

BYLAWS FOR PROMISE LANE CHURCH

ARTICLE I: NAME

- A. The official name under which this church is organized is PROMISE LANE CHURCH, INC.
- B. For advertising purposes, this church shall be known as PROMISE LANE CHURCH.

ARTICLE II: MEMBERSHIP

A. REQUIREMENTS

- 1. Minimum age of 16 years. (See Article II, (C.)(1.)(a.) & (b.) below)
- 2. Two (2) months of attendance.
- 3. Attendance at instructional session(s) provided or as designated by the Senior Pastor and/or the Board of Elders.
- 4. Acceptance of the Statement of Faith and Bylaws.
- 5. Completion of Application for Membership, to include written testimony.
- 6. Meeting with the Senior Pastor and/or Elders to share testimony of conversion and commitment to the church. Applicants for membership shall be examined by the Senior Pastor and one Elder, or by no fewer than two Elders.

- B. ADMISSION - Applicants for membership shall be accepted for membership upon two-thirds vote of the Board of Elders. Approved applicants shall be formally received into membership at a regularly scheduled Sunday service.

C. CLASSIFICATIONS

- 1. Active Membership - Active members are those who regularly support and participate in the programs of the church. Only active members are afforded voting privileges. The two categories of active membership are as follows:
 - a. Adult: Minimum age – Eighteen (18); full membership privileges.
 - b. Youth: Minimum age – Sixteen (16); may not hold elective office. Voting is permitted on general church matters but not on property or legal procedures (in accordance with state law).
- 2. Inactive Membership - Inactive members are those who no longer attend services regularly.
- 3. Honorary Membership - Honorary members are those who once attended faithfully but for valid reasons are now unable to do so.
- 4. Adherents – Those who attend regularly but are not active members. Adherents are not afforded voting privileges.

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- D. **CHANGES OF MEMBERSHIP CLASSIFICATIONS** - Changes of classification require a two-thirds (2/3) vote of the Board of Elders and written notification, where possible. The Board of Elders, by unanimous vote, may make exceptions to prescribed classification changes.
- E. **MEMBERSHIP ROLL** - Maintenance of the Membership Roll by classification and status is the responsibility of the Board of Elders. The roll shall be maintained perpetually in a manner prescribed by the Board of Elders, including utilization of church staff and membership software resources. A quarterly review and updating of the Membership Roll will be placed on the church calendar to ensure accuracy is maintained. A current Membership Roll will be made available and/or supplied to the (corporate) Secretary by the Board of Elders before each congregational meeting.
- F. **PROHIBITIONS** - No member of PROMISE LANE CHURCH shall belong to a secret society or esoteric organization (i.e. Masons, Rosicrucian's); neither shall any member belong to nor hold membership in any subversive political organizations (i.e. Communist Party, White Supremacists, etc.).
- G. **DISCIPLINE**
 - 1. The purpose of church discipline is not only to preserve the character, the strength, the vitality, and the spiritual life of the church, but foremost to restore, "in the spirit of meekness," one who may be overtaken by a fault (Galatians 6:1). The scriptural basis and guidelines for all matters of church discipline is outlined in Matthew 18:15-20, 1 Corinthians 5:1-13, Galatians 6:1, 2 Thessalonians 3:14-15, and 1 Timothy 5:19-21.
 - 2. Authority for church discipline shall be vested in the Board of Elders who may inform the church of offenses against the entire church body. If any member shall propagate doctrine contrary to the Statement of Faith or conduct himself in a manner which in the opinion of the Elders is not in harmony with scriptural principles, that member shall be interviewed and counseled by the Elders, and may be removed from all elected or appointed positions within the church. The objective of this interview and counseling will be correction in godliness, with love as the sole motivating force.
 - 3. If the member chooses to continue in his/her unrepentant condition, the member shall be removed from the membership roll by the Board of Elders. Upon evidence of sincere repentance, the member will be heartily forgiven and cheerfully encouraged to reapply for church membership.
 - 4. By virtue of his/her membership, a member agrees not to pursue legal action against the Pastor(s), Elders, staff, members, or congregation according to the principles set forth in 1 Corinthians 6:1-8.

ARTICLE III: ORDINANCES

- A. **BAPTISM AND COMMUNION** - The Senior Pastor or Elders shall provide instruction about baptism and communion. The Senior Pastor may designate Elders or other spiritually respected men to administer or assist in overseeing these functions. Should the church have no Senior Pastor, the Board of Elders will be responsible for designating those who will administer the ordinances.
- B. **INFANT DEDICATION** – Though not a biblically mandated ordinance of the church, public dedication of infants is encouraged. Instruction shall be the same as baptism and communion.

ARTICLE IV: GOVERNMENT

- A. **FISCAL YEAR** – The fiscal year of the church shall be the calendar year.
- B. **ANNUAL MEETING** – The annual meeting of the membership of the church shall typically be held in two sessions, Part 1 in November and Part 2 in January, dates and times to be determined by the Board of Elders. The Board of Elders reserves the right to adjust the schedule and content of the Annual Meeting should matters to be brought before the church so dictate.
1. Part 1 shall be a members meeting for the election of church officers, Elders, Deacons, and two members-at-large for the next year's Nominating Committee, and for approving a new annual budget for the upcoming calendar year. Elected officers shall assume their duties as of the Part 2 members meeting in January with the following exceptions: Newly elected Treasurers and Assistant Treasurers shall assume their duties as of January 1st to coincide with the fiscal year.
 2. Part 2 shall be a members meeting for presentation of the Annual Report from pastoral staff, the Board of Elders, church ministries, and the church Treasurer. Reports shall include a summary of the previous church year, and vision casting for the upcoming church year.
- C. **SPECIAL MEMBERSHIP MEETINGS** - When determined appropriate, special members meetings may be called by the Board of Elders.
- D. **AUTHORITY** - Robert's Rules of Order shall govern all matters of church business.
- E. **QUORUM** – A quorum shall consist of all active members present at any members meeting. Only active members in good and regular standing who have reached the age of 18 years are entitled to vote in matters involving church property or legal matters.
- F. **ANNOUNCEMENT OF MEMBERS MEETINGS** - All members meetings must be announced at least two Sunday morning services prior to the meeting.

ARTICLE V: CHURCH GOVERNANCE AUTHORITY

- A. **NAME** – The governance of PROMISE LANE CHURCH shall be by a plurality of Elders, with the governance authority being designated as the Board of Elders. (Acts 14:23, 11:30, 15:2, 16:4, 20:17, 21:18; Philippians 1:1; 1 Timothy 3:1-7, 5:17; Titus 1:5) Their work shall be supplemented by the Board of Ministries.
- B. **AUTHORITY AND RESPONSIBILITY** - The general division of authority and responsibility of the Board of Elders and the Board of Ministries respectively will be as determined by the Board of Elders. The Board of Ministries shall be amenable to the Board of Elders. Therefore, the Board of Elders shall ultimately determine the duties and responsibilities to be delegated to the Board of Ministries, the necessary level(s) of authority, and matters of accountability. Accordingly, the authority and responsibility of the Board of Ministries as outlined in these Bylaws should be viewed as guidelines to be followed unless and until otherwise determined by the Board of Elders.
- C. **COMPOSITION**

BOARD OF ELDERS

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1. The Board of Elders shall consist of the Senior Pastor and all elected Elders. The Treasurer (if not an Elder) and other staff clergy may be asked to attend Board of Elders meetings from time to time, but shall have no voting privileges. Elders shall be men (1 Timothy 3:1-7; Titus 1:6-9), active adult members of the church, and shall be elected for a three-year term, with one-third of the Elders elected each year. (The Nominating Committee may nominate Elders for one, two, or three-year terms in order to establish or maintain this sequencing.) The Board shall annually appoint one Elder as the Vice Chairman. The Senior Pastor shall be the Chairman or, at his request, defer to the Vice Chairman.
2. The actual number of Elders may be changed at the discretion of the Board of Elders. In such instances, the Board of Elders shall notify the Nominating Committee of the total number of Elder positions to be filled by election at the next Annual Meeting.
3. In case of a vacancy, the Board of Elders may appoint another person to complete the unexpired term, or leave the position vacant to be filled by election at the next Annual Meeting.
4. The Senior Pastor (or appointed Vice Chairman) and one-half (1/2) of the remaining membership of the Board of Elders eligible to vote shall constitute a quorum to transact business. It shall be the duty of every member of the Board of Elders to disclose any conflicts of interest which may exist with a vote, and to abstain from voting if so instructed by the remainder of the Board.
5. A report from the Board of Elders shall be included in the Annual Report presented at the Part 2 members meeting held in January.

BOARD OF MINISTRIES

6. The Board of Ministries shall, at minimum, consist of the Senior Pastor, an Elder, the Treasurer, the Deacons Board Chairman, the Deaconess Board Chairman, the Buildings and Grounds Committee Chairman, the Missions Committee Chairman, and Directors of Youth and Children's Ministries.
 7. At the discretion of the Board of Elders, the actual number on the Board of Ministries may be increased by the appointment of representatives from additional church ministries, or decreased by the consolidation or elimination of existing ministries. The Chairman of the Board of Ministries will be appointed by the Board of Elders.
- D. **QUALIFICATIONS** – The qualifications for Elders are set forth in 1 Timothy 3:1-7 and in Titus 1:6-9, and the qualifications for Deacons are set forth in 1 Timothy 3:8-13. Although the church offices of Elder and Deacon are to be filled only by men in accordance with Scripture, all members of the Board of Ministries are expected to maintain a lifestyle in keeping with the Christ-honoring spirit and intent of these same references. Further, each member of the Board of Ministries must be an Active Adult member of the church.

ARTICLE VI: OFFICERS

- A. The Senior Pastor, the Corporate Secretary, the Treasurer, the Assistant Treasurer, and the Vice Chairman of the Board of Elders shall be designated as officers of the church. All church-related legal documents approved by the Board of Elders (and the membership of the church when appropriate) must bear the signatures of at least two (2) church officers.

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- B. All officers except for the Senior Pastor and the Vice Chairman of the Board of Elders shall be elected by the church membership at its annual meeting held in November. The term of office for each officer shall be one year (unless otherwise designated in the Bylaws), beginning with the annual members meeting held in January, with the following exceptions: Newly elected Treasurers and Assistant Treasurers shall assume their duties as of January 1st to coincide with the fiscal year.

ARTICLE VII: PASTORAL STAFF AND EMPLOYEES

- A. **DEFINITIONS** – Pastoral staff shall include the Senior Pastor, Associate Pastor, Youth Pastor, and/or any other clergy who may join the church staff. The title “Pastor” is reserved only for men on staff who are licensed and/or ordained clergy, but may be used by men on staff who are formally and actively working toward licensing and/or ordination if so permitted by the Board of Elders. Pastoral staff does not include non-clergy employees of the church.
- B. **SALARIES and BENEFITS** - Pastoral staff and employee salaries and benefits shall be determined by the Board of Elders acting as Personnel Committee for the church. Adjustments to salaries will be based on annual evaluations of the entire staff. A one-line summary of all staff salaries shall be included in the total church budget that is presented to the membership at the Annual Meeting.
- C. **SENIOR PASTOR VACANCY** - In the event of a Senior Pastor vacancy, the Board of Elders shall appoint a Pulpit Search Committee. This committee shall consist of any Elders and active adult members of the church believed appropriate by the Board of Elders. In conjunction with recommendations from the Pulpit Search Committee, the Board of Elders shall choose official candidates to be invited to meet and address the congregation. The Board of Elders shall have the final authority within the church to extend a call to a candidate for Senior Pastor. This decision will be based on the qualifications of the candidate, and on a two-thirds (2/3) majority straw vote of the active members present at a duly called members meeting.
- D. **TEMPORARY SENIOR PASTOR VACANCIES** - Temporary vacancies such as illness, leaves of absence, or a period between Senior Pastors will be filled in a manner determined by the Board of Elders.
- E. **BOARD PARTICIPATION OF PASTORAL STAFF**
1. The Senior Pastor is a voting member of both the Board of Elders and the Board of Ministries. He is an ex-officio member of every board, committee, or other organization in the church.
 2. Other pastoral staff members are voting members of the Board of Ministries.

ARTICLE VIII: DUTIES OF CHURCH OFFICERS

- A. **CORPORATE SECRETARY**
1. The Corporate Secretary shall attend and keep minutes of all meetings of the membership, and shall forward all such minutes to the Board of Elders for approval.
 2. The Corporate Secretary shall conduct the official correspondence of the church, as directed by the Board of Elders, Board of Ministries, or the Senior Pastor.

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3. The Corporate Secretary shall ensure the safeguarding of all church-related legal documents.

B. TREASURER

1. The Treasurer shall provide monthly written reports to the Board of Ministries on the state of the church budget, designated funds, and general finances, and shall copy reports to the Board of Elders.
2. The Treasurer shall serve as the Chairman of the Finance Committee appointed by the Board of Elders.
3. The Treasurer shall administer the central treasury of the church and oversee its business and financial matters. He shall ensure coordination between the church's bookkeeping and accounting so that all appropriate financial records as legally required are maintained.
4. The Treasurer shall be authorized to sign checks and administer all accounts of the church, but is expressly prohibited from counting offerings or maintaining individual giving records of contributors.
5. The Treasurer shall ensure that all bank accounts held by the church have at least two additional authorized signers for disbursement or use of church funds in the event the Treasurer is unavailable, with one being a member of the Finance Committee. These additional authorized signers shall be approved by the Board of Elders. The Senior Pastor is prohibited from being an authorized signer for any church bank account.
6. The Treasurer shall be responsible for preparing an annual budget in conjunction with church ministries and staff for subsequent draft approval by the Board of Elders, and presentation for adoption by the church membership at the Part 1 annual members meeting.
7. The Treasurer shall arrange a periodic audit of the church financial records and procedures, and shall give a report of the results at the next scheduled Part 2 annual members meeting. The audit may be conducted anytime during the fiscal year.

C. ASSISTANT TREASURER

1. The Assistant Treasurer is amenable to the Treasurer, and shall oversee the counting of all contributions, the maintenance of all individual contributor records, and the work of all offering counters and tellers.
2. The Assistant Treasurer shall oversee the issuance of all contribution receipts for income tax purposes, and shall ensure that receipts are issued as soon as possible after the first of the year (before January 31).
3. Unless otherwise authorized by the Board of Elders, the Assistant Treasurer is expressly prohibited from signing checks or otherwise authorizing any disbursement or use of church funds.

ARTICLE IX: BOARDS AND MINISTRY COMMITTEES

A. GENERAL REQUIREMENTS

1. QUORUM - A quorum for all boards and ministry committees of the church shall consist of the Chairman or Senior Pastor and one-half (1/2) of the other members.

2. CHAIRMAN - The Chairman shall be responsible for preparing and submitting the written Annual Report for the board or ministry committee as required. This should include achievements, trends, and goals (using figures when possible). Unless otherwise delegated, the Chairman is responsible for preparing the agenda for the board or ministry committee and overseeing its meetings.
3. SECRETARY – A Secretary should be appointed by the Chairman, or at his/her discretion, elected by the group. The Secretary should record the minutes, actions, decisions, and discussions of the group for its own use. In addition, the Secretary will serve as the communication link by supplying in a timely manner a copy of such minutes to the board or ministry committee to whom they are amenable as applicable.

B. BOARD OF ELDERS

1. GENERAL RESPONSIBILITIES - The Board of Elders is the governance authority of the church. It shall oversee all ministries of the church and shepherd the flock. It shall serve as the Personnel Committee in matters of job descriptions, hiring staff, and determining salaries. (The Senior Pastor will serve as Chief of Staff.) When matters arise, the Board of Elders may dispose of an item directly, delegate the item to the Board of Ministries for disposition, appoint an ad-hoc committee, or call for a special membership meeting of the church to dispose of the item.
2. MEMBERS - See Bylaw Article V (C.) (1.)
3. CHAIRMAN - The Senior Pastor shall be the Chairman or, at his request, can defer to the Vice Chairman.
4. VICE CHAIRMAN – The Board of Elders shall annually appoint one of its members to serve as Vice Chairman. His responsibilities shall include overseeing the annual evaluation of the Senior Pastor, and care for the Senior Pastor and his family. In addition, the Vice Chairman will assist the Senior Pastor (as Chief of Staff) in overseeing the annual evaluations of pastoral staff, and care for the pastoral staff and their families.

C. BOARD of MINISTRIES

1. GENERAL RESPONSIBILITIES – Under the shepherding direction of the Board of Elders, the Board of Ministries shall oversee and execute the various ministries of the church.
2. MEMBERS – See Bylaw Article V (C.) (6.-7.)
3. CHAIRMAN – The Board of Elders shall annually appoint the Chairman of the Board of Ministries from among its elected, appointed, or ad-hoc members.

D. DEACONS BOARD

1. GENERAL RESPONSIBILITIES - The Deacons Board is amenable directly to the Board of Ministries. It shall oversee ministries that actively pursue the meeting of benevolent needs within the church (and outside the church when approved by the Board of Elders) through hospitality, fellowship, visitation, financial and material assistance, and other means as appropriate. It shall strive to create a sense of community within the church. It shall also be responsible for preparing the baptistry for baptism, and assisting the Deaconess Board with preparations for church-wide functions.

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2. MEMBERS – All members of the Deacons Board shall be men (1 Timothy 3:8-13), and shall be elected at the Part 1 annual meeting of the membership of the church. Vacancies or unfinished terms may be filled by appointment by the Board of Elders.
3. CHAIRMAN – The Chairman of the Deacons Board shall annually be appointed by the Board of Elders and shall be an ex officio member of the Board of Ministries. He shall regularly supply a written report to such board for its meetings.

E. DEACONESS BOARD

1. GENERAL RESPONSIBILITIES - The Deaconess Board is amenable directly to the Board of Ministries. It shall oversee ministries that actively pursue the meeting of needs of women within the church (and outside the church, as the Holy Spirit leads). It shall strive to create a sense of community within the church. It shall also be responsible for preparation of the Lord's Supper, organization of church-wide food fellowships, and assistance with preparation for church-wide functions.
2. MEMBERS – All members of the Deaconess Board shall annually be appointed by the Board of Elders.
3. CHAIRWOMAN - The Chairwoman of the Deaconess Board shall annually be appointed by the Board of Elders and shall be an ex officio member of the Board of Ministries. She shall regularly supply a written report to such board for its meetings.

F. BUILDINGS AND GROUNDS COMMITTEE

1. GENERAL RESPONSIBILITIES – The Buildings and Grounds Committee is responsible for the maintenance of the church properties and facilities, and is directly amenable to the Deacons Board.
2. MEMBERS – All members of the Buildings and Grounds Committee shall annually be appointed by the Board of Elders. (Being directly amenable to the Deacons Board, members are expected to maintain a lifestyle in keeping with the Christ-honoring spirit and intent 1 Timothy 3:8-13.)
3. CHAIRMAN – The Chairman of the Buildings and Grounds Committee shall annually be appointed by the Board of Elders and shall be an ex officio member of the Board of Ministries. He shall regularly supply a written report to such board for its meetings, as well as to the Deacons Board when appropriate.

G. MISSIONS COMMITTEE

1. GENERAL RESPONSIBILITIES – The Missions Committee is responsible for the execution of the missional efforts of the church as defined in bylaw Article X.
2. MEMBERS – All members of the Missions Committee shall annually be appointed by the Board of Elders.
3. CHAIRMAN – The Chairman of the Missions Committee shall annually be appointed by the Board of Elders, shall be an ex officio member of the Board of Ministries, and shall regularly supply a written report to such board for its meetings.

H. FINANCE COMMITTEE

1. GENERAL RESPONSIBILITIES
 - a. Assisting the Treasurer in preparing an annual budget.

- b. Reviewing the monthly offerings and financial transactions of the church, and making appropriate recommendations to the Board of Elders.
 - c. Reviewing off-budget requests for funds in excess of \$2,500.00, and making appropriate recommendations to the Board of Elders concerning the funding and/or affordability of such requests.
- 2. **MEMBERS** – All members of the Finance Committee shall annually be appointed by the Board of Elders, except the Treasurer who is elected by the church membership. Only active adult members are eligible to be members of the Finance Committee.
- I. **OTHER COMMITTEES** - All standing committees and committee members shall be appointed by the Board of Elders for a term of one year, and shall be commissioned for service during the Part 2 annual members meeting held in January. The Board of Elders, at its discretion, may form, modify, or delete additional committees, as well as establish duties, responsibilities, reporting relationships and organizational structures as needed.

ARTICLE X – MISSIONS

The command for missions is clearly given by the Lord Jesus in Matthew 28:18-20, and the mission field defined in Acts 1:8. The church shall support local, regional, and worldwide missions through hands-on and financial support as the Holy Spirit leads. The Board of Elders, in conjunction with the Missions Committee, shall prayerfully seek to identify the means and opportunities for missional involvement, including community outreach, service projects, missions conferences, congregation-wide missions events, missionary support, project support, and recruitment and support of men and women for vocational ministry at home and abroad.

ARTICLE XI – REAL ESTATE AND FINANCIAL TRANSACTIONS

- A. **REAL ESTATE TRANSACTIONS** - Acquisition or disposal of real estate requires a two-thirds (2/3) majority of the votes cast by the Active Adult membership (over 18) at a duly called membership meeting.
- B. **FINANCIAL TRANSACTIONS** - Financial transactions in excess of twenty-five thousand dollars (\$25,000) require membership approval by a two-thirds (2/3) majority of the votes cast by the Active Adult members (over 18) at a duly called membership meeting. Exceptions are budgeted items, real estate transactions (Bylaw Article XI, A.), and designated gifts.

ARTICLE XII: NOMINATING COMMITTEE

- A. **GENERAL RESPONSIBILITIES** - The Nominating Committee shall nominate individuals for elected and appointed positions.
- B. **SPECIFIC DUTIES** - The Nominating Committee shall:
 - 1. Nominate at least one (1) individual for each position to be elected at the Part 1 Annual Meeting.
 - 2. Consult with the Board of Elders regarding the suitability of all potential nominees for the office of Elder. After such consultation regarding Elder candidates, contact all planned

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nominees to obtain permission to allow their names to stand for election for the office of Elder.

3. Contact all other planned nominees for elective office to obtain permission to allow their names to stand for election for the respective offices.
4. Nominate individuals for all appointed positions, for action by the Board of Elders.
5. Contact all nominees for appointed office only after approval by the Board of Elders. Such approval shall be required before any contact is made with potential nominees. Once approved, the Nominating Committee shall contact individual nominees with a bonafide, unconditional request to serve.

C. COMMITTEE STRUCTURE

1. CHAIRMAN - The Chairman shall be the Senior Pastor, or at his request, the Board of Elders shall elect an Elder to serve as Chairman of the Nominating Committee.
2. COMMITTEE SIZE - The number of members of the Nominating Committee shall be five (5). Along with the Senior Pastor or designated Elder Chairman, there shall be two members appointed by the Board of Elders, and two members elected from the membership at large.
3. TERM OF OFFICE - The term of office for members of the Nominating Committee is a calendar year (Annual Meeting through Annual Meeting). Members of the current Nominating Committee who were elected by the membership at the last annual meeting shall be ineligible for election by the membership at the next annual meeting, and therefore may not be nominated.

ARTICLE XIII: ELECTIONS

- A. **ELECTED POSITIONS** - Positions elected by the membership at the Part 1 Annual Meeting shall be all Elders, all Deacons, the Corporate Secretary, the Treasurer, the Assistant Treasurer, and two members of the Nominating Committee. All other board and committee positions shall be appointed by the Board of Elders.

B. NOMINATIONS FROM THE MEMBERSHIP

1. There shall be no nominations received from the floor during the Annual Meeting.
2. Active Adult members may submit the name of any member-at-large for nomination for any elective office. Such submissions must be in writing and must be submitted to the Chairman of the Nominating Committee by September 30. Such nominations must include both the signature of the person submitting the name and the signature of the nominee, assuring the person's willingness to allow his/her name to be considered.
3. The Nominating Committee shall satisfy itself that the person being nominated meets the criteria of these Bylaws for holding office. If so, the person's name may be placed in nomination.
4. If the Nominating Committee chooses to adopt the nominee as its own, the committee will present the nominee in its report. If the committee chooses not to do so, the name will be placed in nomination with an asterisk (*), and an appropriate footnote explaining that the individual was nominated by the membership.

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5. The Nominating Committee shall post a draft ballot at least fourteen (14) days prior to the Part 1 Annual Meeting.
- C. **NOMINATING COMMITTEE ELECTIONS** - Two (2) members of the Nominating Committee shall be elected from the church membership-at-large.
- D. **MAJORITY REQUIRED FOR ELDERS** - Election to the position of Elder shall require a two-thirds (2/3) majority of the votes cast by the Active Adult and Active Youth members (16 and over) present.
- E. **MAJORITY REQUIRED FOR OTHERS** – Election to all other positions shall require a one-half (1/2) simple majority of the votes cast by the Active Adult and Active Youth members (16 and over) present.
- F. **VOTING PROCEDURES**
 1. Each nominee for elective office shall be voted on individually with a yes or no vote, utilizing a written ballot.
 2. The membership shall vote only for the number of positions open for election. If the required majority is achieved, the individual shall be declared elected.
 3. In the event the required majority is not achieved, or in the event of a tie, a run-off election shall be conducted. In such a case, the number of candidates for a position shall be narrowed down to one (1) more than the number of remaining openings. The candidates included in the run-off election will be those remaining who received the greatest number of votes in the original election. If the required majority is achieved, the individual(s) shall be declared elected.
 4. If the run-off election ends without an opening being filled, it shall remain vacant until appointment by the Board of Elders.
- G. **DECLARATION of RESULTS** - Once results are known, the Chairman shall declare elected those who have secured the necessary majority of votes. There shall be no public release of vote tallies or percentages received by any individual nominee.
- H. **UNSUCCESSFUL NOMINEES** – If a nominee fails to secure the required majority of votes for election, the Board of Elders shall subsequently appoint someone other than the unsuccessful nominee to fill the position for one year (or the balance thereof) according to the provisions of Section L (below).
- I. **TERM OF OFFICE** – The terms of all elected and appointed positions shall start with the Part 2 annual members meeting held in January, and conclude with the Part 2 annual January members meeting of the appropriate subsequent year, with the following exceptions: Newly elected Treasurers and Assistant Treasurers shall assume their duties as of January 1st to coincide with the fiscal year.
- J. **LENGTH OF TERM** – The full terms of office for elected positions are as follows: Elders - Three (3) Years; All others positions - One (1) Year. The term of office of Elders shall be staggered to annually elect one-third (1/3) of the membership of the Board of Elders. (The Nominating Committee may nominate Elders for one, two, or three-year terms in order to establish or maintain this sequencing.)
- K. **QUALIFICATIONS** – Only members having Active Adult status may hold elective office.

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- M. **FILLING VACANCIES** – The Board of Elders shall fill vacancies in elective offices by appointing individuals to serve until the next Annual Meeting election cycle. If such appointment does not complete the original term of office, the Nominating Committee will nominate a member to complete the term, and the membership shall vote thereupon at the next Annual Meeting.

ARTICLE XIV - AMENDMENTS

These Bylaws may be amended at any official meeting of the membership by a two-thirds (2/3) majority of the votes cast by the Active Adult Members present. Proper notice of intent to amend is required at least two (2) weeks prior to such meeting.

GENERAL BYLAWS

The employees, purchasing agents, Elders, Deacons, ministry heads, and other elected or appointed leaders of Promise Lane Church shall rigorously avoid conflicts of interest in all church-related business transactions. All related-party transactions are subject to review and approval by the Board of Elders.