EC-25-2563

Title: Executive Committee Standing Rules

Origin: 2025-2028 Moderator Team and the General Minister and President

Background Information: The 2025 General Assembly of the Christian Church (Disciples of Christ) revised *The Design* with the adoption of GA-2517. The changes included operational changes to the name and function of boards and committees including the Executive Committee, formerly named the Administrative Committee. It is the responsibility of the Executive Committee to adopt its own standing rules. The proposed changes to the standing rules are consistent with the adopted changes to *The Design* effective at the close of business at General Assembly 2025 in July in Memphis, Tennessee.

Recommended Action: That the Executive Committee approve and adopt the recommended standing rules.

Working copy 11.18.2024
Modified 9/7/25 and 9/28/25
Adopted 10.17.2025

STANDING RULES FOR THE EXECUTIVE COMMITTEE OF THE GENERAL BOARD

(Adopted by Administrative Committee 1970, revised 1972, 1980, 1989, 1994, 1998, 2009, 2011, 2014, 2019, 2021, 2025)

The following rules describe the worshipful work of the Executive Committee of the General Board of the Christian Church (Disciples of Christ) in the United States and Canada.

1. ORGANIZATION FOR WORK

1.1 Responsibilities of the Executive Committee of the General Board include:

1.1.1. Conduct ongoing board member education and remain current on best practices for non-profit board governance.
1.1.2. Review *The Design* and other governance documents for suggested changes and modifications and make suggestions to the General Board.
1.1.3. Receive the report and business items of the General Commission of Ministry and the General Nominating Committee.

1.2. Minutes and Actions

1.2.1. All minutes of the Executive Committee shall be distributed to the membership of the General Board. Any minutes pertaining to Executive Session shall be filed according to the Office of the General Minister and

President Document Retention and Destruction Policy, but shall not be distributed.

1.2.2. All actions of the Executive Committee shall be reported to the next meeting of the General Board and shall be subject to review and ratification.

2. Officers

2.1. The Moderator shall preside at the sessions of the Executive Committee.[11]

2.2. Other Officers may be assigned responsibilities in connection with the work of the Executive Committee by the Moderator and the General Minister and President.

The Moderator team and staff of the Office of the General Minister and President will determine how the Executive Committee will meet and notify committee members prior to the announced meeting date.

Meetings can be held in-person or digitally. Members can participate digitally during in-person meetings.

2.2.1. If a meeting is to be held digitally, or if a member is participating digitally during an in-person meeting, the staff of the Office of the General Minister and President will provide appropriate links and login information to committee members at least seven days prior to the meeting.

2.2.2. In the case of electronic participation, no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

2.2.3. Two-thirds of the voting members, attending in-person or digitally, shall constitute a quorum.

2.2.4. Members will provide their own technology for participating in meetings.

2.2.5. The moderator will give clear directions to those participating in-person and/or digitally during any meeting on how to gain recognition and how to vote.

2.2.6. Documents for regularly scheduled meetings of the Executive Committee will be made available to the committee members seven days prior to the meeting regardless of the method of meeting. Exceptions would include new business and financial reports that are unavailable due to the timing of the meeting.

2.2.7 These rules shall apply to meetings of the subcommittees of the Executive Committee whether in-person or digital.

3. Standing Committees of the Executive Committee

3.1. Policy, Planning, Process and Personnel

3.1.1. Consult with the Moderator and the General Minister and President regarding vacancies in Offices elected by the General Assembly.[14]

3.1.2. Review the practices related to Human Resources for the Office of the General Minister and President.

3.1.3. Create a compensation committee composed of moderator, moderator-elect, and member-at-large, appointed by chairperson of Policy, Planning, Process, and Personnel. The compensation committee will annually recommend compensation of the General Minister and

President within the approved budget, to the Executive Committee through the Policy, Planning, Process, and Personnel committee.

3.1.4. Conduct ongoing board member education and remain current on best practices for non-profit board governance.

3.1.5. Review *The Design* and other governance documents for suggested changes and modifications.

3.1.6. Receive and review the report and business items of the General Commission on Ministry and the General Nominating Committee.

3.1.7. The Chair will be appointed by the Moderator.

3.2. **Finance**

3.2.1. Maintain financial policies for the Office of the General Minister and President.

3.2.2. Review and recommend action regarding budget(s) for the Office of the General Minister and President

3.2.3. The Chair will be appointed by the Moderator.

3.3 Business Facilitation

3.3.1 Process business items for the Executive Committee as follows:

3.3.1.1 Prior to General Assembly items being considered by the General Board,

3.3.1.2 While Executive Committee is serving as Business Committee during General Board meetings,

3.3.1.3 While Executive Committee is serving on Committee on Reference and Counsel during General Assembly meetings.

3.3.2 Composed of Moderator, Moderator-Elect, First Vice Moderator, Second Vice Moderator, General Minister and President, Corporate Secretary, Parliamentarian, and three at large members of the Executive Committee appointed by the Moderator.

3.3.3 The Second Vice Moderator will chair the Business Facilitation Committee.

3.3.4 The committee members become knowledgeable about each business item, engage with business item submitters, listen for the will of the General Board and the General Assembly, and serve as small group leaders during General Board.

3.3.5 The business facilitation committee will make recommendations to the full Executive Committee of the General Board who will make final recommendations to the General Board while serving as Business Committee or General Assembly while serving as Committee on Reference and Counsel.

4. Business Items of the Executive Committee of the General Board

4.1.1. Matters of grievance on the part of ministers, congregations, regions, or boards may be referred to the Executive Committee through the Office of the General Minister and President. Where other procedures have not been provided by the General Assembly or General Board for the adjudication of such grievances, the Executive Committee shall handle such matters only after mutually acceptable procedures for dealing with a grievance have been agreed upon by the Moderators and the General Minister and President and all parties involved in the grievance.

4.2. **General Assembly Business**

4.2.1. The Executive Committee shall review, evaluate, and make recommendations to the General Board regarding General Assembly

business, including debate times and recommended action.

4.2.2. All such business must be submitted in accordance with *The Design* and *Special Rules of Procedure for the General Assembly, The Standing Rules for the General Board,* and the *Standing Rules for the Executive Committee.*

4.3. **Vacancies**

4.3.1. The Executive Committee shall give recommendation to the General Board for filling any vacant positions for the remainder of that position's term.

5. Requirements for Filing Executive Committee Business Items

5.1. Executive Committee business items shall be presented in writing to the Office of the General Minister and President no later than 20 days prior to the convening of the Executive Committee. Other business may be submitted by members of the Executive Committee during Executive Committee meetings.

5.2. Each item submitted shall be in a form that indicates whether it is for information only or for action. In cases where action is required adequate information and a concise rationale for the recommendation shall be included.

5.3. The authority upon which business items are submitted shall be clearly indicated and shall be consistent with *The Design*, The Standing Rules for the Executive Committee, The Standing Rules for the General Board and The Special Rules of Procedure for the General Assembly.

5.4. Circumstances Requiring Prompt Action

5.4.1. Situations may arise which in the judgment of the Moderator or of the General Minister and President require immediate action or response by the Executive Committee within established policy but beyond their individual authorities to act. In such instances, the Moderator, if available, or one of the Vice Moderators, if available, or the General Minister and President, may contact the members of the Executive Committee and, on approval by a quorum, may take action on behalf of the Executive Committee.

5.4.2. Any action taken pursuant to this provision shall be immediately communicated to all members of the Executive Committee in writing and shall be submitted for ratification as the first order of business at the next following regular or special meeting of the Executive Committee.

6. Ministry Boards of Stewards and Commissions of the Executive Committee of the General Board

6.1. **Week of Compassion Board of Stewards**

6.1.1. Operates by its own standing rules that are approved by the Executive Committee.

6.1.2. Reports annually to the Executive Committee regarding operational matters, including financial reports.

6.1.3. Reports annually to the General Board regarding the overall mission of compassion and disaster relief ministries as funded and coordinated by Week of Compassion with respect to the overall mission of the church.

6.1.4. The budget and the financial reports of Week of Compassion shall be compiled, reviewed, and approved first by the Board of Stewards, and then reviewed by the Finance Committee of the Executive Committee as part of the Office of the General Minister and President financial review, and forwarded to the Executive Committee for final approval.

6.1.5. The audit for Week of Compassion is received by the Audit Committee of the General Board as part of the Office of the General Minister and President's audit.

6.2. **Reconciliation Ministry Commission**[16]

6.2.1. Operates by its own standing rules that are approved by the Executive Committee.

6.2.2. Reports annually to the Executive Committee regarding operational matters, including financial reports.

6.2.3. Reports annually to the General Board regarding its responsibility for the Pro-Reconciliation/Anti-Racism priority of the church with respect to the overall mission of the church.

[16] The name of the Reconciliation Ministry Commission was established by GA-0731.

6.2.4. The budget and the financial reports of Reconciliation shall be compiled, reviewed, and approved first by the Commission, then by the Finance Committee of the Executive Committee as part of the Office of the General Minister and President financial review, and forwarded to the Executive Committee for final approval.

6.2.5. The audit for Reconciliation is received by the Audit Committee of the General Board as part of the Office of the General Minister and President's audit.

6.3. **Center for Faith and Giving Board of Stewards**

6.3.1. Operates by its own standing rules that are approved by the Executive Committee.

6.3.2. The Center for Faith and Giving reports annually to the Executive Committee, including financial reports.

6.3.3. The budget and the financial reports of the center shall be compiled, reviewed, and approved first by the Board of Stewards, and then reviewed by the Finance Committee of the Executive Committee as part of the Office of the General Minister and President financial review, and forwarded to the Executive Committee for final approval.

6.3.4. The audit for Center for Faith and Giving is received by the Audit Committee of the General Board as part of the Office of the General Minister and President's audit.

7. Organization of Delegated Bodies

7.1. All delegated bodies, committee members, and committee chairpersons, unless otherwise provided for, shall be appointed by the Moderator in consultation with the General Minister and President, subject to review and ratification by the Executive Committee.

7.2. Unless otherwise stated, membership of these committees is not restricted to members of the Executive Committee.

7.3. Standing or Special Committees, Task Forces, Commissions or Panels shall be established to carry out responsibilities as assigned and shall report to the Executive Committee.

7.4. **Standing Committees of the General Board**

7.4.1 Develop policies and proposals.

7.4.2 Have a rotating membership (classes). Consideration shall be given to the needed skill sets and the task of the committee.

7.4.3 Have financial support from the Office of the General Minister and President's budget, unless otherwise noted.

7.4.4 Have staff assigned from the Office of the General Minister and President.

7.4.5 Are subject to periodic review by the Executive Committee of the General Board.

7.4.6 Have organizational documents that indicate reporting relationships.

7.5. **Advisory Committees**

7.5.1 Chartered for specific, special, single task and named by the originating body.

7.5.2 Assigned membership by the Moderator in consultation with the General

Minister and President.

7.5.3 Funded by parent or originating body or funding arranged by allocation, etc.

7.5.4 Assigned staff by the Office of the General Minister and President in consultation with the originating body.

7.5.5 May be no less than two years and no more than ten years, as established by the originating body.

7.5.6 Reports to the originating body.

7.6. **Task Forces**

7.6.1 Single purpose and named by originating body.

7.6.2 Relatively small membership, not necessarily from the originating body.

7.6.3 Single budget allocation from the originating body.

7.6.4 Staff may or may not be assigned.

7.6.5 Limited to two-year duration or less.

7.6.6 Reports to originating body.

7.7. **Commissions**

7.7.1 A singular focus beyond the scope of one organization that carries out action and recommends actions to the General Board.

7.7.2 Rotating membership from more than one source and elected or confirmed by the General Board or General Assembly.

7.7.3 Funded by the originating organization.

7.7.4 Staff may or may not be assigned.

7.7.5 Long-term assignment with a biennial review to determine continuing need.

7.7.6 Regular reports to appropriate group(s).

7.8. **Panel**

7.8.1 Experts in a particular area or a field of study that serve a concern of the General Assembly.

7.8.2 Membership is not limited to originating body and is elected or confirmed by the General Assembly.

7.8.3 Funding provided by originating body.

7.8.4 Staff may or may not be assigned.

7.8.5 Length is to be determined at the time of approval and or review.

7.8.6 Periodic report as designated in the originating documents**.**

8. Recognized and Other Organizations

8.1. Shall be listed on the official Christian Church (Disciples of Christ) website and/or in the Yearbook and Directory.

8.2. Require a sponsoring organization.

8.3. Shall be approved by the Executive Committee.

8.4. May be asked to report to the Executive Committee on behalf of the General Board when deemed appropriate.

9. Sunset Rules

9.1. All programs and priorities that are mandated by the Executive Committee shall be limited to a four-year duration unless otherwise specified in the approved Executive Committee's business item.

9.2. This shall be monitored by the Policy, Planning, Process, and Personnel committee, unless otherwise stated in the enabling action.

Adopted 10.17.2025

10. Expenses of Executive Committee Members

Shall be reimbursed in accordance with the Travel Reimbursement Policy of the Office of the General Minister and President.

11. Amendments

11.1. **Notification**

11.2These Standing Rules may be amended at any meeting of the Executive Committee by a majority vote providing written notification has been submitted to all members of the Executive Committee at least 30 days prior to the meeting at which the amendment is to be acted upon.

11.3They may be amended without the 30-day notification at any meeting of the Executive Committee by a three-quarters vote of those present.

Adopted 10.17.2025