conference Expense:

Traveling expenses for official conferences shall be equalized. Equalization expenses shall be borne by the congregations of the church workers involved in the official conferences. Housing of retired ordained ministers, commissioned ministers and teachers living within and holding membership in the District shall be borne by the District for attendance at District conferences.

4. Unofficial Conference Expense:

Travel, meals and housing expenses for unofficial conferences shall be borne by the individuals attending unless the congregations have agreed to reimburse such expenses.

## **5.02 Circuit Forums**

### **A. Representation**

Each congregation or multi-congregation parish shall be represented at the Circuit Forum by one ordained minister who is not serving in an assisting capacity and one lay member designated by the congregation or multi-congregation parish, each representative having one vote. The ordained minister of a multiple-congregation parish shall have only one vote. A congregation in a multi-congregation parish not supplying a lay voting delegate may be represented by an advisory lay delegate. The circuit may request additional non-voting representation from the congregations, depending on the Forum's adopted objectives.

### **B Functions**

The Circuit Forum shall meet triennially and is encouraged to meet at least twice a year, performing the following functions:

1. To study the Scriptures and the Confessions in order to promote an evangelical spirit in our walking together;
2. To develop and adopt within existing policies of the District complementary and sometimes joint plans for mission outreach in the

Circuit area;

3. To devise and develop programs and services relevant to the needs of Circuit congregations, lay leaders, commissioned ministers and ordained ministers;
4. To receive and respond as appropriate to advice, guidance, resolutions and programs in other sections of the Synod as such may be addressed to it from other Circuits, the District and the Synod;
5. To serve as a setting to review, evaluate and implement programs, plans and long-range directions of the District and the Synod;
6. To elect triennially as an electoral Circuit (may consist of either one or two adjacent visitation circuits) the ordained minister and lay delegate and their alternates to the general Convention of the Synod according to the regulations of the Synod. The delegates shall, upon his or her election, serve through the triennium following the next convention as an advisory member of the Circuit Forum(s);
7. The circuit forum may also participate in the triennial process of suggesting, developing, and attaining the Synod's priorities and goals.
8. To submit overtures to the Synod and the District Conventions.

### **5.03 Circuit Convocations**

Circuits may arrange for a Circuit Convocation, which is a larger gathering of members from Circuit congregations held during a year in which there is no Synod or District Convention. Its purpose is to provide a setting in which congregational members may know of and celebrate the ministry pursued by each congregation, may review and discuss the work of the Circuit Forum, and may receive information on various phases of the work pursued through Districts and the Synod. As such, its emphasis should be on inspiration, education and motivation.



## ARTICLE VI: AMENDMENTS

### 6.01 Amendments to These Bylaws

Amendments to these Bylaws may be made provided they are:

1. approved in advance by the Synod's Commission on Constitutional Matters (CCM) who will ascertain whether the proposed amendments are in harmony with the Constitution and Bylaws of the Synod;
2. presented in writing to the congregations of the District at least thirty (30) days prior to the time that they are presented for vote;
3. considered separately and acted upon; and,
4. adopted by a majority vote at a District Convention; or, when necessitated by amendments to the Synod Constitution or Bylaws or otherwise expressly directed by a resolution of the Synod in convention, if adopted by a two-thirds majority of the district board of directors.

All amendments to the Bylaws are effective immediately after their adoption; unless the amended Bylaw, or the enabling resolution calls for a specific implementation date. Floor amendments adopted at the District Convention become effective upon CCM approval.