

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~PRESENT~~/PROPOSED/WORDING

[Important notes for delegates: Some chapters and some sections of chapters have undergone major revisions. Notes in blue type have been included to help you find your way through. Most of these notes were also supplied in the copy that the Commission on Constitutional Matters (CCM) received. These revised Bylaws have been submitted to the CCM as required in Synod’s Bylaw 3.9.2.2.3 and have been approved with the exception of a few bylaws (2.4.5-2.4.8.2, 2.9.1, 9.1.1.1, 9.2.1.2, 9.3.2, and 9.3.2.1 changed to be more inline with our electronic notification and forms) that will be submitted to CCM for approval. Any and all amendments and changes made at convention to the Bylaws will require review and approval by CCM.

If you are having difficulty finding your way through this “annotated” copy that was prepared originally for the CCM for its review and that contains (1) the proposed new wording in red letters (PROPOSED), (2) the present wording of the 2009 *Handbook* of the District that has been changed or deleted (~~PRESENT~~), and (3) the wording that has not been changed (WORDING), it may be helpful to have a “clean” copy of the original 2009 *Handbook* handy in order to see what the original wording and arrangement was. The CCM had such a “clean” copy of the 2009 *Handbook* for comparison.

A new and different numbering system for the bylaws has been used. It is similar to the numbering system in the current editions of the *Handbook* of the Synod.

The left margin of the material in some sections does not match the left margin in other sections because of the necessity to place two sets of bylaw numbers in the far-left margin.

Although we have tried in this annotated version of the proposed 2018 bylaws to account in some way for every word that was in the 2009 *Handbook*, in some cases that has not been possible or feasible, and some words may have been accidentally overlooked. Neither inspiration nor inerrancy are claimed for this document.

Rev. Albert H. Buelow
Pastor Emeritus and member of the *Handbook* Revision Committee]

I. 1. Principles of Organization

Outline

- 1.1 – Name
- 1.2 – Membership
- 1.3 – Place of Business
- 1.4 – District Boundaries
- 1.5 – Constitution and Bylaws
- 1.6 – Relationship between The Lutheran Church—Missouri Synod and Iowa District West, Its Congregations, and Its Circuits
- 1.7 – Relationship between The Lutheran Church—Missouri Synod and the Conventions, Officers, Board of Directors, and Staff of Iowa District West
- 1.8 – Organizational Relationships within Iowa District West
- 1.9 – Removal of Individual Members from the Board of Directors of Iowa District West
- 1.10 – Removal from Office of Officers of Iowa District West

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~1.01~~ 1.1 Name

- ~~1.01~~ 1.1.1 The official name of this district of ~~the~~ Synod shall be: Iowa District West of The Lutheran Church—Missouri Synod.

~~1.03~~ 1.2 Membership

- ~~1.03~~ ————— Membership in Iowa District West shall be determined by the Constitution and Bylaws of The Lutheran Church—Missouri Synod.

- ~~1.03~~ 1.2.1 The membership of Iowa District West shall consist of all those members of The Lutheran Church—Missouri Synod (congregations, ordained and commissioned ministers) who have been received into Iowa District West at the time of joining the Synod, who have been transferred from another district, or who have been assigned to Iowa District West by the Synod. [Synod Bylaw 4.1.2]

~~1.05~~ 1.3 Place of Business

- ~~1.05~~ 1.3.1 The principal place of business of Iowa District West shall be ~~the Iowa District West Office, 409 Kenyon Road, Suite B, the city of~~ Fort Dodge, Webster County, Iowa.

~~1.07~~ 1.4 District Boundaries

- ~~1.07~~ 1.4.1 The eastern boundary ~~line~~ of Iowa District West shall be the eastern boundary ~~lines~~ ~~the counties~~ of the following counties in Iowa: Winnebago, Hancock, Wright, Hamilton, Story, Polk, Warren, Clarke, and Decatur ~~shall be the eastern boundary of Iowa District West.~~ West of that line, the northern, western, and southern boundaries of the State of Iowa shall be the ~~northern, western, and southern~~ boundaries of Iowa District West.

~~1.09~~ 1.5 Constitution and Bylaws

- ~~1.09~~ 1.5.1 The Constitution and Bylaws of The Lutheran Church—Missouri Synod shall be the Constitution and Bylaws of Iowa District West and shall be supplemented by the bylaws and regulations of the Iowa District West *Handbook*. [Synod Bylaw 4.1.1.2]
- ~~1.09~~ 1.5.2 The Bylaws of The Lutheran Church—Missouri Synod shall be primarily the bylaws of Iowa District West. [Synod Bylaw 4.1.1.2]
- ~~1.09~~ 1.5.2.1 Iowa District West may adopt additional bylaws, regulations, and resolutions necessary and proper for its own administration and for effectively carrying on the work of The Lutheran Church—Missouri Synod within the geographical boundaries of Iowa District West. These bylaws, regulations, and resolutions shall not conflict with the Constitution and Bylaws of the Synod. [Synod Bylaw 4.1.1.2 (a)]

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 1.5.2.2 The bylaws and regulations of Iowa District West and any subsequent change therein shall be submitted to the Commission on Constitutional Matters of The Lutheran Church—Missouri Synod for review and approval prior to their adoption by the district convention. [Synod Bylaws 3.9.2.2.3 (a), and 4.1.1.2 (b)]
- 1.5.2.3 For amendments to the articles of incorporation and the bylaws of the district by a convention of Iowa District West without their having had prior review and approval by the Commission on Constitutional Matters, see Synod Bylaw 3.9.2.2.3 (b).

~~1.11~~ **1.6 Relationship between the District and the Synod The Lutheran Church—Missouri Synod and Iowa District West, Its Congregations, and Its Circuits**

- ~~1.11 The relationship between Iowa District West and The Lutheran Church—Missouri Synod and their respective officers, boards, committees, and commissions shall be that defined in the Constitution and Bylaws of the Synod.~~
- 1.6.1 The Lutheran Church—Missouri Synod is not merely an advisory body in relation to Iowa District West (Synod Bylaw 4.1.1), but the district is the Synod itself within the geographical boundaries of Iowa District West (Synod Bylaw 4.1.1.1). Iowa District West exists to achieve more effectively the Synod’s objectives, and to carry out the Synod’s activities within the district’s jurisdiction.
- 1.6.2 The purpose and objectives of Iowa District West are the same as those of The Lutheran Church—Missouri Synod as delineated in Article III of the Constitution of the Synod and Synod Bylaw 1.1.1.
- 1.6.3 The relationship between The Lutheran Church—Missouri Synod, Iowa District West, its congregations, and its circuits shall be those defined in Synod Bylaws 1.3.1-1.3.6 and 1.4.5.
- 1.6.4 The relationship of a congregation to Iowa District West is the same as the relationship of a congregation to The Lutheran Church—Missouri Synod as defined in Article VII of the Constitution of the Synod and the Bylaws of the Synod in sections 1.3, 1.6, 1.7, and 1.8 of the *Handbook* of the Synod. [See also Synod Bylaw 4.1.6.]

1.7 Relationship between The Lutheran Church—Missouri Synod and the Conventions, Officers, Board of Directors, and Staff of Iowa District West

- 1.7.1 The relationship between The Lutheran Church—Missouri Synod and the Iowa District West conventions, officers, board of directors, and staff shall be that defined in Synod Bylaws 1.4.1-1.4.6. [See also Synod Bylaw 4.1.6.1.]
- 1.7.2 The regulations of the agencies of The Lutheran Church—Missouri Synod, as the term agency applies to Iowa District West and the district board of directors, shall be the regulations found in Synod Bylaws 1.5.1-1.5.3.5. [For the word agency as used in the Bylaws of the Synod and the district, see Synod Bylaw 1.2.1 (a).]

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 1.7.3 The officers and staff of Iowa District West shall have primary responsibility for the district implementation of decisions of the Synod at the national level as they apply at the district level and within the boundaries of Iowa District West. They shall also have primary responsibility for implementation of decisions of the district convention and district agencies. [Synod Bylaw 4.1.7]
- 1.7.4 Communications between The Lutheran Church—Missouri Synod and Iowa District West at the national and district levels shall be maintained in order to carry out the most effective and coordinated programs possible. [Synod Bylaw 4.1.7.1]

~~1.13~~ 1.8 Organizational Relationships within the Iowa District West

- ~~1.13~~ 1.8.1 The general organizational relationships between the delegate convention, the elected and appointed officers, the board of directors, the committees ~~and commissions~~, the circuits (including circuit forums and circuit convocations), the circuit visitors, and the ~~executive~~ assistants to the president of Iowa District West shall be that defined in the Bylaws of the Synod and in the bylaws of the district. [See Synod Bylaws 4.1-4.9 and 5.1-5.4.2]

1.9 Removal of Individual Members from the Board of Directors of Iowa District West

- 1.9.1 Individual members of the board of directors of Iowa District West shall discharge the duties of their offices in good faith. For the reasons that can be considered as cause for removal pursuant to this bylaw, see Synod Bylaw 1.5.7 as it may be applicable for a district board of directors.
- 1.9.2 The procedures for the removal of a member of the district's board of directors shall be those stated in Synod Bylaws 1.5.7.1 and 1.5.7.2 as they may be applicable for a district board of directors.

1.10 Removal from Office of Officers of Iowa District West

- 1.10.1 Officers of Iowa District West shall discharge the duties of their offices in good faith. For the reasons that can be considered as cause for removal from office of an officer of Iowa District West, other than the district president, pursuant to this bylaw, but not from membership in the Synod or Iowa District West, see Synod Bylaw 1.5.8.
- 1.10.2 The procedures for the removal of an officer of Iowa District West, other than the district president, shall be those stated in Synod Bylaws 1.5.8 and 1.5.8.1 as they may be applicable for an officer of Iowa District West.

~~H.~~ 2. District Conventions

Outline

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 2.1 – Governing Principles
- 2.2 – Time and Place of the District Conventions
- 2.3 – Organization, Agenda, Duration, and Rules of Order
- 2.4 – Delegates and Quorum
- 2.5 – Planning Committee
- 2.6 – Room and Board
- 2.7 – District *Convention Workbook*
- 2.8 – Overtures and Resolutions
- 2.9 – Meals and Housing Reservations at Camp Okoboji, and Credentials for Delegates and Others
- 2.10 – Costs of the Convention
- 2.11 – Convention Manager
- 2.12 – Convention Committees
 - 2.12.1ff – Floor Committees
 - 2.12.2ff – Registration and Credentials Committee
 - 2.12.3ff – Convention Minutes Review Committee
 - 2.12.4 – Other Committees
- 2.13 – Institutional Representation
- 2.14 – The Convention Reporter
- 2.15 – District *Convention Proceedings*

[Note to delegates: the bylaws found originally in the 2009 *Handbook* in section 2.01 Time and Place have been moved to new section 2.2 in this proposed 2018 bylaws.]

2.1 Governing Principles

- 2.1.1 The conventions of Iowa District West shall be governed by the Bylaws of The Lutheran Church—Missouri Synod, insofar as they may be applicable. [Synod Bylaw 4.2.1 (a)]
- 2.1.2 The conventions of Iowa District West receive reports and counsel from The Lutheran Church—Missouri Synod, make recommendations to the Synod, assist in implementing decisions of the Synod, and adopt or authorize programs to meet the unique needs of the district. [Synod Bylaw 1.4.2]
- 2.1.3 The conventions of Iowa District West shall afford opportunities for worship, nurture, inspiration, fellowship, and communication of vital information.
- 2.1.4 The conventions of Iowa District West are the principal legislative assemblies which
 - (a) amend the articles of incorporation and the bylaws of Iowa District West;
 - (b) consider and take action on reports, overtures, and resolutions that are proposed by convention floor committees and from the floor of the convention; and
 - (c) handle appropriate appeals.
- 2.1.5 The conventions of Iowa District West receive overtures and recommendations for synodwide mission and ministry emphases submitted by member

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- congregations of the district and adopted by a circuit forum. [Synod Bylaw 4.2.1 (b)]
- 2.1.5.1 Following an in-depth study and discussion, the district conventions shall act on such overtures and/or resolutions, and may, as determined by the convention, submit overtures to the national convention of The Lutheran Church—Missouri Synod. [Synod Bylaw 4.2.1 (c)]
- 2.1.5.2 The district conventions shall, through delegate vote, forward to the national convention of The Lutheran Church—Missouri Synod a list of two or three triennial mission and ministry emphases for consideration by the national convention. [Synod Bylaw 4.2.1 (d)]
- 2.1.6 The district conventions may adopt other regulations and resolutions, provided these are not contrary to the Constitution and Bylaws of the Synod.

~~2.01~~ **2.2 Time and Place of the District Conventions**

- ~~2.01 a~~ 2.2.1 The conventions of Iowa District West shall be held in the fourth week of June in the year preceding the ~~delegate~~ **general** convention of the Synod.
- ~~2.01 a~~ 2.2.2 The district conventions shall be held at Camp Okoboji, Milford, Iowa, or at another site to be selected by the board of directors ~~after~~ **in** consultation with the president and the vice-presidents of the district.
- ~~2.01 b~~ 2.2.3 Special district conventions shall be held in accordance with the conditions specified in the Constitution of the Synod, **Article XII, paragraph 15.**

[Note to delegates: Current section 2.21 Organization, Agenda, Rules of Order in the 2009 *Handbook* has been moved from its position later in this chapter to section 2.3 below. This seemed to be a more logical place for it.]

~~2.21~~ **2.3 Organization, Agenda, Duration, and Rules of Order**

- ~~2.21~~ 2.3.1 The **district** convention shall organize at its first session **based** on ~~the basis~~ of its registration and the report of the registration and credentials committee.
- ~~2.21~~ 2.3.2 The **district** president shall then make his presidential address and submit his official report.
- ~~2.21~~ 2.3.3 ~~He~~ **The district president** shall, at the first session and during the ~~course~~ of succeeding sessions of the convention, announce the order of business **and the agenda** for the day.
- ~~2.21~~ 2.3.4 **The district president** shall make every effort to arrange the schedule of business so that the sessions do not exceed three **business** days in duration.
- ~~2.21~~ 2.3.5 ~~He~~ **The district president** shall conduct the sessions **of the convention** according to **accepted** parliamentary law **rules**. ~~and shall make every effort to arrange the schedule of business so that the sessions do not exceed three days in duration.~~

[Note to the delegates: bylaws 2.03 a and b and bylaw 2.05 in the 2009 *Handbook* have been completely revised, and they are now contained in new bylaws 2.4.1-2.4.9.]

~~2.03~~ **2.4 Delegates and Quorum**

**Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018**

2.03 Delegates and Quorum

- ~~a. The voting delegates shall be the pastors and lay delegates of the congregations of Iowa District West that hold voting membership in the Synod. A multiple parish shares one lay voting delegate. For a further definition of who may or may not serve as a voting pastoral delegate see Article V of the Constitution of The Lutheran Church—Missouri Synod. A voting pastoral delegate must have been called to the congregation he is serving.~~
- ~~b. The advisory members shall be those identified as advisory members of the Synod in Article V B of the Constitution of Synod.~~

2.05 Election and Certification of Lay Delegates

~~Each congregation or multiple parish shall elect its lay delegate and alternate lay delegate, and on the forms provided shall forward their names and addresses to the secretary of the district no later than February 1 in the year of the district convention. These forms shall be signed by the president and secretary of the congregation. Their reception by the secretary of the district shall constitute certification of the delegates.~~

2.15 Registration and Credentials

- ~~a. The district secretary shall send, or cause to be sent, a registration card to the pastoral and lay delegate of voting congregations to be returned by the delegates at the time of registration at the convention. If an alternate lay delegate attends in place of the previously certified delegate, the alternate delegate shall stand accredited and entitled to vote upon presenting the card provided, signed by two of the congregation's officers and the pastor, to the registration and credentials committee at the opening of the convention.~~

Voting Delegates

- ~~2.03 a~~ 2.4.1 The voting delegates shall be the pastors and lay delegates of the congregations or multi-congregation parishes of Iowa District West that hold voting membership in the Synod.
- ~~2.03 a~~ 2.4.2 Each congregation or multi-congregation parish is entitled to two votes, one of which is to be cast by the pastor and the other by the lay delegate. A multi-congregation parish shares one lay voting delegate. [The Constitution of The Lutheran Church—Missouri Synod, Article V A]
- ~~2.03 a~~ 2.4.3 A voting pastoral delegate must have been called to the congregation or multi-congregation parish he is serving.

Advisory Delegates

- ~~2.03 b~~ 2.4.4 All nonvoting ordained and commissioned members who are members of the Synod within Iowa District West shall serve as advisory delegates. They are entitled to voice and vote on a floor committee, if appointed, and to voice in the convention. Pastors who are nonvoting pastors from their congregation or multi-

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

congregation parish shall serve as advisory delegates at the convention. All advisory members are expected to attend all sessions of the convention. [Synod Bylaws 4.2.3; 4.2.3 (a); and 4.2.3 (b)]

Initial Selection of Lay Delegates

- ~~2.05~~ 2.4.5 Each congregation or multi-congregation parish shall elect its lay delegate and alternate lay delegate, and, on the form provided as a downloadable form on the district's website ("Congregational Lay Delegate to the Convention"), shall forward their names, addresses, email addresses, etc. to the district secretary of the district by a date set by the district office.
- ~~2.05~~ 2.4.6 These forms shall be signed by the president and secretary of the congregation or multi-congregation parish.
- 2.4.7 By a date set by the district office, the district secretary shall forward, electronically or by some other means, copies of these completed forms to the district office, together with the name of the designated pastoral delegate. These forms are for the district's use in preparing materials for the district convention, and for making appointments to various personnel positions and committee members for the district convention.

Accreditation for Voting Pastoral and Lay Delegates

- 2.4.8 The voting delegates of a voting congregation or a multi-congregation parish to the district convention shall be accredited. [Synod Bylaw 4.2.2]
- 2.4.8.1 The district office shall provide on the district website in a downloadable form the necessary forms for the accreditation of the pastoral and lay delegate as voting delegates from the congregations or multi-congregation parishes of the district ("Credentials for Voting Pastoral Delegates" and "Credentials for Voting Lay Delegates").
- 2.4.8.2 For the voting delegates to be accredited and entitled to vote, these forms must be completed, with the appropriate signatures, and, preferably, returned to the district office by a date determined by the district. If these forms are not returned to the district office by the predetermined date, a voting delegate may be accredited and entitled to vote by presenting the form to the district secretary at the time of registration at the opening of the convention. This bylaw applies also to an alternate lay delegate whenever there is a change in lay delegates. [Synod Bylaw 4.2.2 (a)]
- 2.4.8.3 All duly elected voting delegates shall attend all sessions of the convention regularly until the close of the convention. [Synod Bylaw 4.2.2 (b)]

Quorum

- ~~2.03~~ 2.4.9 At least one-third of the voting members of Iowa District West represented by at least one of their respective representatives (pastoral or lay delegate) shall constitute a quorum. [Constitution of the Synod, Article XII, paragraph 14]

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~2.07~~ 2.5 Planning Committee

- ~~2.07 a~~ 2.5.1 The planning committee for the convention shall consist of the district president, who shall serve as chairman, the vice-presidents, the secretary, and the ~~executive assistants of the district~~ **to the president.**
- ~~2.07 b~~ 2.5.2 The ~~functions~~ **duties and responsibilities** of this committee for the convention shall be to assist the **district** president, as requested, in
- 1) (a) planning and supervising the program of the district convention;
 - 2) (b) appointing the devotional leaders, organists, and choir directors for the convention devotions;
 - 3) (c) appointing the various convention committees;
 - (d) **appointing the assistant secretary, parliamentarian, and other personnel for various tasks at the convention;**
 - 4) (e) making the necessary arrangements for the physical needs of the convention; and
 - 5) (f) any other function hereinafter designated to the **district** president in connection with the convention.

~~2.09~~ 2.6 Housing Arrangements **Room and Board**

- ~~2.09 a~~ 2.6.1 Each congregation **or multi-congregation parish** shall be responsible for the cost of **the** room and board for its ordained minister or ministers, commissioned minister or ministers, and lay delegate during the convention.
- ~~2.09 a~~ 2.6.2 The district shall be responsible for the cost of room and board for the **district** president, full-time ~~executive~~ **assistants to the president**, and **office** staff of the district at the convention.
- ~~2.09 b~~ 2.6.3 Room and board shall be provided free of charge for ~~retired~~ ordained and commissioned ministers **with emeritus status staying at the facilities of Camp Okoboji** during the convention. They shall be the guests of the convention, **and the district shall be responsible for the cost of the room and board at the camp for these guests during the convention.**
- 2.6.4 **Meals shall be provided free of charge in the dining hall at Camp Okoboji for ordained and commissioned ministers with emeritus status who do not stay at Camp Okoboji during the convention.**

~~2.11~~ 2.7 District Convention Workbook

[Note to delegates: Section 2.11 has been changed and enlarged. The original paragraph has been deleted (struck through), but parts of it are included in bylaws 2.7.1 and 2.7.2.]

- ~~2.11~~ ————— The president and secretary of the district shall prepare the *Convention Workbook* which shall contain the program and agenda, the committee appointments, the roster of delegates, the president's report, the reports of the board of directors and other committees and commissions, the overtures that have been submitted and approved for presentation, and other information pertinent and necessary for the convention business. ~~The *Convention Workbook*, together with the notice of the~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~place, day, and hour of the convention, shall be delivered to each delegate personally or by mail not less than four weeks before the date of the opening of the convention.~~

- ~~2.11~~ 2.7.1 The **office of the district** president and secretary of the district shall prepare the **district Convention Workbook**, which shall contain **the following information for the delegates**: the program and agenda **of the convention**; the **convention committee appointments**; the roster of delegates; the **district president's report**; **the reports of the vice-presidents**; the reports of the **committees of the board of directors and other committees and commissions**, the **circuit visitors**, the **assistants to the president**, as well as the reports of the various officers and **committees of the district**; the overtures that have been submitted and approved for ~~presentation~~ **consideration**; the **list of candidates for district president and district vice-presidents**; the **report of the district nominating committee**; and other information pertinent and necessary for the convention business.
- ~~2.11~~ 2.7.2 The **contents of the district Convention Workbook**, together with the notice of the place, day, and hour of the convention, ~~shall be delivered to each delegate personally or by mail not less than four weeks before the date of the opening of the convention.~~ **shall be posted in a downloadable version on the district's website no later than four weeks prior to the opening date of the convention.**
- 2.7.3 Any personal information regarding nominees for district offices contained in the **district Convention Workbook** such as age, address, or other protected identification shall be excluded from such posting on the district's website at the request of the nominee.
- 2.7.4 The district office shall provide, upon request, a printed copy of the **district Convention Workbook** to any designated recipient (district congregation, voting or advisory convention delegate, alternate convention delegate, district officer, board of directors member, district committee member) who is not able to obtain a copy by electronic communication.
- 2.7.5 Two printed copies of the **district Convention Workbook** shall be deposited in the district archives along with an electronic copy.

~~2.13~~ 2.8 Overtures and Resolutions

- 2.8.1 Overtures are recommendations in the form of proposed resolutions requesting action on the part of the convention. [See Synod Bylaw 3.1.6.2 (a)]
- ~~2.13 a~~ 2.8.2 Overtures to a district convention ~~may~~ **shall** be submitted only by a member congregation of the district, the board of directors, an official district ~~pastors or teachers~~ conference **of ordained or commissioned ministers**, a ~~commission of the district listed in 3.07~~, a committee established by a prior convention, ~~or~~ a circuit forum, **or a committee appointed by the district president.**
- ~~2.13 b~~ 2.8.3 Overtures ~~must~~ **shall** be submitted ~~in duplicate~~ to the **office of the district president of the district** no later than March 1 prior to the opening of the convention. No overture received ~~subsequent to~~ **after** that date shall be ~~considered~~ **approved** for convention consideration unless a committee consisting of the **district president and the two district vice-presidents** consider it to be a

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- matter of overriding importance and urgency that is not adequately covered by documents already before the convention.
- ~~2.13 e.~~ **2.8.4** The **district** president shall refer all accepted overtures to convention floor committees appointed by him from among the voting ~~delegates~~ and advisory ~~embers~~ **delegates** of the convention.
- ~~2.13 e.~~ **2.8.5** The **district** president shall notify the **floor** committee members, **including the members of other committees for the convention**, of their appointment and the time and place of their first meeting no later than ~~eight~~ **ten** weeks before the start of the convention.
- ~~2.13 e.~~ **2.8.6** After due consideration of the matters referred to it, each **floor** committee ~~is to~~ **shall** report its ~~findings, recommendations, and~~ proposed resolutions to the convention **by means of a downloadable posting on the district website.**
- 2.8.7** The district office shall provide, upon request, a printed copy of the floor committees' proposed resolutions to any designated recipient (e.g., voting or advisory convention delegate, alternate convention delegate, district officer, board of directors member) who is not able to obtain a copy by electronic communication.
- ~~2.13 d.~~ **2.8.8** If ~~an overture or~~ a floor committee's proposed resolution involves a change or amendment in the bylaws or regulations of the district *Handbook*, this change or amendment shall be clearly identified as such in the ~~overture or~~ resolution.
- ~~2.13 d.~~ **2.8.8.1** The floor committee shall make every effort to ensure that such changes and amendments are in harmony with the Constitution, Bylaws, and resolutions of the Synod and the laws of the State of Iowa, **and that they have been approved by the Synod's Commission on Constitutional Matters prior to the start of the convention.**
- ~~2.13 d.~~ **2.8.8.2** The rules regarding amendments to the bylaws and regulations of the district *Handbook* shall apply to such ~~overtures or~~ resolutions. **[See district *Handbook*, chapter 13.]**

[Note to delegates: Section 2.15 a to c in the 2009 *Handbook* that dealt with both registration at Camp Okoboji and registration to be a voting delegate at the convention has been changed so that section 2.9 in the proposed revised bylaws concerns only the reservations for meals and housing at Camp Okoboji and the matter of name tags for various attendees at the convention. Registration for voting delegates has been dealt with in bylaws 2.4.8-2.4.8.3 above.]

~~2.15~~ 2.9 Registration Meals and Housing Reservations at Camp Okoboji, and Credentials for Delegates and Others

- ~~2.15 a.~~ **2.9.1** The district ~~secretary office~~ shall ~~send, or cause to be sent,~~ a **post in a downloadable form on the district website** a registration ~~card~~ **form for housing and meal arrangements at Camp Okoboji** ~~to~~ for the pastoral and lay delegates of voting congregations or multi-congregation parishes (“**Camo Okoboji Meals and Housing Reservations**”). ~~to be returned by the delegates at the time of registration at the convention.~~ **These forms are to be completed and returned by mail to Camp Okoboji by the date specified on the form.**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~2.15 a~~ If an alternate lay delegate attends in place of the previously certified delegate, the alternate delegate shall stand accredited and entitled to vote upon presenting the card provided, signed by two of the congregation's officers and the pastor, to the registration and credentials committee at the opening of the convention. [Note to delegates: This bylaw is now covered by bylaw 2.4.8.1.]
- ~~2.15 b~~ **2.9.2** Each voting delegate and advisory member attending the convention shall fill out and return by mail to Camp Okoboji a registration sheet for registration at the camp and the convention and showing housing and meal arrangements at the camp. If the convention is held at an alternate site, the district president shall specify other arrangements and procedures.
- ~~2.15 c~~ **2.9.3** Upon registration, voting delegates, advisory members ~~members~~ **delegates**, ~~retired~~ ordained and commissioned ministers **with emeritus status**, visitors, and guests shall be supplied with a ~~convention card or badge~~ **name tag** identifying their status.
- ~~2.15 e~~ **2.9.4** Only those delegates with ~~badges~~ **a name tag** identifying them as voting delegates shall be allowed to vote in any vote or election.

2.10 Costs of the Convention

- ~~2.15 d~~ **2.10.1** The costs of the convention shall be covered by fees and assessments to the congregations **and multi-congregation parishes** of the district.
- ~~2.15 d~~ **2.10.2** One-half of the costs shall be covered by registration fees charged to each congregation (~~multi-point~~ **multi-congregation parishes** shall be considered as one entity for the purpose of assessing this registration fee), and one-half of the costs shall be covered by an assessment from each congregation **or multi-congregation parish** on a per communicant basis (based on the communicant membership contained in the latest statistical information given to the district by the Synod).
- ~~2.15 d~~ **2.10.3** Each congregation **or multi-congregation parish** shall pay the registration fee and per communicant member assessment, whether or not its voting delegates attend.
- ~~2.15 d~~ No delegate shall stand accredited unless the registration fee and assessment have been paid.
- ~~2.15 e~~ **2.10.4** The costs for the district president, full-time ~~executive~~ assistants **to the president**, district **office** staff, and ~~retired~~ ordained and commissioned ministers **having emeritus status** (except those serving a congregation **or multi-congregation parish**) attending the convention shall be included in the total costs of the convention.
- ~~2.15 f~~ **2.10.5** The following members of the convention shall be exempt from registration fees: ~~retired~~ ordained and commissioned ministers **having emeritus status** (except those serving a congregation **or multi-congregation parish**), the advisory members as identified in ~~district Handbook 2.03-b~~ **the Constitution of the Synod, Article XII B**, vicars, and other professional church worker interns.
- ~~2.15 g~~ **2.10.6** The **district** president and the business manager shall determine the fees and assessments for each congregation **or multi-congregation parish** (see ~~2.15-d~~ **district bylaw 2.10.1** above), **and including revenue from** other necessary fees for guests, *etc.* to cover the costs of the convention, and shall inform each congregation **or multi-congregation parish** of these amounts in sufficient time for

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

the congregations **or multi-congregation parishes** to include the amounts in their budgets for the year of the convention.

~~2.15-g~~ **2.10.7** If there are monies left over in this convention fund after all convention costs have been covered, they shall be placed in the district treasury; if there is a deficit in the fund, the amount shall be made up from the district treasury.

~~2.17~~ 2.11 Convention Manager

~~2.17~~ **2.11.1** The district president may appoint a convention manager to assist him with directing various ~~externals~~ **details** of the convention.

~~2.19~~ 2.12 Convention Committees

~~2.19~~ The district president shall appoint the following committees for the work on the convention:

Floor Committees

~~2.19 a~~ **2.12.1** The district president shall appoint ~~F~~ floor committees as necessary for the convention;. Each committee shall consist of at least four ordained ministers, one commissioned minister, and four laypersons;, **unless subsequent bylaws provide differently.**

2.12.1.1 The district president shall appoint the chairman of each floor committee, and the committees shall name their own secretary.

~~2.19 a~~ **2.12.1.2** The ~~functions~~ **duties and responsibilities** of these **floor** committees shall be to review all reports and overtures submitted to the district convention in their respective areas of ~~work~~ **responsibility** and to propose resolutions to **be acted upon** by the convention.

Registration and Credentials Committee

~~2.19 b~~ **2.12.2** The district president shall appoint ~~A~~ a registration and credentials committee, consisting of **at least** three ordained ministers, one commissioned minister, and two laypersons. The ~~functions~~ **duties and responsibilities** of this committee shall be

- 1) **(a)** to assist the district secretary in determining that all voting delegates stand accredited and eligible to vote;
- 2) **(b)** to determine that all delegates and advisory members are properly registered;
- 3) **(c)** to tabulate the registrations, report the initial tabulation at the beginning of the first session of the convention, and give a final report on attendance at the close of the convention;
- 4) **(d)** to compile the complete list of all congregations **or multi-congregation parishes** having pastoral and/or lay delegates registered at the

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- convention, ~~and~~ **together with** the names of the delegates from each congregation **or multi-congregation parish**; and
- 5) (e) to assist the manager of Camp Okoboji in ~~it's~~ **the camp's** registration process when the convention is held at the camp.

~~2.19 b~~ **2.12.2.1** The district secretary shall be an *ex officio* member of ~~this~~ **the registration and credentials** committee ~~for the purposes specified in the Handbook of Synod for the committee's responsibilities in the convention registration process.~~

Convention Minutes Review Committee

~~2.19 e~~ **2.12.3** The district president shall appoint ~~A~~ **a** convention minutes review committee, consisting of **at least** three ordained ministers, one commissioned minister, and two laypersons **to review the district secretary's minutes following the convention and give their preliminary approval of the minutes at a meeting with the district secretary following the convention.** ~~The function of this committee shall be to review the minutes of each previous day's sessions, report its findings in the final session of the convention, and recommend approval of the minutes it has reviewed. The minutes of the final day's sessions shall be submitted to the board of directors for approval at its first meeting after the convention.~~

[Note to the delegates: The following note is included in both the annotated and the clean copies of the 2018 proposed bylaws and was included also in the copy that was submitted to the CCM for its information. It is meant to give some background for the proposed new bylaws for this committee.

In the 1980s and prior to those years, at the time the bylaw regarding the convention review committee was originally written, the district conventions lasted four business days, and there were no evening sessions or activities before breakfast. The district secretary had time in the late afternoon and evening to type up the minutes of the day's two sessions, and then meet with the convention minutes review committee and review his minutes with a convention minutes review committee the following morning and on a daily basis. With a shortened convention, lately only two days, and a fuller daily schedule, including an evening session and activities before breakfast, there is no time during the day for the district secretary or this committee to function as originally intended.

In addition, my experience has been that the recent chairmen and members of the convention minutes review committee, through no fault of their own, have not been sufficiently familiar with the nature and style of district convention minutes nor with how to fulfill their responsibilities in reviewing the convention minutes of the district secretary as was originally possible. As a member of previous convention minutes review committees (1978-1982) and a former district secretary with over thirty years of experience (1982-2012), I have written the following bylaws to outline a procedure that I think should work so that this committee can responsibly do its very necessary and important work.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

According to Synod Bylaw 4.1.1.1, “A district is the Synod itself performing the functions of the Synod.” Since this is the case, it seems reasonable and proper that the form of the minutes, etc. of the district convention should be patterned after the style, form, and content of the minutes of the conventions of the Synod to the extent that such a practice is feasible and applicable in a district of the Synod. The following bylaws were written with this objective in mind.

Rev. Albert H. Buelow,
Pastor Emeritus and member of the *Handbook* Revision Committee
Former district secretary and parliamentarian of Iowa District West]

Duties and Responsibilities of the Convention Minutes Review Committee Prior to the Convention

2.12.3.1 Prior to the convention, the members of the convention minutes review committee shall make themselves familiar with the content and style of the minutes found in the *Convention Proceedings* of the previous convention(s) of the Synod and of the district so that they can be aware of the proceedings at the district convention to which they must pay special attention and to be aware of the content and style of convention minutes.

Duties and Responsibilities of the Convention Minutes Review Committee at the Convention

2.12.3.2 The members of the convention minutes review committee shall take notes during the entire convention to help them remember the important aspects of the proceedings at the convention for use later in reviewing the district secretary’s minutes of the convention.

Duties and Responsibilities of the Convention Minutes Review Committee Following the Convention

2.12.3.3 The district secretary shall send his minutes of the convention to the members of the convention minutes review committee no later than July 20 following the close of the convention.

2.12.3.4 The members of the convention minutes review committee shall review the district secretary’s minutes individually or in groups, if possible, to check for accuracy and completeness of the minutes, including spelling, grammar, punctuation, and style, following the content and style used for the minutes of the *Convention Proceedings* of the previous convention(s) of the Synod and the district.

2.12.3.4.1 This review of the convention minutes by the individual members of the convention minutes review committee shall be completed within seven days following their reception from the district secretary.

2.12.3.5 As soon as possible after those seven days, the members of the convention minutes review committee shall meet as a committee with the district secretary to review their findings with him and make any necessary corrections or additions to the district secretary’s minutes.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 2.12.3.6 After such review has been made, the convention minutes review committee shall vote at this meeting to give preliminary approval of the minutes as amended, if amendments were necessary.
- 2.12.3.6.1 The secretary of this committee shall record the minutes of this meeting and shall give or send these minutes to the chairman of the board of directors (or his designee) for the meeting at which the board of directors approves the final copy of the minutes.
- 2.12.3.6.2 Two copies of the official convention minutes as approved by the board of directors, in whatever forms they are published, shall ultimately be deposited in the district archives along with the other materials from the district convention.

Final Approval of the Minutes of the Convention

- 2.12.3.7 The district secretary shall make any necessary changes in the convention minutes and submit his final copy of the minutes to the board of directors seven days prior to the August meeting of the board of directors.
- 2.12.3.8 The board of directors shall review the convention minutes, as given preliminary approval by the convention minutes review committee, to prepare for its August meeting.
- 2.12.3.9 At the August meeting of the board of directors, the board of directors shall give final approval to the district secretary's minutes and authorize their publication in the district's official *Convention Proceedings*.

Other Committees

- ~~2.19 d~~ 2.12.4 The district president shall appoint ~~s~~Such other committees as ~~are~~ may be needed for the conduct of the convention.

~~2.21~~ Organization, Agenda, Rules of Order

~~The convention shall be governed by the Bylaws adopted by the Synod for its conventions, insofar as they may be applicable. The convention shall organize at its first session on the basis of its registration and the report of the registration and credentials committee. The president shall then make his presidential address and submit his official report. He shall, at the first session and during the course of succeeding sessions of the convention, announce the order of business for the day. He shall conduct the sessions according to parliamentary law and shall make every effort to arrange the schedule of business so that the sessions do not exceed three days in duration. [Note to delegates: Section 2.21 in the current bylaws has been moved from its position here to section 2.3 above where it seemed a more logical place to have it in the proposed 2018 bylaws.]~~

~~2.23~~ 2.13 Institutional Representation

- ~~2.23~~ 2.13.1 Representatives of educational and charitable institutions and representatives of societies shall be given an opportunity to address the convention at the discretion of the district president and when there will be no interference with the regular business of the convention.

**Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018**

~~2.25~~ **2.14 Director of Communication Services Reports The Convention Reporter**

- ~~2.25~~ 2.14.1 The ~~director of communication services of the district~~ **convention reporter, appointed by the district president,** shall publish daily summaries of convention sessions and make available to all congregations and delegates ~~a summary~~ **copies of all daily reports** of the convention **upon request.**
- 2.14.2 Two copies of these daily summaries shall be deposited in the district archives.

~~2.27~~ **2.15 District Convention Proceedings**

- ~~2.27 a~~ 2.15.1 The official **district Convention Proceedings** of each district convention shall be published as soon as possible after the convention.
- ~~2.27 a~~ 2.15.2 All resolutions passed by the convention shall be printed verbatim, **together with a listing of the session(s) at which action was taken on the resolutions, a summary of the action or actions that were taken on the resolutions (including amendments and any motions to amend), and the votes for and against all motions and resolutions.**
- ~~2.27 b~~ 2.15.3 The **district** president shall approve the manuscript of the **district Convention Proceedings** before ~~they are published by the secretary.~~ **it is published.**
- ~~2.27 c~~ 2.15.4 One copy of the official **district Convention Proceedings** shall be ~~delivered personally or by mail~~ **provided to every each** congregation of the district, and to every ordained minister, commissioned minister, advisory member, and elected official of the district **by means of electronic communication. Any designated recipient shall be provided a printed copy of the district Convention Proceedings upon request, and the cost shall be paid by the district.** ~~Additional copies of the official Proceedings shall be available upon special order and at a nominal cost.~~
- 2.15.5 A copy of the official **district Convention Proceedings** shall be made available on the district's website in a downloadable version.
- 2.15.6 Two printed copies of the official **Convention Proceedings**, along with an electronic copy, shall be deposited in the district archives.

~~2.29 Attendance at District Convention Sessions~~

~~All voting pastoral delegates, duly elected voting lay delegates, and advisory members shall attend all sessions of the convention regularly until the close of the convention. [This bylaw is covered by previous bylaws in this chapter]~~

III. 3. Administrative Provisions for Officers, Board of Directors, and Committees of the District

~~A. General Provisions for Officers, Boards,~~

Committees, Commissions, and Circuit Counselors

Outline

- 3.1 – Election or Appointment of Officers, Circuit Visitors, Board of Directors, and Committees
 - 3.1.1 – District President
 - 3.1.2 – District Vice-Presidents and Secretary
 - 3.1.3 – District Treasurer
 - 3.1.4 – Circuit Visitors
 - 3.1.6 – Board of Directors
 - 3.1.8 – Committees of the Board of Directors
 - 3.1.9 – Auxiliary Committees
- 3.2 – District Reconcilers and Dispute Resolution
- 3.3 – Terms of Office and Installation into Office
- 3.4 – Successive Terms and Tenure
- 3.5 – Vacancies
- 3.6 – Interim Authority
- 3.7 – General Administrative Regulations
- 3.8 – Accountability of the Officers, Board of Directors, Committees, and Assistants to the President
- 3.9 – Administrative Provisions for the District President
- 3.10 – Administrative Provisions for the District Vice-Presidents
- 3.11 – Administrative Provisions for the District Secretary
- 3.12 – Administrative Provisions for the District Treasurer

3.01 Officers

- ~~a. The officers of the district shall be a president, a first vice president, a second vice president, a secretary, and a treasurer elected by the delegate convention.~~
- ~~b. The principal officer of the circuit shall be the circuit counselor, nominated and elected as specified in the *Handbook* of Synod.~~

3.03 Boards

~~The following board of the district shall be elected by the delegate convention of the district:~~

~~A Board of Directors~~

3.05 Committees

~~The following committees of the district shall be elected or appointed as follows:~~

- ~~a. In part by election and in part by appointment by the president:
 - ~~A missions committee~~
 - ~~A stewardship committee~~
 - ~~A human care ministries committee~~
 - ~~A youth services committee~~~~

**Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018**

- ~~A Christian education committee~~
- b. ~~Appointment by the president:~~
 - ~~A committee on worship~~
 - ~~A committee on student financial aid~~
 - ~~A committee on rural ministry~~

3.07 Commissions

- The following commissions of the District shall be appointed by the district president:
- ~~A commission on constitutions~~
 - ~~A commission on ministerial growth and support~~

**3.1 Election or Appointment of Officers, Circuit Visitors, Board of Directors,
and Committees**

Officers Elected by the Convention: President, Vice-Presidents, Secretary, Treasurer, and Circuit Visitors

- 3.1.1 The district president shall be elected from the clergy roster of The Lutheran Church—Missouri Synod. [Synod Bylaw 4.3.1]
- 3.1.2 The first vice-president, the second vice-president, and the secretary shall be elected from the clergy roster of the district. [Synod Bylaw 4.3.1]
- 3.1.3 The treasurer shall be a layperson elected from among the laypersons who are members of the member congregations of the district. [Synod Bylaw 4.3.2]
- 3.1.4 Circuit visitors for each circuit established by the district shall be elected from the clergy roster of the district. [Synod Bylaw 4.3.1]
- 3.1.5 All officers of the district shall be members of member congregations of the district. [Synod Bylaw 4.3.3]

Board of Directors

- 3.1.6 The district board of directors shall be elected in part from the ordained ministers of the district, in part from the commissioned ministers of the district, and in part from the laypersons who are members of member congregations of the district.
- 3.1.7 All members of the board of directors shall be members of member congregations of the district. [Synod Bylaw 4.3.3]

Committees of the Board of Directors

- 3.1.8 The chairmen of the following committees of the board of directors shall be elected by the delegate convention, and the members of the committees shall be appointed by the district president:
 - (a) a missions committee:
 - (b) a stewardship and finance committee:
 - (c) a human care ministries committee:

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- (d) a Christian education and family life committee; and
- (e) a youth services committee.

Auxiliary Committees

3.1.9 The following committees of the district shall be appointed by the district president:

- (a) ~~Aa commission on~~ congregational constitutions and district *Handbook* committee;
- (b) ~~Aa committee on~~ student financial aid committee;
- (c) a communications and technology committee;
- (d) ~~Aa committee on~~ ministerial growth and support wellness committee;
- (e) ~~Aa committee on~~ rural and small-town ministry committee;
- (f) ~~Aa committee on~~ worship committee; and
- (g) an endowment and legacy funds committee.

3.2 District Reconcilers and Dispute Resolution

[Note to delegates: The following bylaw has been deleted from chapter 6 and has been moved to this location in chapter 3 in order to keep material on the district reconcilers and dispute resolution matters in the same chapter.]

- 3.2.1 The four members of the district roster of reconcilers shall be appointed by the board of directors in accordance with the stipulations of Synod Bylaw 1.10.10.
- ~~6.01~~ 3.2.2 For the theological basis and basic the principles, purpose, procedures, and district personnel reconcilers involved in the dispute resolution process, see the *Handbook of the Synod, Section 1.10, Dispute Resolution of the Synod* ~~the Synod Handbook in the section on dispute resolution of the Synod. chapter 1.10.~~
- 3.2.3 Congregations, schools, and rostered church workers, as members of The Lutheran Church—Missouri Synod, have access to the Synod’s dispute resolution process to resolve disputes and conflicts as they may arise.
- 3.2.4 The Synod’s dispute resolution process is subject to the limitations and situations described in Synod Bylaws 1.10.2 and 1.10.3.

~~3.07 Commissions~~

~~The following commissions of the District shall be appointed by the district president:~~

- ~~A commission on constitutions~~
- ~~A commission on ministerial growth and support~~

3.09 Terms of Office

- ~~a. The term of office for all elected district officers and for all elected and appointed members of all district boards, committees, commissions, and offices shall be for three years or until~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~their successors have been elected or appointed and qualified, unless these bylaws shall hereinafter provide otherwise.~~

- ~~b. A newly elected president shall assume office on or as soon as possible after July 15 following his election. If the newly elected president cannot take office on July 15, the board of directors may set an alternate date acceptable to both the board of directors and the newly elected president. [Note to the delegates: I thought it best simply to delete this bylaw here and write a new one, though the wording of the new one is much the same as this one except for the dates. The new bylaw is found at 3.3.4.2.]~~
- ~~c. The treasurer of the district shall assume office at the first regular meeting of the board of directors following the convention.~~
- ~~d. All other district officers, circuit counselors, and elected members of district boards, committees, and commissions shall begin their service immediately after their induction into office at the district convention.~~
- ~~e. Incumbents shall serve until their successors have been qualified.~~

3.09 3.3 Terms of Office and Installation into Office

- ~~3.09 a~~ **3.3.1** The term of office for all elected district officers, **and for all members of the board of directors, for the circuit visitors,** for all ~~elected and appointed~~ members of all district ~~boards, committees, commissions,~~ and **for all appointed** officers shall be for three years or until their successors have been elected or appointed and qualified, unless **otherwise specified in the district** bylaws shall ~~hereinafter provide otherwise.~~ [Synod Bylaw 4.7.4]
- ~~3.15 a~~ **3.3.2** The elected and reelected officers of the district, the board of directors, and the circuit ~~counselors~~ **visitors** shall be ~~inducted~~ **installed** into office at the close of the district convention.
- ~~3.09 d~~ **3.3.3** All ~~other~~ district officers, circuit ~~counselors~~ **visitors**, and elected members of the board of directors shall begin their service immediately after their installation at the district convention, **unless otherwise specified in the district bylaws.**
- 3.3.4** **A newly elected first-term district president shall be installed at the conclusion of the district convention, if it is possible for him to be present at that time.**
- ~~3.15 b~~ **3.3.4.1** **If it is not possible for a newly elected first-term district president shall to be installed at the close conclusion of the district convention or, he shall be installed as soon as possible after his election, or his assuming office on a date, at a site, and in a service decided upon by the newly elected district president and the board of directors. One of the vice presidents may be in charge of the installation. A reelected president shall be inducted into office at the close of the district convention, and the Office of the President of the Synod shall be consulted regarding whom he wishes to designate to perform the installation at the service.**
- ~~3.09 b~~ **3.3.4.2** **A newly elected first-term district president shall assume office on or as soon as possible after August 1 following his election. If the newly elected first-term district president cannot take office on August 1, the board of directors shall set an alternate date acceptable to both the board of directors and the newly elected first-term district president.**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 3.3.5 The district treasurer, if present at the convention, shall be installed at the conclusion of the district convention. Otherwise, the district treasurer shall be installed at the first meeting of the board of directors following the convention.
- ~~3.09 e~~ 3.3.5.1 The ~~district~~ treasurer of the district shall assume his or her office at the first regular meeting of the board of directors following the convention.
- 3.3.6 Any elected member of the board of directors who was not able to be in attendance at the conclusion of the district convention shall be installed at the first meeting of the board of directors following the district convention.
- 3.3.7 The term of office for all appointed committee chairmen, appointed committee members, and all other appointed officers shall be from the time of their appointment until the end of the triennium in which they were appointed. The triennium ends at the conclusion of a district convention.
- 3.3.8 The terms of service of the members of the roster of district reconcilers shall be determined by the Bylaws of the Synod. [Synod Bylaw 1.10.10.1]
- ~~3.09 e~~ 3.3.9 Incumbents shall serve until their successors have assumed office.

~~3.11~~ 3.4 Successive Terms and Tenure

- ~~3.11 a~~ 3.4.1 The offices of the president, ~~the first vice-president, the second vice-president,~~ the secretary, and the treasurer shall be without limitation as to reelection ~~shall be limited to four consecutive three-year terms in the same position.~~
- ~~3.11 a~~ 3.4.2 The offices of the first vice-president, the second vice-president, and the circuit visitors shall be without limitation as to reelection.
- ~~3.11 b~~ 3.4.3 All ~~members of all district boards, commissions, committees, and other offices shall be ineligible for reelection or reappointment to the same position after serving two successive three-year term~~ other elected and appointed members of the board of directors who have served two successive three-year terms shall be ineligible for reelection or reappointment to the same position or another position on the board of directors unless otherwise provided in the bylaws and regulations of the district *Handbook*. They may become eligible again for election or appointment to the same office, position or another position on the board of directors ~~commission, or committee~~ after an interval of three or more years.
- 3.4.4 District bylaw 3.4.3 shall not apply to the members of the board of directors who may become candidates for the offices of president, first vice-president, or second vice-president. ~~Serving an unexpired term of two or more years shall be regarded as a full term under limited tenure rules.~~
- 3.4.5 Any member of the board of directors who is ineligible for reelection to the board of directors may be appointed to a committee of the district, and he or she may serve as the chairman of an auxiliary committee of the district.
- ~~3.11 c~~ Any member of a board, commission, a committee or other office who is ineligible for reelection or reappointment to the same position may be elected or appointed to another position, unless otherwise provided by the bylaws and regulations of the district *Handbook*.
- ~~3.11 d~~ Persons who have served two consecutive three-year terms in the same position on the board of directors shall be ineligible for reelection to the same position or to another position on the board of directors, except for those offices listed in

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~bylaw 3.11 a. above. They may become eligible for election to a position on the board of directors after an interval of three or more years.~~

- 3.4.6 There shall be no limitation as to reappointment to a committee of the district or other appointed offices in the district.
- 3.4.7 The term of service of the district reconcilers shall be six years, renewable without limit. [Synod Bylaw 1.10.10.1]
- ~~3.11 e~~ 3.4.8 The limitation of tenure of any individual shall not apply in cases that hereinafter are specifically excepted from such limitation in the bylaws of the district.
- ~~3.11 b~~ 3.4.9 Serving an unexpired term of two or more years more than one-half of a term shall be regarded as a full term under limited tenure rules. [Synod Bylaw 3.2.4.2 (b)]

~~3.13~~ 3.5 Vacancies

- ~~3.13 a~~ 3.5.1 Vacancies in the office of the **district** president and the first and second vice-presidents shall be filled in the manner hereinafter prescribed by the **in subsequent** bylaws and regulations of the district *Handbook*.
- ~~3.13 b~~ 3.5.2 The **district president, with the approval of the** board of directors, shall fill any vacancy that may occur in ~~it's~~ the membership **of the board of directors** or in its committees.
- ~~3.13 e~~ 3.5.3 Vacancies in any appointed committee or ~~commission or~~ office shall be filled through appointment by the **district** president.
- ~~3.13 d~~ 3.5.4 Vacancies on the roster of district reconcilers shall be filled in the manner prescribed in **Synod Bylaws 1.10.10 and 1.10.10.1**.
- 3.5.5 Vacancies that occur in the office of circuit visitor between conventions shall be filled by appointment by the district president. [Synod Bylaw 5.2.2.1]

~~3.15~~ Induction and Interim Authority

[Note to delegates: The material in this section 3.15 a and b in the current bylaws is now dealt with in section 3.3 Terms of Office and Installation into Office in the proposed revised bylaws.]

- ~~3.15 a~~ The elected and reelected officers of the district, the board of directors, and the circuit counselors shall be inducted into office at the close of the district convention.
- ~~3.15 b~~ A newly elected president shall be installed at the close of the district convention, or as soon as possible after his election, or his assuming office on a date, at a site, and in a service decided upon by the newly elected president and the board of directors. One of the vice presidents may be in charge of the installation. A reelected president shall be inducted into office at the close of the district convention.

~~3.17~~ 3.6 Interim Authority

- ~~3.17 a~~ 3.6.1 Before ~~his~~ the successor of the outgoing district president assumes office, the outgoing president shall use the intervening time to settle the affairs of his

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

administration and assist the newly elected **district** president, as requested, to become acquainted with the responsibilities of the office.

3.6.1.1 ~~The duties of the outgoing district president shall conclude on August 31 following the conclusion of the district convention. There shall be a one-month transition between the newly elected district president's assuming his office and the conclusion of the outgoing district president's duties.~~

~~3.17 b~~ **3.6.2** The outgoing treasurer shall continue to function until his or her successor assumes office and shall acquaint his or her successor with the functions and responsibilities of the office. ~~No new programs shall be initiated by the outgoing treasurer during the remainder of his or her term.~~

~~3.17 c~~ **3.6.3** The outgoing secretary shall complete the ~~editing and publishing~~ **preparation of the preface, the convention minutes, and the copies of resolutions as passed by the convention** ~~or for publication in the district *Convention Proceedings*, and, as requested, shall assist the newly elected secretary to become acquainted with the responsibilities of the office.~~

~~3.17 d~~ **3.6.4** No appointments to district committees, ~~commissions~~, or other offices shall be made by the outgoing **district** president, and no new programs shall be initiated by the outgoing **district** president or treasurer during the remainder of their terms. Emergency action that demands immediate attention may be taken in consultation with and with the consent of the respective newly elected officers.

3.19 3.7 General Administrative Regulations

~~3.19 a~~ **3.7.1** All officers of the district, members of the board of directors, and members of all district committees ~~and commissions~~ shall be members of member congregations of the district.

3.7.2 ~~For restrictions on individuals holding two elective offices, see Synod Bylaw 1.5.1.2.~~

~~3.19 b~~ **3.7.3** Meetings of the board of directors and the district committees ~~and commissions~~ shall be conducted according to accepted parliamentary rules.

~~3.19 c~~ **3.7.4** The board of directors and each committee ~~and commission~~ shall meet in accordance with the schedule prescribed for it in the bylaws and regulations of the district *Handbook*.

~~3.19 d~~ **3.7.5** Administrative and programmatic conflicts between committees ~~and commissions~~ or between a committee and the ~~executive~~ assistant **to the president** assigned to it shall be handled by the parties concerned in a Christian manner with the assistance of the **district** president, and if these efforts fail, shall be decided by the board of directors.

~~3.21~~ **3.8 Accountability of the Officers, Board of Directors, Committees, and Commissions Assistants to the President**

~~3.21 a~~ **3.8.1** Between district conventions, the board of directors, ~~and all committees, commissions, and the assistants to the president, and all elected and appointed~~ officers shall be responsible and accountable in the performance of their duties to the **district** president as the chief executive officer of the district.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~3.21 b~~ **3.8.2** All officers of the district, the board of directors, **assistants to the president**, and all committees ~~and commissions~~ shall be responsible and accountable ultimately to the district for all their actions, and any decision of such officers, board of directors, **assistants to the president**, and committees, ~~and commissions~~ may be appealed to the delegate convention of the district.

B. 3.9 Administrative Provisions for the District President

[Note to delegates: The following “Powers and Duties” are taken from sections 3.31 and 3.33 in the current bylaws and are organized, in some cases, in an order different from those in the current bylaws. In paragraph 3.9.4, the references to the numbers of the items in the current bylaws are listed in brackets following each item, and they are listed in blue type. Items e, i, j, k in paragraph 3.31 of the current bylaws are not included in the revised bylaws because they are covered in paragraphs 4.4.1 and 4.4.4 of the Bylaws of the Synod.]

~~3.33 Powers and Duties~~

Powers and Duties

- ~~3.31 a~~ **3.9.1** The district president shall be the chief executive officer of the district. [Synod Bylaw 4.4.1]
- ~~3.33 a~~ **3.9.2** The district president shall be a full-time executive. He shall not be in charge of a congregation, but may be called as an assistant pastor, provided such services do not interfere with his official duties as president.
- ~~3.31 a~~ **3.9.3** **The district president** shall have all the powers and shall discharge all the duties and responsibilities given to the office of district president by (1) the Constitution, Bylaws, and resolutions of The Lutheran Church—Missouri Synod; (2) the bylaws and regulations of Iowa District West; and (3) the resolutions of the district convention. [Synod Bylaws 4.4.1-4.4.8]
- ~~3.31 a~~ **3.9.4** **The district president shall**
- (a) be a voting member of the board of directors by virtue of his office; [3.31 b.]
 - (b) represent and be the representative of the district and its board of directors when these are not in session. He shall be the final interpreter of district **policies and actions** and the policies and actions of the board of directors ~~policies and actions~~ when these are not in session; [3.31c. and h.]
 - (c) be responsible for the supervision of the ~~district executive~~ assistants **to the president**. Such supervision shall be in accordance with ~~the Handbook of Synod~~, the district *Handbook*, the resolutions of the district **convention**, and the decisions of the district board of directors; [3.31 d.]
 - (d) approve the ~~manuscript~~ **draft** of the **official** district *Convention Proceedings* before ~~they it are~~ **is** published ~~by the secretary~~; [3.31 f.]
 - (e) have the right to authorize the vice-presidents to perform the duties of his office and shall hold them responsible for their performance. Accountability, however, shall always remain with the **district** president; [3.31 g.]

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- (f) prepare or provide theological and practical programs of study for presentation at the circuit pastors conferences of the district; [3.31 l.]
- (g) be empowered to appoint individuals or committees to carry out special tasks as the need arises and to define their duties; [3.31 m.] and
- (h) have the authority, in case of emergencies or situations in which it would not be possible or feasible to call a special meeting of the board of directors to vote on an issue or a call, ~~to conduct a vote via e-mail, as permitted in Robert's Rules of Order, 10th edition, pp. 410-411.~~ [3.31 n.] **to take action by the use of electronic ballot (i.e., e-mail, internet-based voting, etc.) in accordance with The Lutheran Church—Missouri Synod Board of Directors Policy Manual (February 18, 2017), Board Policy 2.4.6, provided all voting members of the board cast a vote and the result of the voting is unanimous.**

~~3.33 b~~ **3.9.5** ~~The district president, with~~ **Subject to** the approval of the board of directors, ~~the district president~~ shall be empowered to hire such personal office staff and staff for the district office necessary to carry out his **duties** and the ~~district office's~~ **duties and responsibilities of the district office.**

3.33 Full-time Executive

- ~~a. The district president shall be a full time executive. He shall not be in charge of a congregation but may be called as an assistant pastor, provided such services do not interfere with his official duties as president.~~
- ~~b. The district president, with the approval of the board of directors, shall be empowered to hire such personal office staff and staff for the district office necessary to carry out his and the district office's duties.~~

3.35 Vacancies in the Office of President

Vacancies in the Office of President

~~3.35 a~~ **3.9.6** In the event of the death, resignation, or retirement of the district president **while in office**, the first vice-president shall serve as ~~acting~~ president **on a part-time basis** until the next district convention elects and ~~inducts or~~ installs a new president, and his duties shall be considered to be on a part-time basis only.

3.9.6.1 **With the approval of (1) the board of directors, (2) the succeeding vice-president, and (3) the vice-president's congregation, the succeeding vice-president may serve on a full-time basis if this is possible for him, profitable for the district, and the appropriate arrangements can be made with the vice-president's congregation, until the next district convention elects and installs a new district president.**

~~3.35 b~~ **3.9.7** The first vice-president shall serve as acting president whenever the board of directors determines that the **district** president is unable to serve in that capacity because of his prolonged illness or disability, and the first vice-president shall remain as the acting president on a part-time basis until the board of directors determines that such an illness or disability has been removed.

3.37 Salary Adjustment on Termination of Service

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

Salary Adjustment on Termination or End of Service

- 3.9.8 If a district president does not seek reelection, his salary shall end on August 31 following the election of a new president.
- ~~3.37 a~~ 3.9.9 If the **district** president standing for reelection is not reelected, he shall continue to receive his full salary for a period not to exceed 120 days from the day the newly elected **district** president takes office or until he finds another opportunity for service in the church, whichever is earlier. If he finds opportunity for service in the church before the end of the 120 days, his salary from the district shall end by the first of the month following his assumption of such service. He shall also receive payment for any unused vacation time for that year, plus severance pay of one month.
- ~~3.37 b~~ 3.9.10 If the **district** president resigns his office, he shall be paid full salary to include the effective date of resignation. Payment shall also be made for any unused vacation time for that year.
- ~~3.37 c~~ 3.9.11 If the **district** president retires while in office, he shall be paid full salary to include the last day of the calendar month in which the retirement is effective. He shall also receive payment for any unused vacation time for that year, plus severance pay of one month.
- ~~3.37 d~~ 3.9.12 If the **district** president dies while in office, full salary shall be paid to include the day of death, plus full salary for ~~90~~ **ninety** additional days and accrued vacation time for that year, payable to his widow and/or dependent children.
- ~~3.37 e~~ 3.9.13 Any variation to the above regulations shall be at the discretion of the board of directors.

C. 3.10 Administrative Provisions for the District Vice-Presidents

3.41 Duties

Duties and Responsibilities

- ~~3.41~~ 3.10.1 The district vice-presidents shall
- ~~a.~~ (a) serve the district in a part-time capacity;
 - ~~b.~~ (b) be elected advisors ~~of~~ to the **district** president and available at the call of the president for consultation in important matters of the district;
 - ~~c.~~ (c) assist the **district** president at his request in discharging his responsibilities;
 - ~~d.~~ (d) represent the **district** president at his request in all his functions;
 - ~~e.~~ (e) serve as nonvoting members of the board of directors by virtue of their office;
 - ~~f.~~ (f) submit a summary report of their activities to each convention of the district; **and**
 - ~~g.~~ (g) in order of their rank, perform the duties of the **district** president on a part-time basis, if the **district** president becomes unable to serve because of prolonged illness or disability, until the board of directors determines

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

that such illness or disability has been removed. **Any variation to this regulation shall be at the discretion of the board of directors.**

~~3.43 Succession to Presidency~~
Succession to the Presidency

~~3.43~~ **3.10.2** The vice-presidents shall, in the order of their rank, assume the presidency if the office of the **district** president is vacated. ~~In the event of the death, retirement, or resignation of the president, t~~They shall serve as acting president ~~and in a part-time capacity~~ **on a part-time basis** until the next district convention elects and installs a **district** president, **unless the option provided in bylaw 3.9.6.1 is available and advantageous for the district.**

~~3.45 Vacancies in the Vice-President's Office~~
Vacancies in the Offices of the Vice-Presidents

~~3.45 a~~ **3.10.3** A vacancy in the office of the first vice-president shall be filled by advancing the second vice-president.

~~3.45 b~~ **3.10.4** A vacancy in the office of second vice-president shall be filled by appointment by the **district president with the approval of the** board of directors.

D. 3.11 Administrative Provisions for the District Secretary

3.51 Duties
Duties and Responsibilities

~~3.51 a~~ **3.11.1** The district secretary shall

- a. (a) perform the duties assigned to him in ~~the Handbook of Synod;~~ **Synod Bylaws 1.10.10.2; 1.10.11.2; 2.3.2; 3.1.3.1 (a); 3.1.3.2 (a); 4.2.2 (a); and district bylaw 4.4.4.2.**
- (b) **perform the duties described in Synod Bylaws 3.3.3–3.3.3.3 to the extent that they pertain to secretaries of districts;**
- ~~b.~~ (c) **serve as a voting member and secretary of the board of directors of the district by virtue of his office;**
- (d) **record the minutes of the meetings of the board of directors and send the minutes to the members of the board of directors and to the circuit visitors within three weeks of the meetings. [For more details about the minutes of the board of directors, see also district bylaws 4.4.4–4.4.4.2.];**
- (e) **serve as a member of the congregational constitutions and district Handbook committee;**
- ~~e.~~ (f) **record the proceedings during the district conventions, send a copy of the minutes of the convention to the members of the convention minutes review committee by July 20 of the year of the district convention, and meet with the convention minutes review committee in accordance with district bylaws 2.12.5.3 to 2.12.5.5;**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- d. ~~(g)~~ edit the *Proceedings* of the convention and arrange for their distribution in harmony with the provisions of the district *Handbook* **prepare the preface to the district *Convention Proceedings*, the convention minutes, and the copies of resolutions as passed by the convention for publication in the official district *Convention Proceedings* as described in district bylaw 2.15.2;**
- e. ~~(h)~~ carry out responsibilities ~~with reference to~~ **in connection with** the nomination and election of the district president, vice-presidents, and other officers as detailed in ~~the district *Handbook* bylaws 9.1-9.3;~~
 - (i) **at the close of the convention, notify every officer and board of directors member by an electronic communication or in writing of their election if they were not present at the convention;**
- f. ~~revise the district *Handbook* immediately after each convention of the District to bring it into harmony with the resolutions or changes adopted by the convention. He shall have the power to edit or revise, as necessary, the wording of any changes or amendments to the *Handbook* passed by the convention to bring them into agreement with the language and style of the *Handbook*. If the changes or amendments passed by the convention had not received prior approval from the Synod's Commission on Constitutional Matters, the secretary shall submit such changes and amendments to the Synod's Commission on Constitutional Matters for review and approval before including them in the district *Handbook*, and report the Commission's actions by means of the district edition of *The Lutheran Witness*;~~
- ~~g.~~ **(j) together with the district *Handbook* committee, keep himself informed on the resolutions passed by the synodical conventions of the Synod and the changes in the Synod's *Handbook* which that would affect the bylaws and regulations of the district *Handbook* and, after having the amendments approved by the Commission on Constitutional Matters, through the district board of directors propose to the district convention for approval the necessary changes in the district *Handbook*; and**
- ~~h.~~ **(k) perform such other work as the delegate convention, the district president, the district *Handbook*, or the board of directors may assign to him.**

3.53 Vacancy
Vacancy

- 3.53 3.11.2 ~~In the event of the death, resignation, or permanent incapacity of the secretary, the board of directors shall appoint a successor to fill the unexpired term.~~ **A temporary or permanent vacancy in the office of the district secretary shall be filled by appointment by the district president with the approval of the board of directors.**
- 3.53 3.11.3 ~~In the absence of the secretary, either from the district convention or from meetings of the district board of directors, the district president of the district shall appoint a secretary *pro tempore*.~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

E. 3.12 Administrative Provisions for the District Treasurer

3.61 Qualifications

Qualifications

~~3.61~~ 3.12.1 The treasurer shall be a layperson and an accountant, bondable, familiar with good business and banking investment practices, a member of a member congregation of the district, and of good standing in church and community.

3.63 Duties

Duties and Responsibilities

~~3.61~~ 3.12.2 The district treasurer shall

- ~~a.~~ (a) discharge the responsibilities prescribed for the district treasurer in Synod *Handbook* Bylaws 3.1.9 (d) (1) and (2);
- ~~b.~~ (b) serve as a voting member of the board of directors of the district by virtue of his or her office;
- (c) serve on the stewardship and finance committee of the district;
- ~~j.~~ (d) make quarterly financial reports to the board of directors;
- ~~e.~~ (e) function as the depository for all funds in the hands of the board of directors, committees, officers, and employees who, by virtue of their office, act as custodians or trustees of district funds;
- ~~d.~~ (f) receive and disburse the district's moneys and keep an accurate account of them according to approved methods of accounting and according to the instructions of the district convention and the board of directors;
- ~~e.~~ (g) deposit moneys only in such depositories as are designated by the board of directors; as defined and adopted in its investment policy directive;
- ~~f.~~ (h) make disbursements of moneys only on vouchers properly signed by those so authorized by the board of directors;
- ~~g.~~ (i) arrange for an audit of the treasurer's office district finances to be made annually, and the original copy of the audit report, together with each annual report, shall be made available to the district convention;
- ~~h.~~ (j) serve as the chairman of the endowment and legacy funds committee of the district and shall keep an accurate record provide oversight of all devises and bequests directly or indirectly given to the district;
- ~~h.~~ (k) The treasurer shall keep all legacies carefully and properly invested (1) under the directions of the endowment and legacy funds committee and the board of directors and; (2) in accordance with the wishes of the testators and donors; and (3) in adherence compliance with the investment policy as adopted by the district board of directors-;
- ~~h.~~ (l) manage all such legacies in compliance with the laws of the State of Iowa;
- ~~h.~~ The treasurer shall submit to each district convention a report including a financial statement of all legacies administered by the treasurer's office and legacies concerning which executors have reported to it.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~i. — rent the necessary safe deposit space in the name of the district with the approval of the board of directors. The district's bonds and negotiable securities shall be kept in such space, and access thereto shall be regulated by the board of directors;~~
- ~~(m) submit annually to the board of directors a financial statement of all the endowment and legacy funds administered by the endowment and legacy funds committee;~~
- ~~(n) provide an update at the district convention on endowment and legacy gifts received by the district; and~~
- ~~k. (o) administer his or her office in accordance with the rules and regulations adopted by the district and as directed by the district's board of directors.~~

3.65 Vacancy
Vacancy

~~3.65 3.12.3~~ In the event of a vacancy in the office of treasurer for any cause, or in case the treasurer is unable to fulfill the duties of this office for a time because of prolonged illness or disability, the board of directors shall appoint a replacement. **A temporary or permanent vacancy in the office of the district treasurer shall be filled by appointment by the district president with the approval of the board of directors.** The district president shall be authorized to sign necessary legal documents and checks **on behalf of the treasurer** until a replacement has been appointed.

[Note to delegates: The following section on Circuit Counselors (now called Circuit Visitors) has been moved to the chapter 11.]

F. Circuit Counselors

3.71 Duties and Tenure

~~— The duties, selection, of the circuit counselors in reference to the election of Synod convention delegates, official visits, and relations to the district president, member congregations, nonmember congregations, pastors, teachers, schools, and other members of the Synod in the circuit shall be those prescribed for them in the Synod *Handbook*. There shall be no limitation on the number of successive terms a circuit counselor may serve.~~

3.73 Meetings

~~The circuit counselors, together with the district president, vice presidents, and executive assistants, shall meet at least once a year at the call of the president to discuss the work of the district, the Synod, and the work and welfare of the congregations of the district.~~

IV. 4. Board of Directors

Outline

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 4.1 – Role, Powers, and Duties
- 4.2 – Membership and Officers
- 4.3 – Committees of the Board of Directors
- 4.4 – Meetings, Quorum, Minutes
- 4.5 – Duties and Responsibilities in Planning, Coordination, and Review
- 4.6 – Financial Duties and Responsibilities
- 4.7 – Powers and Duties with Respect to the Property of the District
- 4.8 – Powers and Duties with Respect to the Personnel of the District
- 4.9 – Other Powers and Duties of the Board of Directors

4.01 4.1 Role and Membership, Powers, and Duties

Role

- ~~4.01 a~~ **4.1.1** The board of directors shall function as a servant of and to the district and the congregations of the district.
- ~~b.~~ The board of directors shall consist of thirteen voting members: the president, the secretary, and the treasurer of the district by virtue of their office; five ordained ministers; one commissioned minister; four laypersons. The first vice president, the second vice president, and the executive assistants shall be non-voting members of the board by virtue of their office. No more than two board members shall be elected from the same congregation.

[Note to the delegates: The material in 4.01b is found in section 4.2 in the proposed revised bylaws. I did not know how to integrate the new material directly into this older material, so I simply separated the two—the old and the new—in the following sections. The old bylaw numbers are provided preceding the new bylaw numbers.]

4.03 Officers of the Board

- ~~a.~~ The chairman of the board of directors shall be a layperson elected to that position by the convention of the district. [4.03a is found in bylaw 4.2.7.]
- ~~b.~~ The secretary of the district shall be the secretary of the board of directors. [4.03b is found in bylaw 4.2.8.]

4.05 Departments and Committees [Note to delegates: The following bylaws are now found in sections 4.2 and 4.3 in expanded form.]

- ~~a.~~ The work of the district shall be divided into the following five departments: missions (including personal missions, district missions, and world missions); stewardship and finance; human care ministries (including a committee on rural ministry, and older adult ministry committee); Christian education (including student financial aid, family life, single adult ministry, and worship); and youth services (including student recruitment).

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~b. The five ordained ministers on the board shall be~~
 - ~~1. the chairmen of the following departments: missions, stewardship and finance, Christian education, and youth services;~~
 - ~~2. one ordained minister member at large.~~
- ~~c. The four laypersons on the board shall be the chairman of the board, the chairman of the human care ministries department, and two members at large.~~
- ~~d. The commissioned minister on the board shall be a member at large. [See bylaw 4.2.4.]~~
- ~~e. The board of directors shall be empowered to appoint from its own members and from the ordained ministers, commissioned ministers, and laypersons of member congregations of the district the five necessary committees to direct and carry out the work of the various departments. Each committee shall include on its membership either the district president or one of the vice presidents: the district president on two committees, the first vice president on two committees, and the second vice president on two committees. One of vice presidents shall serve on the subcommittee on personal missions. The district president in consultation with the officers of the board of directors shall select the members of the board to serve on the various committees and at the first meeting of the board of directors following the district convention shall submit his recommendations to the board of directors for approval. The additional members of these committees who are not from the board of directors shall also be approved at this time. The committees of the board of directors may appoint, with the approval of the board, individuals, special subcommittees, and task forces to perform certain specific responsibilities and tasks of the department. [Note of delegates: Please note: the material in 4.05e is now found in section 4.3 Committees of the Board of Directors.]~~
- ~~f. The committees into which the board of directors organized itself shall have policy recommending and evaluating functions as well as administrative and service functions to carry out the responsibilities in their assigned areas. [Note of delegates: Please note: the material in 4.05f is found in paragraph 4.3.6.]~~

4.07 Authority

- ~~a. The board of directors shall have all the powers and duties that have been accorded it by the laws of the State of Iowa; the Articles of Incorporation of the District; the Constitution; Bylaws, policies, and resolutions of the Synod; the district *Handbook*; and the resolutions of the delegate convention of the district. The board of directors shall be vested with the general management and supervision of the district's business and legal affairs. [Note to delegates: This paragraph has been moved to 4.1.2 and 4.1.3.]~~
- ~~b. The board of directors shall have all powers necessary and incidental to the discharge of the duties assigned to it in this or any section of the district *Handbook*, or the Synod *Handbook*, or by resolution of a district convention. [Note to delegates: This paragraph has been moved to 4.1.8.]~~

Powers and Duties

- ~~4.07 a~~ **4.1.2** The board of directors shall have all the powers and duties that have been accorded to it by

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- (a) the Constitution, Bylaws, and resolutions of The Lutheran Church—Missouri Synod;
- (b) the laws of the State of Iowa;
- (c) the Articles of Incorporation of Iowa District West;
- (d) the bylaws of the district as found in the *Handbook* of Iowa District West; and
- (e) the resolutions of the delegate conventions of Iowa District West. [See also Synod Bylaw 4.5.1]

- ~~4.07 a~~ 4.1.3 The board of directors shall be vested with the general management and supervision of the district's business and legal affairs. ~~It shall adopt policies and require procedures which assure that said management and supervision are effected.~~ [Synod Bylaw 4.5.1 (b)]
- 4.1.4 The board of directors shall have the authority to appoint to its membership up to three voting lay members from the district's congregations to obtain additional skill sets (legal, finance, investment, administration, etc.). [Synod Bylaw 4.5.1]
- 4.1.5 The board of directors, in consultation with each committee of the board of directors and the assistants to the president with responsibility for such committees, shall develop an outline of duties and responsibilities for the assistants to the president responsible for the various committees of the board. Such outline of duties and responsibilities shall be in keeping with the duties and responsibilities of the assistants to the president prescribed in chapter 8 of the district *Handbook*, but not limited to them.
- 4.1.6 In fulfilling its functions and in coordinating its work with the Synod, the board of directors shall be guided generally by the functions of the Board of Directors of the Synod as defined in Synod Bylaws 3.3.4-3.3.4.9 as these may apply to districts. [Synod Bylaw 4.5.1 (c)]
- 4.1.7 Between district conventions the board of directors shall provide for implementation within the district of the decisions of the conventions of the Synod and the district and allocate necessary funds for the support of the national and district budgets. [Synod Bylaw 4.5.1 (d)]
- ~~4.07 b~~ 4.1.8 The board of directors shall have all powers necessary and incidental to the discharge of the duties assigned to it in this or any section of the district *Handbook*, or the ~~Synod~~ *Handbook of the Synod*, or by a resolution of a district convention.

4.2 Membership and Officers

Membership of the Board of Directors

- ~~4.01 b~~ 4.2.1 The board of directors shall consist of ~~thirteen~~ **fourteen** voting members elected by the delegate ~~district~~ convention **of the district**:
- (a) the district president (ordained minister);
 - (b) the district secretary (ordained minister);
 - (c) the chairman of the board (layperson);
 - (d) the district treasurer (layperson);

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- (e) the chairman of the missions committee (ordained minister);
- (f) the chairman of the stewardship and finance committee (ordained minister);
- (g) the chairman of the human care ministries committee (ordained minister);
- (h) the chairman of the Christian education and family life committee (ordained minister);
- (i) the chairman of the youth services committee (ordained minister);
- (j) one ordained minister member-at-large;
- (k) one commissioned minister member-at-large; and
- (l) three layperson members-at-large.

~~4.05 b~~ 4.2.2 The eight voting ordained ministers on the board of directors shall be:

- (a) the president of the district;
- (b) the secretary of the district;
- (c) the chairman of the missions committee;
- (d) the chairman of the stewardship and finance committee;
- (e) the chairman of the human care ministries committee;
- (f) the chairman of the Christian education and family life committee;
- (g) the chairman of the youth services committee; and
- (h) one ordained minister member-at-large.

~~4.05 e~~ 4.2.3 The five voting laypersons on the board of directors shall be:

- (a) the chairman of the board of directors;
- (b) the treasurer of the district; and
- (c) the three layperson members-at-large.

~~4.05 d~~ 4.2.4 The commissioned minister on the board of directors shall be a member-at-large.

4.2.5 The number of laypersons on the board of directors may be supplemented with the appointment of up to three additional voting lay members as permitted in district bylaw 4.1.4 and Synod Bylaw 4.5.1.

~~4.01 b~~ 4.2.6 The first vice-president, the second vice-president, and the ~~executive~~ assistants to the president shall be nonvoting members of the board of directors by virtue of their office.

~~4.01 b~~ 4.2.7 No more than two board members shall be elected from the same congregation or multi-congregation parish.

4.03 Officers of the Board

Officers of the Board of Directors

~~4.03 a~~ 4.2.8 The chairman of the board of directors shall be a layperson elected to that position by the delegate convention of the district.

~~4.03 b~~ 4.2.9 The secretary of the district shall be the secretary of the board of directors.

4.05 4.3 Departments and Committees of the Board of Directors

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~4.05 a~~ **4.3.1** The work of the ~~district~~ **board of directors** shall be divided into the following five ~~departments~~ **committees**:
- (a) missions;
 - (b) stewardship and finance;
 - (c) human care ministries;
 - (d) Christian education **and family life**; and
 - (e) youth services.
- ~~4.05 e~~ **4.3.2** The board of directors shall be empowered to appoint from its own members and from the ordained ministers, commissioned ministers, and laypersons of member congregations of the district the five necessary committees to direct and carry out the work of the various ~~departments~~ **ministry areas**.
- ~~4.05 e~~ **4.3.3** Each **of the five** committees shall include on its membership either the district president or one of the vice-presidents. ~~the district president on two committees, the first vice president on two committees, and the second vice president on two committees. One of the vice presidents shall serve on the subcommittee on personal missions.~~
- ~~4.05 e~~ **4.3.4** The district president, in consultation with the ~~officers of the board of directors~~ **vice-presidents, assistants to the president, and the chairmen of the various committees**, shall select the members of the board **of directors** to serve on ~~the its~~ **various** committees, and at the first meeting of the board of directors following the district convention shall submit his recommendations to the board of directors for approval. The additional members of these committees who are not from the board of directors shall also be approved at this ~~time~~ **meeting**.
- ~~4.05 e~~ **4.3.5** The committees of the board of directors may appoint, with the approval of the board of directors, individuals, special subcommittees, and/or task forces to perform certain specific responsibilities and tasks of ~~the department~~ **those committees as needed**.

General Powers and Responsibilities

- ~~4.05 f~~ **4.3.6** The committees into which the board of directors organizeds itself shall have policy recommending and evaluating functions, as well as administrative and service functions to carry out the responsibilities in their assigned **ministry** areas.
- 4.3.7** ~~The committees of the board of directors shall have the responsibility to carry out an annual evaluation of the assistant to the president responsible for their area of ministry and to submit such report to the district president prior to the end of the calendar year.~~

~~4.09~~ 4.4 Meetings, Quorum, Minutes

Regular Meetings

- ~~4.09~~ **4.4.1** The board of directors shall meet ~~at least four times a year~~ **quarterly**.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 4.4.1.1 At the regular quarterly meetings of the board of directors for which the place, date, and hour of future meetings have been announced and recorded in the minutes, the majority of the voting members of the board shall constitute a quorum.
- 4.4.1.2 The secretary of the board of directors shall send to all voting and nonvoting members of the board a reminder of each forthcoming, regular meeting at least one month in advance of the meeting.

Special Meetings

- ~~4.09~~ 4.4.2 Special meetings may be called ~~whenever~~ by the district president himself or by the district president at the written request of three members of the board of directors when either the president or three members of the board deem it necessary.
- 4.4.2.1 For such special meetings of the board of directors, the district office shall notify all board members regarding the place, day, and hour of the meeting, and supply a description of the specific purpose of the meeting at least five business days prior to the date of the scheduled special meeting day. The district president shall determine the type of notification to be given to ensure that each member has been notified.
- ~~4.09~~ 4.4.2.2 The majority of the voting members of the board of directors shall constitute a quorum, provided all members shall have been duly notified as to the time and place of the meeting at least five days prior to the meeting in compliance with district bylaw 4.4.2.1.

Electronic Meetings

- 4.4.3 When necessary and feasible, the board of directors may conduct its meetings electronically using audio, video, or internet-based conferencing technologies in accordance with the rules of the conduct of electronic meetings found in the latest edition of *Robert's Rules of Order* and in accordance with state law.
- 4.4.3.1 In such cases, the technology must allow for each board member to participate fully (hear, speak, have or been given access to documents and other materials as appropriate), including the opportunity for voting members to vote.
- 4.4.3.2 Members must be given a reasonable opportunity to access the electronic meeting. If a board member does not have access to the technology to be used, arrangements must be made for the member to participate in person by coming to the district office or some other mutually agreed upon location where the member has secure access to such technology.
- 4.4.3.3 As with any regular or special meeting of the board of directors, minutes shall be kept that record the names of those in attendance, a summary of the major points of discussion, and any action(s) taken.
- 4.4.3.4 All persons only listening or watching shall acknowledge their presence to the meeting. These names, along with the names of those actively participating in the meeting, shall be recorded in the minutes of the meeting. [See also The Lutheran Church—Missouri Synod Board of Directors Policy Manual (Adopted February 17, 2018), Board Policies 5.7.8-5.7.8.5]

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

Minutes

- 4.09 4.4.4 The secretary of the board of directors shall keep an accurate record of **all its meetings of the board**, and copies of the minutes **of the meetings of the board shall be sent, within three weeks following the meetings of the board**, to each **voting and nonvoting** member of the board of directors. ~~as well as to each, circuit counselor,~~ [See also district bylaw 3.11.1 (d).]
- 4.4.4.1 The secretary of the board of directors shall send copies of the minutes of the regular meetings of the board of directors within three weeks following the meetings of the board of directors to the circuit visitors only for their information for reports at their circuit conference meetings. Copies of these minutes sent to the circuit visitors shall indicate clearly that they are not the official minutes of the board of directors meetings because they have not yet been approved by the board of directors.
- 4.4.4.2 The secretary of the board of directors shall send or give two copies of the official, board-approved minutes of all meetings of the board of directors to the district archivist for deposit in the district archives. The written reports submitted to the board of directors at its meetings shall also be sent or given to the district archivist for deposit in the district archives.
- ~~4.09 ————— The majority of the members shall constitute a quorum, provided all members shall have been duly notified as to the time and place of the meeting at least five days prior to the meeting.~~

4.11 4.5 Duties and Responsibilities in Planning, Coordination, and Review

- 4.11 4.5.1 The board of directors shall
- 4.11 a. (a) receive reports from the chairman of each ~~department~~ **committee** regarding **short-range and long-range** plans. The board shall review all plans with regard to scope, function, structure, balance, coordination, and feasibility, and shall determine whether they are in harmony with the resolutions, policies, and directives of the district;
 - 4.11 b. (b) provide for the coordination of the policies and directives of the district authorized by the **district** Articles of Incorporation, the **district Handbook**, and the resolutions of the district **conventions**. It shall evaluate plans and policies, and communicate to the appropriate committees ~~and commissions~~ suggestions for improvement;
 - 4.11 c. (c) have the right to call up for review, criticism, or suggestion any policy, program, **or activity** of a committee ~~or commission~~ of the district; **and**
 - 4.11 d. (d) receive all minutes and reports of all district committees responsible to it ~~in order~~ to keep informed of their activities, plans, and projects, and **to** offer suggestions.

4.13 4.6 Financial Duties and Responsibilities

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~4.13 a~~ **4.6.1** The board of directors shall administer the finances of the district according to principles of Christian stewardship, wisdom, and good order.
- ~~4.13 b.~~ ~~The board of directors, either directly or through the stewardship committee, shall prepare the district work program and propose it to the district convention for adoption.~~
- ~~4.13 e~~ **4.6.2** At its February meeting, the board of directors shall set the spending budget for the fiscal year based on the basis of the work program approved by the previous convention and a budget proposed by the district treasurer, the business manager, and the stewardship and finance committee. ~~—based on the congregational commitments or pledges for that year, and the needs of the district.~~ The budget shall consider the needs of the district, the congregational commitments or pledges, and other district income sources.
- ~~4.13 e~~ **4.6.3** The board of directors shall set the total dollar commitment for the Synod, and through the district president shall instruct the treasurer to make monthly remittances to the Synod based on the receipts from the congregations.
- ~~4.13 d~~ **4.6.4** The board of directors shall balance the budget as nearly as possible by carefully regulating disbursements in keeping with receipts and shall be authorized to do any and all other things necessary or expedient to bring about a balanced budget.
- ~~4.13 d~~ **4.6.5** In its disbursements, the board of directors shall be held to the limit of the adopted budget and shall make no deviations or additional appropriations, other than those authorized by the district, or provided for by contingency funds, or except for those which become necessary because of unforeseen and pressing emergency situations. ~~in which action cannot wait until the next district convention.~~
- ~~4.13 e~~ **4.6.6** It shall be incumbent upon the board of directors through the stewardship and finance department committee to guide and instruct the congregations of the district in biblical and Gospel-oriented principles of Christian giving, and to encourage them congregations and their members to give out of love for their Savior, in recognition of the work of the district and the Synod, and in thanksgiving for God's material and spiritual blessings.
- ~~4.13 f~~ **4.6.7** The board of directors shall supervise the activities of all officers serving the district in a fiduciary capacity and employ a public accountant to audit their books annually.
- ~~4.13 g~~ **4.6.8** Every contemplated district-wide appeal for funds shall be presented to the board of directors for approval before the individual congregations are approached. This does not apply to appeals for funds by The Lutheran Church—Missouri Synod or by a district convention.
- ~~4.13 h~~ ~~The board of directors may make annuity agreements with annuitants according to accepted rates governing annuities.~~
- ~~4.13 i~~ **4.6.9** The board of directors shall be authorized to draw on the treasury of the district for its expenses. Annual allowances and mileage reimbursement shall be granted by the district to its officers and to the voting and nonvoting members of the board of directors, and this set amount shall be reviewed periodically as conditions may demand.

4.15 4.7 Powers and Duties with Respect to the Property of the District

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~4.15 a~~ **4.7.1** The board of directors shall have such authority and responsibility with respect to the property of the district as is generally vested in and imposed upon the board of directors of a corporation. The ~~members of the~~ board of directors shall supervise the property of the district as trustees and custodians thereof.
- ~~4.15 b~~ **4.7.2** The board of directors shall be responsible to file a claim for tax exemption for all properties for which the district holds title.

4.17 4.8 Powers and Duties with Respect to the Personnel of the District

- ~~4.17 a~~ **4.8.1** The board of directors shall be empowered to call or appoint men or women to such **positions as executive assistants to the president** positions, chaplaincy, or other positions as have been established by the **board of directors or a** district convention.
- ~~4.17 b~~ ~~The board of directors shall annually approve salaries and allowances of workers in financially assisted parishes and in special ministries in accordance with the suggested salary scale as adopted by the district in convention.~~

4.19 4.9 Other Duties and Powers and Duties of the Board of Directors

- ~~4.19 a~~ **4.9.1** The board of directors shall be authorized to engage legal counsel for its guidance and for advice to its officers **and** committees, ~~and commissions~~ in the performance of their duties.
- ~~4.19 b~~ **4.9.2** **The committees of the board of directors shall render submit** to the district convention a summary report ~~concerning~~ **of** their activities. It shall be the duty of the chairman of each ~~department~~ **committee** to be present when the report of the ~~department~~ **committee** is being considered by the convention.
- 4.9.3** **The secretary of the board of directors shall submit a summary report to the district convention through the district's *Convention Workbook* concerning the meetings of the board of directors, any changes in membership that have taken place in the past triennium, and any major decisions that have been made in policy or practice in the past triennium.**
- ~~5.015 b~~ **4.9.4** **The Board of Directors shall** appoint members to serve on the **district** Lutheran Church Extension Fund **Loan** Committee to conduct Lutheran Church Extension Fund—Missouri Synod business **in the district** according to Lutheran Church Extension Fund—**Missouri Synod** policy. ~~and under the supervision of the missions committee.~~ **[Note to the delegates: This bylaw has been removed from 5.015 b in the current bylaws as one of the duties and responsibilities of the Missions Committee and placed here to make appointment of the members of this committee the responsibility of the Board of Directors.]**
- ~~4.19 e~~ **4.9.5** The board of directors shall **faithfully** discharge all duties specifically assigned to it in this or any section of the **district Handbook** or by a resolution of the district convention.

V. 5. Committees of the Board of Directors

Outline

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 5.1 – Missions Committee
- 5.2 – Stewardship and Finance Committee
- 5.3 – Human Care Ministries Committee
- 5.4 – Christian Education and Family Life Committee
- 5.5 – Youth Services Committee

A. 5.1 Missions Committee

5.011 Membership and Meetings

Membership and Meetings

- ~~5.011~~ 5.1.1 The missions committee shall consist of at least three members of the board of directors and two members who are not from the board of directors. **These members shall be voting members of the committee.**
- ~~5.011~~ 5.1.1.1 ~~The~~ **Three of the** members of the board of directors on the missions committee shall be **as follows:**
- (a) the chairman of the missions ~~department~~, **committee** ~~who shall serve as chairman;~~
 - (b) either the **district** president or one of the vice-presidents of the district; and
 - (c) one ~~other~~ **member of the board of directors** appointed by the district president.
- 5.1.1.2 **The district president may appoint, as voting members of the missions committee, additional members from the board of directors as needed.**
- ~~5.011~~ 5.1.1.3 ~~The additional~~ **two voting** members not from the board of directors shall ~~include~~ **be** an ordained minister, ~~or~~ **and** a layperson, ~~or both,~~ appointed by the district president in consultation with the chairman of the missions ~~department~~ **committee** and the ~~executive assistant to the president for the missions department~~ **with responsibilities for the mission ministries of the district.**
- 5.1.1.4 **With the approval of the board of directors, the missions committee may add one or two nonvoting members for special tasks and/or to gain specific skill sets (e.g., to provide and promote educational literature and programs in such areas as personal missions or outreach, outreach to communities, and reports on district, national, and international missions).**
- 5.1.1.5 **The assistant to the president with responsibilities for the mission ministries of the district shall be a nonvoting member of the missions committee, and shall fulfill, for the missions committee, the duties and responsibilities of an assistant to the president as those duties and responsibilities are delineated in chapter 8 of the district *Handbook*.**
- ~~5.011~~ 5.1.1.6 ~~The vice-president for the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod Vice President for Iowa District West~~ shall be a **nonvoting** member of the missions committee **by virtue of his or her office.** [district bylaw 7.3.2.1]

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~5.011~~ 5.1.1.7 A Lutheran Women’s Missionary League representative, a Mission Central representative, the IOWAY Director, and other persons who are members of other Lutheran mission-oriented organizations may be appointed as nonvoting members of the committee with the approval of the board of directors.
- 5.1.1.8 All members of the missions committee, voting and nonvoting, shall be approved by the board of directors.
- ~~5.011~~ 5.1.1.9 The missions committee shall meet ~~at least four times a year~~ quarterly.

~~5.013~~ Chairman of the Missions Department
Chairman of the Missions Committee

- ~~5.013~~ 5.1.2 The chairman of the missions ~~department~~ committee shall
- ~~5.013~~ a (a) be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
- 5.013 b (b) be responsible for directing the missions committee ~~and the missions department~~ in formulating, evaluating, and administering the missions policies **emphases** and programs of the district; **and**
- 5.013 e (c) submit any suggested new **policy emphasis**, or change in **policy emphasis**, or new programs, together with the report of the work and plans of the ~~department~~ **committee**, to the quarterly meeting of the board of directors for approval.

~~5.015~~ Functions of the Missions Committee
Duties and Responsibilities of the Missions Committee

- 5.1.3 The missions committee shall
- ~~5.015~~ a (a) encourage and assist the congregations of the district in carrying out the Great Commission as they seek to make disciples in their communities;
- ~~5.015~~ a (b) formulate and review the **district’s** missions ~~policies emphases and programs~~ of the district, make recommendations to the board of directors regarding **the district’s** missions **policy emphases and programs** ~~and administration of missions~~, and supervise and administer the total missions program of the district;
- 5.015 b ~~b. appoint members to serve on the Lutheran Church Extension Fund Committee to conduct Lutheran Church Extension Fund business according to Lutheran Church Extension Fund policy and under the supervision of the missions committee;~~
- ~~5.015~~ e (c) make provisions for and supervise the ministry to students at college and university campuses in the district;
- ~~5.015~~ d ~~supervise the work, the workers, and the budgets of the mission and financially assisted congregations of the district;~~
- ~~5.015~~ e ~~recommend the starting of new missions where surveys and studies of communities in the district indicate the need, and recommend the phasing out or restructuring of existing missions when this becomes necessary;~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 5.015 f ~~(d) report its activities and the progress of the mission and financially assisted congregations of the district to the board of directors at its regular meetings and report to the district in convention, giving such statistics which that will give the convention a comprehensive picture of the mission work and financially assisted congregations of the district;~~
~~(e) cooperate with the Synod's Board for National Mission and provide leadership in developing programs that support congregations in the district [See Synod Bylaw 3.8.2];~~
- 5.015 g ~~determine that any additional work undertaken or any additional remuneration received from sources other than the district itself by missionaries of the district is in conformity with policies enunciated in the missions manual of the district;~~

World Missions Subcommittee

- ~~h. provide materials and promote educational programs concerning missions of the Synod;~~

Personal Missions Subcommittee

- ~~i. work to promote the cause of personal missions throughout the district;~~
~~j. be alert to effective methods of personal missions, recommend literature for study, and serve as a resource for pastors and congregations in helping our people grow and find joy in bearing witness to the grace of God in our Lord Jesus Christ;~~
~~k. work with the circuit cabinet personal missions representatives and meet with them at least once a year to keep them aware of programs in the area of personal missions both in the Synod and in the district.~~
- (f) with the approval of the board of directors and as the need arises, appoint subcommittees to focus on special projects in the areas of, but not limited to, individual/personal and community missions, as well as publicizing district, national, and international mission work;
- (g) review and promote effective methods and pertinent literature in the areas of outreach and evangelism that are in keeping with Lutheran theology and suitable for personal and congregational use; and
- (h) inform the circuit cabinet missions representatives of current efforts in the area of district missions and meet with them annually to keep them aware of programs and resources in the areas of missions, outreach, and evangelism both in the district and in the Synod and encourage their use.

5.017 Responsibilities of Missions and Financially Assisted Congregations

- ~~a. Requests from congregations for financial assistance must be authorized by a congregational resolution, and the application must be submitted in writing to the board of directors through the missions committee. The board of directors shall be responsible for granting such financial assistance and shall submit its action to the district convention for review.~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~b. Financially assisted congregations shall secure the approval of the board of directors before acquiring or disposing of property, making extensive property repairs and replacements, letting of contracts, or negotiating loans from any source.~~
- ~~c. All financially assisted congregations shall participate in the Concordia Plan Services of The Lutheran Church—Missouri Synod.~~
- ~~d. By accepting financial assistance, congregations enter into partnership with the congregations of the district and should so regard their association. Every financially assisted congregation shall make an honest attempt to reduce its subsidy annually.~~
- ~~e. Any adaptation of the scale by a mission or financially assisted congregation to meet local situations shall be subject to the approval of the board of directors upon the recommendation of the missions committee.~~
- ~~f. Financially assisted congregations and their pastors shall make regular and prompt reports to the board of directors through the missions executive assistant and shall use the forms provided. The payment of financial assistance is conditional upon the board of directors' receipt of these reports.~~

5.019 Responsibilities of Missionaries and Financially Assisted Workers

- ~~a. Missionaries shall not engage in part-time secular work while serving a financially assisted congregation, nor engage in part-time religious work not stipulated in their call, nor serve as vacancy pastors without the approval of the missions committee and the board of directors.~~
- ~~b. Workers shall keep the missions executive assistant and their circuit counselor informed in case of absence from their congregations or when scheduling vacations.~~
- ~~c. All pastors of financially assisted congregations and all workers called by the district shall participate in the Concordia Plan Services of The Lutheran Church—Missouri Synod.~~

5.021 Campus Ministries

Campus Ministries

~~5.021 a~~ **5.1.4** The district shall be directly responsible for campus ministries within its boundaries, and the board of directors shall administer this work through its missions committee.

~~5.021 b~~ **5.1.4.1** The objectives of the campus ministries shall be

- ~~1) (a)~~ to provide opportunities for worship, fellowship, and counseling for Lutheran students at colleges and universities in the district;
- ~~2) (b)~~ to invite and encourage students to make use of these opportunities while away from home so that they may continue to grow in their Christian faith and in service to their Lord; and
- ~~3) (c)~~ to seek to gain the lost, reclaim the erring, and win new members for Christ **and His Church.**

~~5.021 c~~ **5.1.4.2** The congregation nearest the campus becomes the responsible agent of the district in campus ministry to students, ~~and the district missions committee and the assistant to the president with responsibilities for the~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~mission ministries of the district where necessary and feasible, shall, as requested, assist the those congregations to carry out the objectives of campus ministries.~~

B. 5.2 Stewardship and Finance Committee

5.111 Membership and Meetings

Membership and Meetings

- ~~5.111~~ 5.2.1 The stewardship and finance committee shall consist of at least three members of the board of directors and ~~one or two additional~~ members who are not from the board of directors. ~~These members shall be voting members of the stewardship and finance committee.~~
- ~~5.111~~ 5.2.1.1 ~~Two~~ Three of the members of the board of directors on the stewardship and finance committee shall be as follows:
- (a) the chairman of the stewardship and finance department, who shall serve as chairman committee;
 - (b) either the district president or one of the vice-presidents of the district; and
 - (c) the district treasurer.
- 5.2.1.2 The district president may appoint, as voting members on the stewardship and finance committee, additional members from the board of directors as needed.
- ~~5.111~~ 5.2.1.3 The ~~additional two voting~~ members on the stewardship and finance committee not from the board of directors shall ~~include~~ be an ordained minister, ~~or~~ and a layperson, ~~or both~~, appointed by the district president in consultation with the chairman of the stewardship and finance department committee and the stewardship and finance executive assistant to the president with responsibilities for the stewardship and finance department ministries of the district.
- 5.2.1.4 With the approval of the board of directors, the stewardship and finance committee may add one or two nonvoting members in special situations and/or to gain specific skill sets.
- 5.2.1.5 All members of the stewardship and finance committee, voting and nonvoting, shall be approved by the board of directors.
- ~~5.111~~ 5.2.1.6 The ~~stewardship executive assistant to the president with responsibilities for the stewardship and finance ministries of the district, together with the district's business manager, shall be an advisory nonvoting members of the stewardship and finance committee.~~
- 5.2.1.7 The assistant to the president with responsibilities for the stewardship and finance ministries of the district shall fulfill, for the stewardship and finance committee, the duties and responsibilities of an assistant to the president as those duties and responsibilities are delineated in chapter 8 of the district *Handbook*.
- ~~5.111~~ 5.2.1.8 The stewardship and finance committee shall meet ~~at least four times a year quarterly.~~

5.113 Chairman of the Stewardship and Finance Department

**Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018**

Chairman of the Stewardship and Finance Committee

- ~~5.113~~ **5.2.2** The chairman of the stewardship and finance ~~department~~ **committee** shall
- ~~5.113~~ **a** (a) be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
- ~~5.113~~ **b** (b) be responsible for directing the stewardship **and finance** committee and the stewardship and finance ~~department~~ **ministries of the district** in formulating, evaluating, and administering the stewardship ~~policies~~ **emphases** and programs of the district; **and**
- ~~5.113~~ **c** (c) submit any suggested new ~~policy~~ **emphasis, or change in emphasis**, or new programs, together with the report of the work and plans of the ~~department~~ **committee**, to the quarterly meeting of the board of directors for approval.

~~5.115 Functions of the Stewardship Committee~~

- ~~7.01 b~~ ——— Guided by Scriptural principles of stewardship and mindful of both the needs of the district and our commitment to the Synod as contained in the district work program, each congregation shall make a definite commitment for the work of the district and the Synod and shall submit the commitment through its circuit counselor to the district president. The circuit counselor shall submit his report to the district president no later than January 10 of each year.

[Note to the delegates: The above bylaw in the current bylaws was deleted from chapter 7.01 b, and parts of it were placed in this chapter as bylaw 5.2.3.]

Duties and Responsibilities of the Stewardship and Finance Committee

- ~~7.01 b~~ **5.2.3** Guided by scriptural principles of stewardship and mindful of both the needs of the district and the district's financial commitment to the Synod, the stewardship and finance committee shall encourage each congregation to make a definite commitment for the work of the district and the Synod.
- ~~5.115~~ **5.2.4** The stewardship and finance committee shall
- ~~5.115~~ **a** (a) follow the directives for district stewardship promotion in Synod Bylaw 4.6.1;
- ~~5.115~~ **b** (b) be responsible for developing the comprehensive stewardship program of the district;
- ~~5.115~~ **b** (c) advise and assist the pastors and congregations of the district in promoting, developing, and carrying out ongoing stewardship education and programs;
- ~~5.115~~ **e** (d) encourage and assist all congregations of the district to motivate their members to support with time, talents, and treasure the work of the district and the Synod;
- (e) sponsor regional stewardship meetings throughout the district to provide stewardship education and training at the congregational level;

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~5.115 d~~ (f) assess the stewardship performance of the district and report its findings to the board of directors **and to the congregations of the district quarterly, and to the district in convention;**
- ~~5.115 e~~ ~~cooperate with Synod's Department of Stewardship ministry furthering the Synod's stewardship programs in the district;~~
- (g) **cooperate with the Synod's Board for National Mission and support its programs for stewardship in the district [See Synod Bylaw 3.8.2];**
- (h) **assist the district treasurer and the district business manager in the formation of the proposed yearly district budget for approval by the board of directors;**
- (i) **prepare the compensation and benefit recommendations for professional church workers for presentation and approval at the triennial district conventions; and**
- ~~5.115 f~~ (j) **work with the circuit cabinet stewardship and finance representatives and meet with them at least once a year annually to keep them informed of stewardship programs in both the Synod and the district and to assist them in furthering the principles of Christian stewardship in their circuits.**

¶ 5.3 Human Care Ministries Committee

5.211 Membership and Meetings

Membership and Meetings

- ~~5.211~~ **5.3.1** The human care ministries committee shall consist of at least three members of the board of directors and ~~one or two additional~~ members who are not from the board of directors. **These five members shall be voting members of the human care ministries committee.**
- ~~5.211~~ **5.3.1.1** ~~Three~~ **Two** of the members of the board of directors **on the human care ministries committee shall be as follows:**
- (a) the chairman of the human care ministries ~~department~~ **committee, who shall serve as chairman; and**
 - (b) either the **district** president or one of the vice-presidents of the district; **and**
 - (c) one member of the board of directors **appointed by the district president.**
- 5.3.1.2** The district president may appoint, as voting members of the human care ministries committee, additional members from the board of directors as needed.
- ~~5.211~~ **5.3.1.3** The ~~two additional~~ **voting members on the human care ministries committee** not from the board of directors shall ~~include~~ **be** an ordained minister and a layperson; ~~or both;~~ appointed by the district president in consultation with the chairman of the human care ministries ~~department~~ **committee** and the ~~human care ministries executive~~ **assistant to the president with responsibilities for the human care ministries of the district.**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 5.3.1.4 With the approval of the board of directors, the human care ministries committee may appoint one or two nonvoting members in special situations and/or to gain specific skill sets.
- ~~5.211~~ 5.3.1.5 The ~~human care ministries executive assistant to the president with responsibilities for the human care ministries of the district and a representative from the Lutheran Family Service organization~~ shall be ~~an advisory~~ nonvoting members of the human care ministries committee.
- 5.3.1.6 The assistant to the president with responsibilities for the human care ministries of the district shall fulfill, for the human care ministries committee, the duties and responsibilities of an assistant to the president as those duties are delineated in chapter 8 of the district *Handbook*.
- 5.3.1.7 All members of the human care ministries committee, voting and nonvoting, shall be approved by the board of directors.
- ~~5.211~~ 5.3.1.8 The human care ministries committee shall meet ~~at least four times a year~~ quarterly.

~~5.213~~ Chairman of the Human Care Ministries Department
Chairman of the Human Care Ministries Committee

- ~~5.213~~ 5.3.2 The chairman of the human care ministries ~~department~~ committee shall
- ~~5.213~~ a (a) be ~~a layperson~~ an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
- ~~5.213~~ b (b) be responsible for directing the human care ministries committee ~~and the human care ministries department~~ in formulating, evaluating, and administering the human care ministry ~~polices~~ emphases and programs of the district; and
- ~~5.213~~ c (c) submit any suggested new ~~policy~~ emphasis, or change in ~~policy~~ emphasis, or new programs, together with the report of the work and plans of the ~~department~~ committee, to the quarterly meeting of the board of directors for approval.

~~5.215~~ Functions of the Human Care Ministries Committee
Duties and Responsibilities of the Human Care Ministries Committee

- ~~5.215~~ 5.3.3 The human care ministries committee shall
- ~~5.215~~ a (a) promote interest in human care and domestic mercy ministries work throughout the district;
- ~~5.215~~ b (b) encourage the presentation and study of human care and domestic mercy ministry matters at pastorals conferences;
- ~~5.215~~ c (c) encourage regular human care ministries and domestic mercy reports on the circuit level through the circuit human care ministries representatives;
- ~~5.215~~ d (d) develop new projects that meet existing needs in the ~~field~~ area of human care and domestic mercy ministries;
- ~~5.215~~ e encourage the establishment of congregational human care ministries committees;

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 5.215 f (e) ~~offer help to congregations in establishing programs for the aging, the impoverished, and others in need of spiritual and charitable ministrations;~~ encourage congregations to establish programs for the aging, the impoverished, and all others in need of spiritual and charitable services, and give advice and direction, as requested, to assist congregations in these endeavors;
- 5.215 g (f) prepare and make available a directory of existing social service agencies in the district, such as state, county, and church-supported institutions, ~~prolife~~ groups, marriage and pregnancy counseling services, ~~hospitals for unwed mothers,~~ rehabilitation for ~~alcoholics~~ individuals with addictions, etc.;
- 5.215 h (g) keep congregations informed ~~on~~ about the latest legislation in the field of human care and domestic mercy ministry;
- 5.215 i (h) ~~devise~~ formulate plans to meet emergency relief situations on a congregational and district level and assist in their execution;
- 5.215 j (i) assist in the recruitment of young people for human care ministries work, particularly in the church;
- 5.215 k (j) coordinate the human care and domestic mercy ministries work of the district with the total human care ministries ~~program~~ of the Synod;
- (k) cooperate with the Synod's Board for National Mission and support its programs for human care and domestic mercy ministries in the district [See Synod Bylaw 3.8.2];
- (l) report its activities to the board of directors at its regular meetings and to the district in convention;
- 5.215 l (m) work with the circuit cabinet human care ministries representatives and meet with them ~~as the need arises~~ annually to keep them informed of the human care and domestic mercy ministries programs in both the Synod and the district, and to assist them in furthering the programs of human care ~~ministry~~ and domestic mercy ministries in their circuits.
- 5.215 m ~~make provision for the ministry of Word and Sacrament for members of our church at state and private institutions. (the placing of full time chaplains at such institutions shall be undertaken only by resolution of the district convention.)~~

D. 5.4 Christian Education and Family Life Committee

5.311 Membership and Meetings

Membership and Meetings

~~5.311~~ 5.4.1 The Christian education and family life committee shall consist of at least three members of the board of directors and ~~one or~~ two additional members who are not from the board of directors. These members shall be voting members of the Christian education and family life committee.

~~5.311~~ 5.4.1.1 ~~Two~~ Three of the members from the board of directors shall be as follows:

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- (a) the chairman of the Christian education **and family life department, committee** who shall serve as chairman, and;
- (b) either the **district** president or one of the vice-presidents of the district; and
- (c) one member of the **district board of directors** appointed by the district president.

5.4.1.2 The district president may appoint, as voting members of the Christian education and family life committee, additional members from the board of directors as needed.

~~5.311~~ 5.4.1.3 The ~~additional two~~ voting members not from the board of directors shall ~~include~~ be an ordained minister, ~~or~~ and a commissioned minister, ~~or a layperson~~ appointed by the district president in consultation with the chairman of the Christian education and family life department committee and the ~~Christian education executive assistant to the president with responsibilities for the Christian education and family life ministries of the district.~~

5.4.1.4 With the approval of the board of directors, the Christian education and family life committee may add one or two nonvoting members in special situations and/or to gain specific skill sets.

5.1.4.5 All members of the committee shall be approved by the board of directors.

5.1.4.6 The ~~Christian education executive assistant to the president with responsibilities for the Christian education and family life ministries of the district~~ shall be an advisory nonvoting member of the committee, and shall fulfill, for the committee, the duties and responsibilities of an assistant to the president as those duties and responsibilities are delineated in chapter 8 of the district *Handbook*. ~~The committee shall meet at least four times a year.~~

~~5.311~~ 5.4.1.7 The **Christian education and family life** committee shall meet ~~at least four times a year~~ quarterly.

~~5.313 Chairman of the Christian Education Department~~

Chairman of the Christian Education and Family Life Committee

~~5.313~~ 5.4.2 The chairman of the Christian education **and family life department committee** shall

~~5.313~~ a (a) be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;

~~5.313~~ b (b) be responsible for directing the Christian education **and family life** committee and the Christian education **and family life department ministries of the district** in formulating, evaluating, and administering the Christian education **and family life policies emphases** and programs of the district; and

~~5.313~~ c (c) submit any suggested new **policy emphasis**, or change in **policy emphasis**, or new programs, together with the report of the work and plans of the **department committee**, to the quarterly meeting of the board of directors for approval.

~~5.315 Functions of the Christian Education Committee~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

Duties and Responsibilities of the Christian Education and Family Life Committee

~~5.315~~**5.4.3** The Christian education and family life committee shall

- ~~5.315~~**a** (a) recommend and evaluate ~~policies~~ **emphases** and develop objectives, goals, and programs for Christian education and family life for all age levels in the district;
- ~~5.315~~**b** (b) assist pastors, teachers, and congregations in developing and conducting ~~an~~ effective and comprehensive programs of Christian education and family life in congregations and schools;
- ~~5.315~~**c** (c) recommend policies and procedures and give guidance to the director of student financial aid and ~~the committee on student financial aid~~ **committee** in the performance of their duties;
- ~~5.315~~**d** (d) through workshops, seminars, **conferences**, retreats, rallies, and the like, **offered both on site and electronically**, provide opportunities for **Christian education and family life** enrichment, ~~counseling, and growth for Sunday school teachers, families, married couples, single adults, and other groups, or the district as a whole, as the need arises~~ **for church professionals and volunteers, as well as for various age groups in congregations**;
- ~~5.315~~**e** (e) provide assistance in the development, maintenance, and improvement of **early childhood**, preschool, ~~kindergartens~~, and elementary school **ministries** in the congregations of the district;
- (f) **provide leadership, encouragement, and resources, as requested, for families that wish to homeschool or are homeschooling their children**;
- ~~5.315~~**f** (g) ~~promote and maintain~~ **and promote** ~~an audio-visual library at the district office and develop policies and procedures for its use~~ **on the district website a list of helpful resources for Christian education and family life**;
- ~~5.315~~**g** (h) through the ~~committee on~~ worship **committee** give assistance to congregations, pastors, organists, choir directors, etc. in the area of worship education;
- ~~5.315~~**h** (i) be alert to federal and state laws **and legislation** concerning **early childhood centers, preschools, and elementary schools** operated by congregations, and keep the district informed;
- ~~5.315~~**i** (j) arrange for representation at state, county, and city meetings which may affect **family ministry, children's welfare**, ~~Lutheran schools and other~~ educational agencies;
- ~~5.315~~**j** (k) cooperate with and foster the objectives and programs of ~~the Synod's Board for District and Congregational Services~~ **partner Christian education agencies and departments of the Synod [See also Synod Bylaw 3.8.2]**;
- ~~5.315~~**k** (l) ~~produce and/or distribute educational materials and helps~~ **serve as a resource for Christian education reference and resource materials in the areas of Sunday school, vacation Bible school, confirmation, adult education, family life ministry, and other areas of Christian education and family life**;
- (m) report its activities to the board of directors at its regular meetings and to the district in convention; and

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~5.3151~~ (n) work with the circuit cabinet Christian education and family life representatives and meet with them ~~at least once a year~~ annually to keep them informed of educational and family life policies and programs ~~on~~ at both the Synod and district levels and to assist them in furthering the cause of Christian education and family life ministries in their circuits.

E. 5.5 Youth Services Committee

5.411 Membership and Meetings

Membership and Meetings

- ~~5.411~~ 5.5.1 The youth services committee shall consist of at least three members of the board of directors and six additional members who are not from the board of directors. These members shall be voting members of the committee.
- ~~5.411~~ 5.5.1.1 ~~Two~~ Three of the members from the board of directors shall be as follows:
- (a) the chairman of the youth services department committee; ~~who shall serve as chairman, and~~
 - (b) either the district president or one of the vice-presidents of the district; and
 - (c) one member of the board of directors appointed by the district president.
- 5.5.1.2 The district president may appoint, as voting members of the youth services committee, additional members from the board of directors as needed.
- ~~5.411~~ 5.5.1.3 The ~~additional six voting~~ members not from the board of directors shall ~~include~~ be an ordained minister, a commissioned minister ~~or a layperson~~, and four youth who are members of member congregations of the district and who are below college age, ~~members of the district Lutheran youth fellowship~~, appointed by the district president in consultation with the chairman of the youth services department committee and the youth services executive assistant to the president with responsibilities for youth services ministries of the district.
- ~~5.411~~ 5.5.1.4 The four youth members on the youth services committee shall be chosen from four different regions of the district, if possible, and shall be appointed for a term of two years.
- 5.5.1.5 With the approval of the board of directors, the youth services committee may add one or two nonvoting members in special situations and/or to gain specific skill sets.
- ~~5.411~~ 5.5.1.6 The assistant to the president with responsibilities for the youth services ministries in the district shall be a nonvoting member of the youth services committee, and shall fulfill, for the youth services committee, the duties and responsibilities of an assistant to the president as those duties and responsibilities are delineated in chapter 8 of the district *Handbook*.
- 5.5.1.7 All members of the committee, voting and non-voting, shall be approved by the board of directors.
- ~~5.411~~ 5.5.1.8 The youth services committee shall meet ~~at least four times a year~~ quarterly.

5.413 Chairman of the Youth Services Department

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

Chairman of the Youth Services Committee

- ~~5.413~~ **5.5.2** The chairman of the youth services ~~department~~ **committee** shall
- 5.413-a (a) be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
- 5.413-b (b) be responsible for directing the youth services committee and the youth ~~services department~~ **ministries of the district** in formulating, evaluating, and administering the youth services ~~policies~~ **emphases** and programs in the district; **and**
- 5.413-e (c) submit any suggested new ~~policy~~ **emphasis**, or change in ~~policy~~ **emphasis**, or new programs, together with the report of the work and plans of the ~~department~~ **committee**, to the quarterly meeting of the board of directors for approval.

~~5.415 Functions of the Youth Services Committee~~

Duties and Responsibilities of the Youth Services Committee

- ~~5.415~~ **5.5.3** The youth services committee shall
- 5.415-a (a) sponsor ~~retreats~~, youth gatherings, ~~camp~~s, and other forms of district-wide activities for the youth of the district;
- 5.415-b (b) sponsor leadership training workshops and seminars for congregational youth counselors;
- 5.415-e (c) encourage and assist circuits in planning circuit-wide activities for the youth of the circuit;
- 5.415-d (d) encourage and assist congregations in developing and maintaining their own youth organizations and programs, and provide guidance in this area on an individual congregational basis as requested;
- 5.415-e (e) cooperate with the synodical Synod's ~~Board for District and Congregational Services~~ **Board for National Mission** and support its programs for youth ministry in the district [See Synod Bylaw 3.8.2];
- 5.415-f (f) provide leadership in student recruitment, and encourage and assist congregations in the recruitment of students for full-time church work;
- (g) **report its activities to the board of directors at its regular meetings and report to the district in convention; and**
- 5.415-g (h) work with the circuit cabinet youth services representatives and meet with them ~~at least once a year~~ **annually** to keep them informed of youth ministry programs in both the Synod and the district, to assist them in furthering the programs of youth ministry in their circuits, and to elicit their comments on and suggestions for the total youth services program in the district.

~~VI. 6. Additional Auxiliary Committees and Commissions~~

Outline

**Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018**

- 6.1 – Congregational Constitutions and District *Handbook* Committee
 - 6.1.2 – Duties and Responsibilities of the Congregational Constitutions and District *Handbook* Committee Regarding Congregational Constitutions and Bylaws
 - 6.1.3 – Duties and Responsibilities of the Congregational Constitutions and District *Handbook* Committee Regarding the District *Handbook*
- 6.2 – Student Financial Aid Committee
- 6.3 – Communications and Technology Committee
- 6.4 – Ministerial Growth and Wellness Committee
- 6.5 – Rural and Small-Town Ministry Committee
- 6.6 – Worship Committee
- 6.7 – Endowment and Legacy Funds Committee

A. District Dispute Resolution

6.01 District Reconcilers

- 6.01 For the basic principles and personnel involved in the dispute resolution process, see the Synod *Handbook* in the section on dispute resolution of the Synod. [Note to delegates: This section has been moved to Chapter 3, section 2 in the 2018 proposed revised bylaws.]

~~B. 6.1 Commission on~~ Congregational Constitutions and District *Handbook* Committee

**~~6.11 Membership, Organization, Meetings and Tenure~~
*Membership, Meetings, and Tenure***

- ~~6.11~~ 6.1.1 The chairman and members of the ~~commission on~~ congregational constitutions and district *Handbook* committee shall be appointed by the district president with the approval of the board of directors.
- 6.1.1.1 The appointment of the chairman of the congregational constitutions and district *Handbook* committee shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.
- ~~6.11~~ 6.1.1.2 The ~~commission~~ congregational constitutions and district *Handbook* committee shall consist of the district president (or his designee), the district secretary, and three ordained ministers appointed from among the active ~~or~~ and/or ~~retired~~ ordained ministers with emeritus status of the district.
- ~~6.11~~ 6.1.1.3 The ~~commission~~ committee shall meet as needed at the call of the ~~chairman~~ district president (or his designee) or the chairman of the committee.
- 6.1.1.4 This committee shall submit a report of its activities to the board of directors at a regularly scheduled meeting. The committee may also submit a report of its activities to a convention of the district upon the recommendation of the district president.
- ~~6.11~~ 6.1.1.5 There shall be no limitation on the number of terms a member may serve.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

6.13 Functions

Duties and Responsibilities of the Congregational Constitutions and District Handbook Committee Regarding Congregational Constitutions and Bylaws

- ~~6.13~~ 6.1.2 The congregational constitutions and district *Handbook* committee shall follow the required procedures for standing committees on congregational constitutions and bylaws as found in Synod Bylaws 2.1.1-2.4.2.

~~The commission on constitutions shall~~

- ~~(a) examine all new and revised constitutions and bylaws submitted to it by the district president to ascertain whether their provisions are in harmony with Scripture and the teachings and practices of The Lutheran Church – Missouri Synod;~~
- ~~(b) advise the congregations on any changes which need to be made in their new or revised constitutions and bylaws;~~
- ~~(c) serve as a resource center for congregations writing new constitutions and bylaws or revising their current constitutions and bylaws;~~
- ~~(d) submit its report to the district president and the board of directors for action between conventions and to the district in convention for ratification;~~
- ~~(e) a copy of the signed constitution shall be forwarded to the secretary of the district. The signatures to the constitution on behalf of the congregation shall be preserved by the district secretary and the year in which the congregation is received into membership shall be noted. (See the *Handbook* of Synod, paragraph 2.3.2)~~
- ~~(f) submit a copy of each new or revised congregational constitution and bylaws to the district archives.~~

6.13 *Regulations for Congregations*

~~In addition to the policies and procedures regarding approval of congregational constitutions and acceptance of new congregations into the Synod found in the Synod 2013 *Handbook* of the Synod, the following bylaws and regulations also apply to congregations in Iowa District West:~~

- ~~(a) Three copies a copy of proposed new or revised constitution and bylaws, typed and double spaced, must be presented to the commission committee on constitutions;~~
- ~~(b) an extra copy of the approved new or revised constitution and bylaws must be submitted to the commission on constitutions for the files of the district archives;~~
- ~~(c) congregations whose constitution and bylaws have been approved by the district commission on constitutions are empowered to implement them upon receiving notice of such approval;~~
- ~~(d) no congregation shall have more than one official, congregational constitution and bylaws.~~

Duties and Responsibilities of the Congregational Constitutions and District Handbook Committee Regarding the District Handbook

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

6.1.3 The members of the congregational constitutions and district *Handbook* committee shall

- (a) be familiar with the Constitution of The Lutheran Church—Missouri Synod in the most recent edition of the *Handbook* of the Synod since the Constitution of the Synod is also the constitution of Iowa District West [Synod Bylaw 4.1.1.2];
- (b) be familiar with the Bylaws of The Lutheran Church—Missouri Synod in the most recent edition of the *Handbook* of the Synod since the Bylaws of The Lutheran Church—Missouri Synod are also primarily the bylaws of Iowa District West [Synod Bylaw 4.1.1.2];
- (c) be familiar with the articles of incorporation and bylaws of Iowa District West as contained in the most recent edition of the district *Handbook*;
- (d) be familiar with the documents of the Synod’s Commission on Constitutional Matters pertaining to the articles of incorporation and the bylaws of districts as provided on the website of the Commission on Constitutional Matters;
- (e) be familiar with the minutes of the Synod’s Commission on Constitutional Matters, especially those parts that include comments on districts’ articles of incorporation and bylaws that have been presented to the Commission on Constitutional Matters for approval;
- (f) be familiar with the total operation of the district, as much as possible, to be able to identify changes in offices, board of directors, committees, policies, and practices that may necessitate amendments to the bylaws of the district *Handbook*;
- (g) keep informed on the resolutions and bylaw changes passed by conventions of The Lutheran Church—Missouri Synod that may necessitate amendments in the district’s *Handbook*;
- (h) keep informed on the resolutions and bylaw changes passed by conventions of the district that necessitate amendments in the district’s *Handbook*; and
- (i) propose any necessary changes and amendments of the district’s *Handbook* to the district board of directors for approval, and submit those approved changes and amendments to the Synod’s Commission on Constitutional Matters for approval prior to their presentation to a district convention for adoption in accordance with Article X of the district’s Articles of Incorporation, and in accordance with chapter 13 of the bylaws of the district, and in accordance with Synod Bylaw 3.9.2.2.3.

6.1.4 In the event that it had not been possible to present the amendments to the bylaws and regulations of the district *Handbook* adopted by a district convention to the Commission on Constitutional Matters prior to a district convention, the committee shall submit the amended bylaws to the Commission on Constitutional Matters for review and approval as soon as possible following the district convention, and the changes and amendments become effective upon, and only upon, approval by the Commission on Constitutional Matters in accordance with Synod Bylaw 3.9.2.2.3 (b).

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

6.1.5 The congregational constitutions and district *Handbook* committee shall place two printed copies of each revised district *Handbook* in the district archives.

F. 6.2 ~~Committee on Student Financial Aid~~ **Committee**

~~6.511 Administration of Student Financial Aid~~

Administration of Student Financial Aid

~~6.511~~ 6.2.1 The board of directors shall administer a student financial aid program through the director of student financial aid and the ~~committee on~~ student financial aid committee.

~~6.513 Director of Student Financial Aid~~

Director of Student Financial Aid

~~6.513~~ 6.2.2 The director of student financial aid shall be an ordained or commissioned minister appointed by the district president with the approval of the board of directors.

~~6.513~~ 6.2.2.1 The appointment of the director of student financial aid shall be for a term of three years, ~~running concurrently with the president's~~ from the time of his or her appointment until the board of directors meeting following the next district convention.

~~6.513~~ 6.2.2.2 ~~and~~ There shall be no limit to the number of terms the director of student financial aid may serve.

~~6.515 Committee Membership and Meetings~~

Student Financial Aid Committee

~~6.515~~ 6.2.3 The members of the student financial aid committee shall be appointed by the district president with the approval of the board of directors.

~~6.515~~ 6.2.3.1 The student financial aid committee shall consist of the director of student financial aid and at least one ordained minister, one commissioned minister, and one layperson who is a member of a member congregation of the district.

~~6.515~~ 6.2.3.2 The student financial aid committee shall meet at the call of the director of student financial aid.

6.2.3.3 The district business manager shall serve as a resource person for this committee.

6.2.3.4 There shall be no limit to the number of terms the members of the student financial aid committee may serve.

~~6.517 Status~~

Status

~~6.517~~ 6.2.3.5 The student financial aid committee shall be a standing committee under the Christian education and family life committee of the board of directors.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~6.519~~ **Functions of the Director of Student Financial Aid**

Duties and Responsibilities of the Director of Student Financial Aid

~~6.513~~ 6.2.4.1 The director of student financial aid shall be the chairman of the student financial aid committee on student financial aid.

~~6.513~~ 6.2.4.2 The director of student financial aid shall

- (a) make annual reports, ~~as needed~~, to the board of directors regarding the amount of funding available for grants-in-aid to students for the upcoming school year, and the amount of the award granted to each applicant;
- (b) ~~and~~ make a comprehensive report to the triennial district convention regarding the total student financial aid program; and
- (c) maintain and keep permanent records of all grants-in-aid awarded to students.

Duties and Responsibilities of the Director of Student Financial Aid and the Student Financial Aid Committee

~~6.519~~ 6.2.4.3 The director of student financial aid, with the assistance of the ~~committee on~~ student financial aid committee, shall be responsible for

- ~~6.519~~ a. (a) processing the students' applications for student financial aid;
- ~~6.519~~ b. (b) ~~carrying on~~ handle all official correspondence related to the student grants-in-aid program;
- ~~6.519~~ c. (c) presenting all student applications for grants-in-aid, ~~and together~~ with the amounts recommended for each student by the student financial aid committee, to the board of directors for approval; and
- (d) notify the each students of the his or her awards.

~~6.521~~ **General Policies for Grants in Aid**

Grants-in-Aid for Students Preparing to Become Full-time Professional Church Workers in The Lutheran Church—Missouri Synod

6.2.5 Grants-in-aid for students preparing to become full-time professional church workers in The Lutheran Church—Missouri Synod shall be awarded ~~o~~Only to applicants who meet the following qualifications:

- ~~6.521~~ a
- 1) (a) are members of a congregation affiliated with that is a member of Iowa District West of The Lutheran Church—Missouri Synod;
 - 2) ~~who are preparing to become full-time professional workers in The Lutheran Church—Missouri Synod,~~
 - 3) (b) ~~who~~ have been accepted by or are attending as full-time students a recognized Synod college, university, or seminary of The Lutheran Church—Missouri Synod; and

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

4) (c) whose first assignment will be under the Synod's Board of Assignments of The Lutheran Church—Missouri Synod. shall be eligible for grants-in-aid.

~~6.521-b~~ 6.2.5.1 Grants-in-aid shall be ~~granted~~ awarded for not more than one school year at a time, and only when the student has ~~demonstrated need for such assistance through an application process developed and maintained by the student financial aid committee and approved by the board of directors~~ completed and signed the application form and has met the criteria contained in the application form.

~~6.521-c~~ 6.2.5.2 ~~General~~ Additional policies governing grants-in-aid for students preparing to become full-time professional church workers in The Lutheran Church—Missouri Synod will may be developed from time to time by the student financial aid committee and approved by the Iowa District West board of directors.

6.523 Vocational Grants

Vocational Grants-in-Aid for Students Preparing for Secular Vocations

~~6.523-a~~ 6.2.6 Vocational grants-in-aid for students preparing for secular vocations shall be awarded ~~only to~~ applicants who ~~are~~ meet the following qualifications:

~~6.523-a~~ 1) (a) ~~are~~ members of a congregation ~~affiliated with~~ that is a member of Iowa District West of The Lutheran Church—Missouri Synod;

~~6.523-a~~ 2) (b) ~~who~~ have been accepted by or are attending as full-time students a recognized ~~Synod~~ college, or university, or seminary of The Lutheran Church—Missouri Synod; and

~~6.523-a~~ 3) (c) ~~who~~ are undergraduate students ~~shall eligible for a vocational grant-in-aid at such~~ recognized colleges or universities of The Lutheran Church—Missouri Synod.

~~6.523-b~~ 6.2.6.1 Vocational grants-in-aid shall ~~not~~ be awarded for not more than one school year at a time, and only when the student has completed and signed the application form and meets the criteria contained in the application form.

~~6.523-c~~ 6.2.6.2 ~~General~~ Additional policies governing vocational grants-in-aid will may be developed from time to time by the student financial aid committee and approved by the Iowa District West board of directors.

Continuing Education Grants-in-Aid

6.2.7 Continuing education grants-in-aid shall be awarded only to applicants who are members of a congregation that is a member of Iowa District West of The Lutheran Church—Missouri Synod and who meet one of the two following criteria:

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- (a) have been accepted by or are attending a recognized college, university, or seminary of The Lutheran Church—Missouri Synod or some other accredited college or university, and are pursuing a postgraduate degree that enhances their ministry to the church; or
- (b) are enrolled in an approved colloquy program of The Lutheran Church—Missouri Synod to become an ordained or commissioned minister in the Synod, and whose first assignment will be under the Board of Assignments of The Lutheran Church—Missouri Synod in accordance with Synod Bylaws 2.7.2-2.7.5 regarding colloquy students.

- 6.2.7.1 Continuing education grants-in-aid shall be made for not more than one school year at a time, and only when the student has completed and signed the application form and meets the criteria contained therein and the criteria outlined in district bylaws 6.2.7 (a) or (b).
- 6.2.7.2 Additional policies governing continuing education grants-in-aid may be developed from time to time by the student financial aid committee and approved by the Iowa District West board of directors.

Awarding of Grants

- 6.2.8 Upon the recommendation of the student financial aid committee and with the annual approval of the Iowa District West board of directors, student grants-in-aid shall be made payable to the educational institution the student will be or is attending.

6.3 Communications and Technology Committee

Membership, Meetings, and Tenure

- 6.3.1 The chairman and members of the district’s communications and technology committee shall be appointed by the district president with the approval of the board of directors.
- 6.3.1.1 The appointment of the chairman of the communications and technology committee shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.
- 6.3.1.2 The committee shall consist of two ordained ministers, one commissioned minister, and one lay person, each of whom have special competence in the areas of communications and technology.
- 6.3.1.3 The district’s technology support specialist shall be an advisory member of the committee.
- 6.3.1.4 The committee shall meet at the call of the chairman and shall meet quarterly.
- 6.3.1.5 There shall be no limitation on the number of terms a member may serve.

Duties and Responsibilities

- 6.3.2 The communications and technology committee shall

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- (a) develop practices and procedures to assure that the work and ministry of the district are publicized throughout the congregations of the district;
- (b) review and oversee, on a continuing basis, the ways and means in which information is communicated throughout the district, especially as it pertains to the ministry objectives and work of the committees of the board of directors and any auxiliary or additional committee of the district, and suggest and/or implement methods that would improve such communication;
- (c) provide periodic evaluation of Iowa District West’s use of the district supplement entitled “District News” published in *The Lutheran Witness*, the official periodical of The Lutheran Church—Missouri Synod.
- (d) provide periodic evaluation of the direction of the district’s website and the district’s use of Facebook, Twitter, and other similar formats;
- (e) provide training and resources for congregations of the district in the use of social media and technology to enhance their ministry within their congregations and communities; and
- (f) maintain communication with Synod’s communication department, and implement practices and procedures useful for the dissemination of information that would be helpful to the congregations in the district.

Status

- 6.3.3 The district president shall assign one of the assistants to the president or another designee of his choosing to assist him in the oversight of this committee and to keep him informed on its activities.

E. ~~6.4 Commission on Ministerial Growth and Support~~ **Wellness Committee**

~~6.41 Membership and Meetings~~

Membership, Meetings, and Tenure

- ~~6.41~~ 6.4.1 The ~~commission on~~ ministerial growth and ~~support~~ **wellness committee** shall consist of **the following** five members who shall be appointed by the **district** president ~~of the district~~ with the approval of the board of directors:

- (a) two ordained ministers;
- (b) one commissioned minister; and
- (c) two laypersons, at least one of whom shall be a ~~physician, psychiatrist, psychologist, social worker, or certified pastoral counselor.~~ **healthcare professional.**

- ~~6.41~~ 6.4.1.1 The chairman shall be appointed by the **district** president **with the approval of the board of directors.**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 6.4.1.2 The appointment of the chairman of the ministerial growth and wellness committee shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.
- ~~6.4.1~~ 6.4.1.3 The ~~commission on~~ ministerial growth and wellness committee shall meet quarterly at the call of the chairman.
- 6.4.1.4 There shall be no limitation on the number of terms a member may serve.

6.43 Functions

Duties and Responsibilities

- ~~6.43 The authorities and responsibilities of the commission on ministerial growth and support shall be those given it in the Synod *Handbook* in the paragraphs on the Commission on Ministerial Growth and Support.~~
- 6.4.2 The ministerial growth and wellness committee exists to provide opportunities for the continuing education and vocational growth of the church workers, to advocate and facilitate care and counsel for the church workers to support them in the performance of their official duties, and to advocate and facilitate support for the personal well-being of the church workers and their family members.
- 6.4.3 The ministerial growth and wellness committee shall
- (a) assist and encourage the church workers in the district in planning their continuing educational and vocational growth;
 - (b) assist and encourage the church workers in the district in maintaining and improving their personal well-being and the well-being of their families;
 - (c) assist and encourage congregations and schools in the district in assessing and promoting the continuing educational and vocational growth of their church workers, as well as the personal well-being of their workers and of their family members;
 - (d) provide opportunities and settings for the church workers in the district to continue to grow in Christ and in the knowledge, attitudes, skills, and personal well-being they need to serve Him in His church;
 - (e) develop, sponsor, and coordinate continuing educational and vocational growth and personal well-being initiatives for the church workers of the congregations and schools in the district; and
 - (f) provide training workshops for district workers to encourage and assist them in their financial planning in the areas of spending, saving, debt management, and retirement planning.

Status

- 6.4.4 The ministerial growth and wellness committee shall be a standing committee under the human care ministries committee of the board of directors.

G. 6.5 ~~Committee on Rural and Small-Town Ministry Committee~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

6.61 Membership and Meetings

Membership, Meetings, and Tenure

- ~~6.61~~ 6.5.1 The chairman and members of the district's ~~committee on rural and small-town ministry~~ **committee** shall be appointed by the **district** president of the ~~district~~ **with the approval of the board of directors.**
- 6.5.1.1 The appointment of the chairman of the **rural and small-town ministry committee** shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.
- ~~6.61~~ 6.5.1.2 The committee shall consist of ordained ministers, commissioned ministers, and laypersons (not to exceed eight members) from various geographical areas of the district, with ordained ministers and commissioned ministers never outnumbering laypersons.
- 6.5.1.3 The assistant to the president with responsibility for missions shall be a resource person for this committee.
- 6.5.1.4 The rural and small-town ministry committee shall meet at least two times a year at the call of the chairman.
- 6.5.1.5 There shall be no limitation on the number of terms a member may serve.

6.63 Functions

Duties and Responsibilities

- ~~6.63~~ 6.5.2 The ~~committee on rural and small-town ministry~~ **committee** shall
- a. ~~maintain communication with Synod's Board for Human Care Ministries and help congregations in the district utilize materials and programs made available by Synod's Board for Human Care Ministries and other appropriate resources;~~
 - b. (a) periodically determine ministry needs of individuals, families, ~~pastors~~ **ordained and commissioned ministers**, and congregations ~~of~~ **situated in rural areas and small towns in Iowa District West;**
 - c. (b) ~~based on the basis of those~~ **based on the basis of those** determined ministry needs, conduct seminars and/or workshops to provide help for rural ~~people~~ **and small-town congregations and/or their ordained and commissioned ministers;**
 - d. (c) highlight, enhance, and strengthen the ministry to rural-~~related~~ **and small-town** congregations in Iowa District West;
 - e. (d) help inform ~~pastors~~ **ordained and commissioned ministers**, especially ~~those who are new pastors and those who minister to rural related and small-town congregations~~ **those who are new pastors and those who minister to rural related and small-town congregations** ministry, about **the rural and small-town** ministry needs in Iowa **District West;** and
 - f. (e) be available to provide counsel and advice upon request to ~~pastors~~ **ordained and commissioned ministers** and congregations regarding specific concerns in rural ~~related~~ **and small-town** congregations **in Iowa District West.**

6.65 Status

Status

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~6.65~~ **6.5.3** The ~~committee on rural and small-town ministry~~ **committee** shall be a standing committee under the ~~human care ministries~~ **missions** committee of the board of directors.

C. 6.6 Committee on Worship Committee

6.21 Membership and Meetings

Membership, Meetings, and Tenure

~~6.21~~ **6.6.1** The chairman and members of the district's ~~committee on worship~~ **committee** shall be appointed by the **district** president of the district with the approval of the board of directors.

6.6.1.1 The appointment of the chairman of the worship committee shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.

~~6.21~~ **6.6.1.2** The **worship** committee shall consist of at least one ordained minister, one commissioned minister, and one layperson who have special competence in the areas of liturgics and church music.

~~6.21~~ **6.6.1.3** One of the ~~executive~~ assistants to the **president** of the district shall be an advisory member of the committee.

~~6.21~~ **6.6.1.4** The committee shall meet at least two times a year at the call of the chairman.

6.6.1.5 There shall be no limitation on the number of terms a member may serve.

6.23 Functions

Duties and Responsibilities

~~6.23~~ **6.6.2** The ~~committee on worship~~ **committee** shall

~~6.23~~ a ~~maintain communication with the Synod's Commission on Worship and help congregations and the district utilize the worship materials and programs produced by Synod's Commission on Worship;~~

~~6.23~~ b (a) be available to serve in an advisory capacity to furnish guidance and resources for worship services at district conventions and conferences, and especially for the worship and communion services held by the auxiliary organizations on the district level;

~~6.23~~ e (b) conduct institutes, seminars, and workshops on worship and all phases of church music for organists, musicians, and choir directors to assist them in increasing their knowledge and improving their skills in the area of church music;

~~6.23~~ d (c) give counsel and advice, upon request, to congregations regarding various aspects of worship, liturgies, and church music, with a view to improving the understanding, practice, and appreciation of worship in general and Lutheran forms of worship in particular on the local level; and

~~6.23~~ e (d) develop outlines and suggestions for special worship services, such as extra-congregational communion services on the district level, ordination and

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

installation services, church dedications and church anniversary services,
keep an active file of such services, and share them upon request.

6.25 Status
Status

~~6.25~~ 6.6.3 The ~~committee on worship~~ **committee** shall be a standing committee under the Christian education **and family life** committee **of the board of directors**.

6.7 Endowment and Legacy Funds Committee

Membership and Meetings

6.7.1 The Iowa District West endowment and legacy funds committee shall consist of the following members:

- (a) the district president;
- (b) the district first vice-president;
- (c) the district treasurer;
- (d) the district Christian estate planning counselor;
- (e) one ordained minister;
- (f) at least three laypersons; and
- (g) the district business manager.

6.7.1.1 The district president shall appoint the members of the committee with the approval of the board of directors.

6.7.1.2 The district president, with the approval of the board of directors, may appoint at least two additional members to provide specific skill sets and abilities necessary for the work of this committee.

6.7.1.3 The district treasurer shall serve as the chairman of the committee, and the district business manager shall serve as the secretary.

6.7.1.4 There shall be no limitation on the number of terms a member may serve.

6.7.1.5 The assistant to the district president responsible for stewardship and finance shall be a resource person for the committee.

6.7.2 The committee shall meet quarterly.

Duties and Responsibilities

6.7.3 This committee shall promote and manage the gifts given to Iowa District West.

6.7.4 The committee shall, with the approval of the board of directors, use the proceeds of said gifts in ways that carry out the ministries of Iowa District West.

6.7.5 The district treasurer, as chairman of the committee, shall make an annual report to the district board of directors and report on the endowment and legacy funds to each regular district convention.

~~D. Commission on Organizations~~

~~6.31 Membership and Meetings~~

~~The chairman and members of the district's commission on organizations shall be appointed by the president of the district with the approval of the board of directors. The commission shall consist of three ordained ministers. The commission shall meet at the call of the chairman.~~

~~6.33 Functions~~

~~The commission on organizations shall~~

- ~~a. gather materials and keep on file information regarding: 1) fraternal organizations within the district, both new and old; 2) changes within existing fraternal organizations; and 3) developments relative to organizations in general;~~
- ~~b. provide information, advice, and literature concerning all fraternal organizations, both objectionable and non objectionable, about which pastors and/or congregations may make inquiry relative to ceremonies, tenets, programs, practices, or objectives;~~
- ~~c. serve as a resource center for the district with reference to information on fraternal organizations, explain the Synod's concerns regarding these organizations, and assist the district in carrying out the policy of the Synod regarding fraternal organizations as set forth in the Bylaws of the Synod;~~
- ~~d. maintain communication with Synod's Commission on Theology and Church Relations and help congregations and the district utilize the programs and reports of the Synod's commission.~~

~~VII. 7. Financial Matters~~

Outline

~~7.1 – The District Budget and Congregational Remittances~~

~~7.2 – Mission Expansion Fund~~

~~7.3 – The Lutheran Church Extension Fund Program of the District~~

~~7.4 – Benevolent Institutions~~

~~A. 7.1 Work Program, The District Budget, and Congregational Remittances~~

~~7.01 Work Program and Congregational Commitments~~

- ~~a. The district convention shall study and review the potential for Kingdom work and shall adopt a work program to cover the next triennium. This work program shall be recommended to the congregations of the district for prayerful consideration as they consider their commitments and pledges to the Kingdom work in the district and Synod.~~
- ~~b. Guided by Scriptural principles of stewardship and mindful of both the needs of the district and our commitment to the Synod as contained in the district work program, each congregation shall make a definite commitment for the work of the district and the Synod~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~and shall submit the commitment through its circuit counselor to the district president. The circuit counselor shall submit his report to the district president no later than January 10 of each year. [7.01b moved to 5.2.3]~~

7.03 Budget

Budget

- ~~7.03 a~~ **7.1.1** The responsibility for setting and managing the **district** budget shall rest with the board of directors. ~~(see 4.13)~~
- ~~7.03 b~~ **7.1.2** The district budget shall include the work of the Synod and the district and shall show the actual needs of each ~~department~~ **ministry or activity area**, with an adequate contingency fund for unforeseen emergencies.
- ~~7.03 c~~ Any balance which remains in the treasury of the district after the regular apportionments have been met shall be divided equitably between the district and Synod with due regard to prevailing needs.
- ~~7.03 d~~ A district reserve fund shall be maintained for administrative emergencies.
- ~~7.03 e~~ **7.1.3** The fiscal year of Iowa District West shall begin **on** February 1 of one year and end **with on** January 31 of the following year. The treasurer shall close the books on January 31 of each year.
- ~~7.03 e~~ **7.1.4** The district recommends that its congregations end their fiscal year on December 31 of each year.

7.05 Congregational Remittances

Congregational Remittances

- ~~7.05 a~~ **7.1.5** Congregations are urged to employ a financial system in which a steady flow of contributions for district and Synod needs will be encouraged throughout the year, and to instruct their **congregational** treasurers to remit these moneys to the district treasurer by the ~~tenth~~ **twentieth** of each month to enable the district to meet its **monthly** obligations ~~on a monthly basis~~.
- ~~7.05 b~~ **7.1.6** The board of directors shall have such forms printed and distributed to the congregations that will
- (a) simplify procedures;
 - (b) ~~and~~ maintain uniformity among congregations in making remittances **to the district as well as;** and
 - (c) ensure cooperation by all concerned in the handling of district funds and the transaction of official business.

B. 7.2 Mission Expansion Fund

7.11 Authorization and Purpose

Authorization and Purpose

- ~~7.11~~ **7.2.1** Iowa District West shall maintain an adequate mission expansion fund available to the board of directors ~~for the acquiring of to acquire properties, churches,~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~residences, and equipment or~~ **to use for** startup funds **to acquire properties and/or equipment** in promising mission areas. ~~In addition, the~~ mission expansion fund may **also** be used to invest in mission personnel and/or programs which expand the outreach initiatives of the district.

~~7.13 Administration and Management~~
Administration and Management

- ~~7.13~~ **7.2.2** The administration of the mission expansion fund, the management and care of the properties acquired and held, the calling of mission expansion staff, and the supervision of programs initiated through the fund shall be entrusted to the board of directors **of the district**.
- ~~7.13~~ **7.2.2.1** All uses of funds shall be discussed ~~by the board~~ in a regularly called meeting **of the board of directors**.
- ~~7.13~~ **7.2.2.2** The information presented to guide the **board of directors in the uses of the mission expansion fund in the acquisition of properties** shall include a demographic study and mission analysis of the area.
- ~~7.13~~ **7.2.2.3** Any property acquired shall be held in the name of Iowa District West of The Lutheran Church—Missouri Synod, and the board of directors shall exercise great care that the title to the properties be and remain clear and free of encumbrances.

~~7.15 Resources and Assets~~

~~The district board of directors may add surplus funds to the mission expansion fund. Mission expansion projects are recommended by the district missions committee. Projects to be potentially fund by the mission expansion fund are approved by the board of directors.~~

~~7.17 Transfer of Property~~
Transfer of Property

- ~~7.17~~ **7.2.3** Properties acquired by the mission expansion fund and placed at the disposal of mission congregations do not constitute a gift to a congregation subsequently organized.
- ~~7.17~~ **7.2.3.1** ~~On January 1 of the~~ **Approximately one** year after the mission congregation is organized, incorporated, and its constitution is approved, its indebtedness to the mission expansion fund **shall** become a loan to the congregation from Iowa District West, and the title to the property shall be transferred **to said congregation**.

~~C.~~ **7.3 The Lutheran Church Extension Fund Program of the District**

~~7.21 Objectives~~
Objectives and History

- ~~7.21 a~~ **7.3.1** The Lutheran Church Extension Fund—Missouri Synod for Iowa District West is established to assist in financing the acquisition of sites, the construction and renovation of facilities, and provisions for professional church worker loans so that

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

the effective programs of the ministry, outreach, and service of the congregations of Iowa District West may be expanded.

- ~~7.21 a~~ **7.3.1.1** On September 1, 1998, ~~the~~ Iowa District West transferred the assets of its church extension fund, subject to the liabilities, to the Lutheran Church Extension Fund—Missouri Synod.
- ~~7.21 a~~ **7.3.1.2** Iowa District West now conducts its church extension fund activity through the Iowa District West program of the Lutheran Church Extension Fund—Missouri Synod in accordance with Lutheran Church Extension Fund—Missouri Synod’s policies and procedures.

Vice-President

- ~~7.21 b~~ **7.3.2** Iowa District West, acting through its board of directors, nominates, and the Lutheran Church Extension Fund—Missouri Synod Board elects an individual to serve as ~~the~~ **Vice-President** of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod.
- ~~7.21 c~~ **7.3.2.1** The ~~V~~**vice-P**resident of the **Iowa District West Program** of the Lutheran Church Extension Fund—Missouri Synod ~~for the Iowa District West Program~~ shall be a member of the missions committee of the board of directors **by virtue of his or her office.**
- ~~7.21 d~~ **7.3.2.2** The ~~V~~**vice-P**resident of the **Iowa District West Program of the** Lutheran Church Extension Fund—Missouri Synod ~~for the Iowa District West Program~~ shall fulfill his **or** her duties according to the expectations provided by ~~Iowa District West and~~ ~~the~~ Lutheran Church Extension Fund—Missouri Synod **and the Iowa District West board of directors.**

~~7.23 Loans from the Lutheran Church Extension Fund~~

Loans from the Lutheran Church Extension Fund

- ~~7.23 a~~ **7.3.3** Loans are made to provide (1) the financing for operations, (2) real estate acquisition, (3) construction, (4) renovation, and (5) relocation.
- ~~7.23 a~~ **7.3.3.1** ~~The~~ Lutheran Church Extension Fund—Missouri Synod also finances new ministry opportunities by providing eligible borrowers lines of credit and short-term loans for project start-up and soft-cost expenses.
- ~~7.23 b~~ **7.3.3.2** Applications for loans or correspondence regarding church extension loans ~~should~~ **shall** be directed to the ~~V~~**vice-P**resident of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod.
- ~~7.23 c~~ **7.3.3.3** The loans are approved by ~~the~~ Iowa District West **board of directors** and are written in accordance with Lutheran Church Extension Fund—Missouri Synod underwriting guidelines.

~~7.25 Notes and Support Dollars Payable~~

Notes and Support Dollars Payable

- ~~7.25 a~~ **7.3.4** The ~~V~~**vice-P**resident of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod is responsible for marketing and coordinating

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

the promotion of Lutheran Church Extension Fund—Missouri Synod investments within the district.

- ~~7.25 a~~ **7.3.4.1** Iowa District West investors may invest in any of the investments offered by the Lutheran Church Extension Fund—Missouri Synod. All such investments are credited to Iowa District West.
- ~~7.25 a~~ **7.3.4.2** **Such funds credited to Iowa District West** and provide funds for loans to churches within Iowa District West **and throughout the Synod.**
- ~~7.25 b~~ **7.3.4.3** Interest paid to investors and charged to borrowers within Iowa District West is determined by the Lutheran Church Extension Fund—Missouri Synod in accordance with Lutheran Church Extension Fund—Missouri Synod **policies and** procedures.

~~**7.27 Church Extension Fund Related Expenses**~~
Church Extension Fund Related Expenses

- ~~7.27~~ **7.3.5** The Lutheran Church Extension Fund—Missouri Synod and Iowa District West sign an annual agreement to provide for the reimbursement of expenses (primarily salaries and office space) required to carry out church extension activity within Iowa District West.

~~**7.29 District Representation**~~
District Representation

- ~~7.29~~ **7.3.6** The affairs of the Lutheran Church Extension Fund—Missouri Synod are governed by its Articles of Incorporation and Bylaws, which provide for district representation through the election of district members.
- ~~7.29~~ **7.3.6.1** Iowa District West, acting through an appropriate board **or committee**, appoints, in accordance with a formula identified in the ~~B~~bylaws of the Lutheran Church Extension Fund—Missouri Synod, one or more individuals (excluding the ~~Iowa District West~~ ~~V~~vice-~~P~~resident for the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod) within the district to serve as members of the Lutheran Church Extension Fund—Missouri Synod.
- ~~7.29~~ **7.3.6.2** The members attend an annual meeting, elect the Lutheran Church Extension Fund—Missouri Synod’s Board of Directors, and vote on amendments to the Lutheran Church Extension Fund—Missouri Synod’s Articles of Incorporation and Bylaws.

~~**7.31 Funds Available for Lending**~~
Funds Available for Lending

- ~~7.31~~ **7.3.7** The amount of funds available for lending within Iowa District West is determined by a formula which takes into consideration Iowa District West’s investments, its outstanding loans and loan commitments, liquidity, and operating reserves.
- ~~7.31~~ **7.3.7.1** There is opportunity for Iowa District West to borrow excess funds from other districts within the Lutheran Church Extension Fund—Missouri Synod ~~should~~ **if** there **are** not ~~be~~ sufficient funds available based on ~~this~~ **above-mentioned** formula.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

7.33 Distribution of Operating Results

Distribution of Operating Results

- ~~7.33~~ 7.3.8 The **Lutheran Church Extension Fund—Missouri Synod** distribution of the previous year's income will be made available to Iowa District West in accordance with Lutheran Church Extension Fund—Missouri Synod's policies and procedures.
- ~~7.33~~ 7.3.8.1 The distributions, if made, occur in the following year as grants for **district related** activities. ~~related to church extension.~~

E. 7.4 Benevolent Institutions

7.61 Approval for Support

Approval for Support

- ~~7.61~~ 7.4.1 To receive approval for continued financial support from the congregations of the district or support for special projects, all benevolent institutions within the district must submit their budgets to the board of directors annually.

~~VIII.~~ 8. District Executive Assistants to the President

Outline

- 8.1 – Call, Appointment, and General Requirements
- 8.2 – Tenure and Termination
- 8.3.2 – Duties and Responsibilities in Relation to the District President
- 8.3.3 – Duties and Responsibilities in Relation to the Board of Directors and the Committees of the Board of Directors
- 8.3.4 – Duties and Responsibilities in Relation to the Congregations, Circuits, and Circuit Cabinet Representatives of the District
- 8.3.5 – Additional Duties and Responsibilities

~~8.01~~ 8.1 Call, and Appointment, and General Requirements

- ~~8.01 a~~ 8.1.1 Full-time ~~executive~~ assistants **to the president** shall be issued a solemn call by the board of directors to the position of ~~executive~~ **full-time** assistant **to the president** to serve in one or more ministry areas of the district. [Synod Bylaw 3.11.1 (a)]
- ~~8.01 a~~ 8.1.2 Part-time ~~executive~~ assistants **to the president** shall be issued a contract by the board of directors to the position of ~~executive~~ **part-time** assistant **to the president** to serve in one ministry area of the district.
- ~~8.01 b~~ 8.1.3 The ~~executive~~ **full-time and part-time** assistants **to the president** shall be appointed by the **district** president with the approval of the board of directors to serve as ~~counselors~~ **advisers and resource persons** for the various ~~departments~~ **committees** of the board of directors ~~of the district~~ **and/or various auxiliary committees of the district.**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 8.1.4 Full-time and part-time assistants to the president shall be members of member congregations of Iowa District West of The Lutheran Church—Missouri Synod and reside within the geographic boundaries of Iowa District West.
- 8.1.5 Full-time assistants to the president shall have regular office hours in the Iowa District West district office in Fort Dodge. The office hours shall be agreed upon by the district president and the assistants to the president.
- 8.1.6 Full-time and part-time assistants to the president shall participate in executive staff meetings with the district president. The schedule of meetings shall be determined by the district president.

8.03 8.2 Tenure and Termination

- ~~8.03 a~~ 8.2.1 For full-time assistants to the president, the first period of appointment shall be from the time of their call until the board of directors meeting following the next district convention. Thereafter each appointment shall be for a three-year term with no limitation of successive reappointments to the same or different departments committees of the board of directors, auxiliary committees of the district, ministry areas, and/or other positions.
- 8.2.2 For part-time assistants to the president, the first period of appointment shall be from the time of their appointment until the board of directors meeting following the next district convention. Thereafter each appointment shall be for a three-year term with no limitation of successive reappointments to the same or a different position.
- ~~8.03 b~~ 8.2.3 The executive assistants to the president shall serve at the pleasure of the president and the board of directors, subject to annual review and evaluation. They may normally expect to continue in their position if their work is satisfactory, as evidenced by the annual review and evaluation, and if there is a continuing need for their services.
- ~~3.03 e~~ 8.2.4 If the district president and the board of directors decide not to renew an appointment of a full-time assistant to the president, a 120-day written notice shall be given to the executive assistant to the president and said period shall begin on the first day of the following month. If the 120-day period should extend beyond the date for reappointment, full salary shall continue to be paid for services rendered until the end of the 120-day period.
- ~~8.03 d~~ 8.2.5 During the 120-day period, the district president and the board of directors shall assist the executive full-time assistant to the president, if requested, in his or her efforts to find another opportunity for service in the church. Full salary shall continue to be paid for services rendered until the earlier of the date of obtaining new employment or the expiration of the 120 days. An additional month's salary shall be paid as severance pay on termination of full salary.
- ~~8.03 e~~ 8.2.6 Termination may be made by majority vote of the board of directors.
- ~~8.03 f~~ 8.2.7 Termination of appointment of a full-time or part-time assistant to the president may be made at any time for adherence to false doctrine, conduct unbecoming a Christian, neglect of office, or refusal to cooperate perform the duties of his or her office. In such cases, none of the foregoing financial arrangements shall apply except for one month's severance pay.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~8.03-g~~ **8.2.8** The board of directors shall have the authority to determine at which point an executive full-time assistant to the president becomes unable to serve because of illness or disability, and to take appropriate measures to ensure that the necessary functions of the executive assistant's to the president's position will be fulfilled in his or her absence. In the event of the executive assistant's to the president's prolonged illness or disability, full salary shall be paid until the provisions of the Concordia Plan Services become operative, but not for more than sixty 60 days.
- ~~8.01-e~~ **8.2.9** ~~In the event that~~ If an executive full-time assistant to the president resigns his or her office or accepts another position, the board of directors may either secure, on a temporary basis, part-time assistants to the president from among the ordained or commissioned ministers of the district to serve the needs of the district, or, when such an arrangement is not feasible, the board of directors may make other arrangements.

8.05 8.3 General Functions Duties and Responsibilities

[Note to the delegates: The items listed in the following section are listed in a different order and grouping from the items listed in sections 8.05 and 8.07 in the current bylaws. The bylaw number in the current bylaws is found to the left of the newly assigned number in the proposed revised bylaws. Those bylaw numbers are in black and struck through.]

Duties and Responsibilities of the Assistants to the President as Directed by the Synod

- ~~8.05-l~~ **8.3.1** ~~carry out those functions assigned to district executive staff by the Handbook of Synod;~~ Each full-time and part-time assistant to the president shall carry out his or her duties and responsibilities in good faith.

Duties and Responsibilities of the Assistants to the President in Relation to the District President

- 8.3.2** The executive full-time and part-time assistants to the president shall
- ~~8.05-a.~~ (a) maintain close communication with the district president regarding their areas of responsibility so that there may be a free flow of information between themselves and the president and a joint sharing of ideas and plans about how best to promote the Lord's work in the district in the areas of their responsibility;
 - ~~8.05-a.~~ (b) they shall seek the advice, criticism, and support, and approval of the district president before significant departmental changes and initiatives are undertaken in their areas of responsibility;
 - ~~8.05-a.~~ (c) they shall assist the district president in the planning and carrying out the programs and, implementation, and execution of Synod and district policies and programs in the district the programs resolutions of the conventions of the district and the resolutions of the conventions of the Synod as they pertain to the district; and

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~8.05 m.~~ (d) be responsible to the district president and the board of directors in the performance of their duties.

Duties and Responsibilities of the Assistants to the President in Relation to the Board of Directors and the Committees of the Board of Directors

8.3.3 The full-time and part-time assistants to the president shall

- ~~8.05 b.~~ (a) maintain close communication with the chairmen of the ~~departments~~ **committees of the board of directors** to which they ~~have been assigned~~ **are responsible** so that there may be a free flow of information and mutual plans about how best to promote the Lord's work in the district in ~~each department~~ **their areas of responsibility**;
- ~~8.05 b.~~ (b) they shall keep the chairmen of the departments to which they have been assigned informed of the developments in their respective departments between meetings, and of information and developments from the respective departments of Synod **serve as a liaison between themselves and their committees and the staff of the Synod in their areas of responsibility**;
- ~~8.05 b.~~ (c) they shall assist the various ~~departments~~ **committees of the board of directors** to which they ~~have been assigned~~ **are responsible** in developing their policies, executing their programs, and supervising their budgets;
- ~~8.05 e.~~ (d) implement decisions of the ~~district president and of their respective department~~ **board of directors and of the committees of the board of directors to which they are responsible** in accordance with the ~~policies of the department those the policies of the board of directors~~ **directives of the district Handbook**;
- ~~8.05 f.~~ (e) maintain ~~procedures manuals to implement department policies and programs~~ **develop and implement procedures to carry out the programs in their assigned ministry areas**;
- ~~8.05 o.~~ (f) coordinate the planning, programs, and budgets within each ~~department~~ **ministry area assigned to them for which they are responsible** and ~~between departments~~ **in keeping with the total program and budget of the district**;
- ~~8.05 d.~~ (g) in consultation with the ~~department or committee~~ chairmen of the ~~departments or committees assigned to them~~ **in their areas of responsibility**, prepare agendas for the meetings and send the agendas to the ~~department or committee~~ members **at least one week prior to the scheduled meetings**;
- ~~8.05 d.~~ (h) record the minutes of the meetings of the committees for which they are responsible, and send the minutes of the meetings to the ~~department or committee~~ members **and to the circuit cabinet representatives for that respective committee within two weeks of the meeting**;

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~8.05 e.~~ (i) prepare programs and policy recommendations for action by the ~~departments or committees~~ and ministry areas for which they are responsible;
- ~~8.05 h.~~ (j) assist in the preparation and presentation of reports and recommendations from the committees for which they are responsible for presentation from their departments to the board of directors, the district president, and the district convention;
- ~~8.05 i.~~ (k) draft annually for department committee and board of director's approval short-range and long-range and short-range plans and budget requests for programs, and evaluate program budget performance against agreed-upon criteria;
 - (l) stay up-to-date on the latest research and the most effective methods for achieving the desired outcomes in the ministry areas of the committees for which they are responsible;
 - (m) report their activities in the various ministry areas for which they are responsible to the quarterly meeting of the board of directors; and
- ~~8.05 j.~~ (n) serve in an advisory capacity to the board of directors and any department or committee of the district to which they are have been assigned.

Duties and Responsibilities of the Assistants to the President in Relation to the Congregations, Circuits, and Circuit Cabinet Representatives of the District

8.3.4 The full-time and part-time assistants to the president shall

- ~~8.05 k.~~ (a) provide counsel and advice, as requested, to the ~~pastors, teachers, and congregations~~ ordained and commissioned ministers of the district in matters pertaining to their departments the ministry areas for which they are responsible;
- ~~8.05 n.~~ (b) keep the members of the circuit cabinets informed of policies, programs, and activities in their respective ministry areas through the minutes of meetings and monthly highlights of the various committees of the board of directors in their areas of responsibility;
- (c) plan and organize an annual meeting with circuit cabinet representatives in the ministry area or areas for which they are responsible to share information, receive feedback, and develop plans for the future. Such planning and organizing shall be in consultation with the chairman of the ministry area committee of the board of directors for which they are responsible; and
- (d) plan and organize, in cooperation with the chairman of the respective committee of the board of directors for which they are responsible, regional training events for congregations to equip congregations in carrying out the objectives of their respective committee.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

8.07 Specific Functions

Additional Duties and Responsibilities of the Assistants to the President

- ~~8.07 a~~ — The board of directors in consultation with each department and the executive assistant shall develop an outline of policies and functions for the executive assistant for that department.
- ~~8.07 b~~ **8.3.5** The executive assistants to the president shall carry out special duties and responsibilities as may from time to time be assigned to them by the district president and the board of directors.

~~IX.~~ 9. Nominations and Elections

Outline

- 9.1 – Nomination and Election of the District President
- 9.2 – Nomination and Election of the District Vice-Presidents
- 9.3 – Nominations for Members of the Board of Directors and Other Positions
 - 9.3.1 – Nominating Committee
 - 9.3.2 – Solicitation of Nominations for Members of the Board of Directors and Other Positions
- 9.4 – Duties and Responsibilities of the Nominating Committee Prior to the Convention
- 9.5 – Report of the Nominating Committee at the Convention
- 9.6 – Elections
 - 9.6.1 – Judge of Elections
 - 9.6.2 – Electronic Voting
 - 9.6.3 – The Ballot
 - 9.6.4 – Schedule for the Elections on the Comprehensive Ballot
 - 9.6.5 – Order of Elections
- 9.7 – Election of the Circuit Visitors

~~A.~~ 9.1 Nomination and Election of the District President and Vice-Presidents

9.01 Nominations

Nominations for District President

- ~~9.01~~ — Nominations for the offices of president and first and second vice-presidents of the district shall be made in the following manner.
- ~~9.01 a~~ **9.1.1** Each voting member congregation of the district shall be entitled to nominate from the clergy roster of The Lutheran Church—Missouri Synod two ordained ministers as candidates for the office of district president, two ordained ministers as candidates for first vice president, and two ordained ministers as candidates for second vice president. [Synod Bylaw 4.3.1]
- ~~9.01 a~~ — Each nominee for first and second vice president shall be a member of a voting congregation of Iowa District West.
- ~~9.01 b~~ **9.1.1.1** On or about September 1 in the year prior to the district convention, the district secretary shall solicit from all member congregations of the district nominations

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

for the office of district president. The district secretary of the district, through the district office, shall mail to each voting congregation of the district ballots for nominating these candidates post on the district website a downloadable ballot that each voting congregation of the district shall use to nominate one or two candidates for the office of district president.

- 9.01 e 9.1.1.2 Each nominating ballot returned shall be signed by the president and secretary of the voting congregation and shall be sent to the secretary of the district no later than February 1 prior to the opening of the convention. shall be signed by the president and secretary of the member congregation and returned to the district secretary no later than February 1 in the year of the district convention.
- 9.01 d 9.1.1.3 By April 15 in the year of the district convention, the district secretary of the district shall tabulate the nominating votes ballots and shall report to the convention by means of the make the results known to the district office in preparation for publication in the district *Convention Workbook* and to post on the district website. The names and tallies of all ordained ministers who have received nominating votes nominations for the office of district president or first or second vice president shall be reported, and the report shall identify the top three names (or more in case of a tie for the third position) of those who have agreed to serve if elected. This report shall also indicate the names of those who have declined nomination, if any have declined nomination.
- 9.1.1.4 The district secretary shall retain all nominating ballots until the close of the convention, after which they shall be destroyed.

9.03 Candidates

Candidates for District President

- 9.03 a 9.1.1.5 Candidates for the offices of district president and first and second vice president shall be in each instance the three (or more in case of a tie for the third position) ordained ministers receiving the highest number of votes in the nominating ballots of from the member congregations of the district, and who have consented to serve if elected.
- 9.03 b 9.1.1.6 The district secretary of the district shall notify each potential candidate and shall secure his approval in writing his decision either to include his name on the convention ballot, or his decision to decline the nomination.
- 9.03 b 9.1.1.7 Each candidate shall reply to the district secretary either in writing or by email within ten days as to his willingness to serve if elected, or his decision to decline the nomination.
- 9.03 e 9.1.1.8 In the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of votes nominating ballots shall become the candidate, and the district secretary shall secure his approval in writing to include his name on the convention ballot, or his decision to decline the nomination. This procedure shall be followed also, if needed, for any additional candidates.
- 9.03 d 9.1.1.9 In the event of a tie for the third position among the candidates, all names involved in the tie shall be listed as candidates.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~9.03 e~~ **9.1.1.10** The **district** secretary of ~~the district~~ shall publish in the district *Convention Workbook* brief biographies of the ~~three~~ candidates for **district** president, ~~the three~~ candidates for first vice president, and the ~~three~~ candidates for second vice president, giving adequate information on each candidate.
- ~~9.03 e~~ **9.1.1.11** This report shall contain such pertinent information as ~~age~~, residence; **age**; number of years in the Synod and in the district; present position; district offices previously held; year of ordination; former pastorates; **significant** involvement in community, government, or inter-church affairs **that would relate to service as district president; advanced academic or honorary degrees;** and any other specific administrative, executive, or church-related experience and qualifications pertaining to ~~for~~ the office of **district president**.

Nominations from the Floor at the District Convention

- ~~9.03 f~~ **9.1.2** At the **district convention**, after the district secretary has announced the slate of candidates for ~~each~~ the office of **district president**, the convention shall have the right to alter ~~each~~ the slate at the proper time by amendment **from the floor**.
- ~~9.03 f~~ **9.1.2.1** Any delegate making a nomination from the floor shall have secured the prior written consent of the candidate ~~he wishes to nominate~~ being nominated. ~~Such delegate~~ **and** shall immediately submit to the ~~chairman of the nominating committee~~ **district secretary** this document ~~and~~ along with the required pertinent written information concerning ~~his~~ the nominee as detailed in ~~paragraph 9.03 e above~~ **bylaw 9.1.1.11 of the district Handbook**.
- ~~9.03 g~~ **9.1.2.2** After all such amendments have been ~~voted on~~ **made**, the convention shall ratify the slate of candidates prior to the election.
- 9.1.2.3** The required biographical information on those nominated from the floor shall be made available to the delegates as quickly as possible after the ratification of the candidates and prior to the session in which the election is to take place.
- 9.1.2.4** If there have been no nominations from the floor, the election shall take place immediately following the ratification of the slate of candidates.

9.05 Election of President

Election of the District President

- ~~9.05 a~~ **9.1.2.5** Each voting delegate shall be entitled to vote for one of the candidates for **district** president.
- ~~9.05 b~~ **9.1.2.6** If there are **three candidates on the ballot**, the candidate receiving the majority of the votes cast **on the first ballot** shall be declared elected.
- ~~9.05 c~~ **9.1.2.7** If ~~no candidate~~ **none of the three candidates** receives a majority of the votes cast **on the first ballot**, the two candidates receiving the highest number of votes shall be retained on the ballot, and another vote shall be taken.
- ~~9.05 e~~ **9.1.2.8** If there were more than three ~~men~~ **candidates** on the ballot, the candidate receiving the fewest votes shall be eliminated on each subsequent ballot until one candidate receives a majority of the votes cast.
- 9.1.2.9** The candidate receiving a majority of the votes cast shall be declared elected.

**Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018**

~~9.07 Election of the First and Second Vice-Presidents~~

- ~~a. After the results of the presidential election have been announced, the convention shall take action as outlined in 9.03 f and g above on the slate of candidates for first vice president and then shall elect the first vice president according to the procedure outlined for the election of the president.~~
- ~~b. After the results of the election for first vice president have been announced, the convention shall take action as outlined in 9.03 f and g above on the slate of candidates for second vice president and then shall elect the second vice president according to the procedure outlined for the election of the president.~~

9.2 Nomination and Election of the District Vice-Presidents

Nominations for District Vice-Presidents

- 9.2.1 Each member congregation of the district shall be entitled to nominate from the clergy roster of Iowa District West two ordained ministers as candidates for the office of first vice-president and two ordained ministers as candidates for the office of second vice-president.
- 9.2.1.1 Each nominee for first vice-president and second vice-president shall be a member of a member congregation of Iowa District West.
- 9.2.1.2 On or about September 1 in the year prior to the convention, the district secretary shall solicit from all member congregations of the district nominations for the offices of first vice-president and second vice-president. The district secretary of the district, through the district office, shall mail to each voting congregation of the district ballots for nominating these candidates post on the district website a downloadable ballot that each voting congregation of the district shall use to nominate one or two candidates for the offices of first and second vice-president of the district.
- 9.2.1.3 Each nominating ballot returned shall be signed by the president and secretary of the member congregation of the district and shall be sent to the district secretary no later than February 1 in the year of the convention.
- 9.2.1.4 By April 15 in the year of the district convention, the district secretary of the district shall tabulate the nominating votes ballots and shall report to the convention by means of the make the results known to the district office in preparation for publication in the district *Convention Workbook* and to post on the district website. †The names and tallies of all ordained ministers who have received nominating votes nominations for the offices of president or first vice-president or and-second vice-president shall be reported, and the report shall identify the top three names (or more in case of a tie for the third position) of those who have agreed to serve if elected. This report shall also indicate the names of those who have declined nomination, if any have declined nomination.
- 9.2.1.5 The district secretary shall retain all nominating ballots until after the close of the convention, after which they shall be destroyed.

Candidates for District Vice-Presidents

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 9.2.1.6 Candidates for the offices of first vice-president and second vice-president shall be in each instance the three ordained ministers receiving the highest number of nominations from the member congregations of the district and who have agreed to serve if elected.
- 9.2.1.7 The district secretary shall notify each potential candidate and shall secure in writing either his decision to include his name on the convention ballot, or his decision to decline the nomination.
- 9.2.1.8 Each candidate shall reply to the district secretary either in writing or by email within ten days as to his willingness to serve if elected, or his decision to decline the nomination.
- 9.2.1.9 In the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of nominations shall become the candidate, and the district secretary shall secure his approval in writing or by email to include his name on the convention ballot, or his decision to decline the nomination. This procedure shall be followed also, if needed, for any additional candidates.
- 9.2.1.10 In the event of a tie for the third position among the candidates, all names involved in the tie shall be listed as candidates.
- 9.2.1.11 The district secretary shall publish in the district *Convention Workbook* and on the district website brief biographies of the candidates for first vice-president and the candidates for second vice-president, giving adequate information on each candidate.
- ~~9.03 e~~ 9.2.1.12 This report shall contain such pertinent information as ~~age~~, residence; ~~office to which nominated~~; ~~age~~; number of years in the Synod and in the district; present position; district offices previously held; year of ordination; former pastorates; ~~significant~~ involvement in community, government, or inter-church affairs ~~that would relate to service as district vice-president~~; ~~advanced academic or honorary degrees~~; and any other specific ~~administrative, executive, or church-related~~ experience and qualifications ~~pertaining to~~ ~~for~~ the office of district vice-president. [See also district bylaw 9.1.1.11.]

~~9.07 Election of the First and Second Vice-Presidents~~

- ~~e. After the results of the presidential election have been announced, the convention shall take action as outlined in 9.03 f and g above on the slate of candidates for first vice president and then shall elect the first vice president according to the procedure outlined for the election of the president.~~
- ~~d. After the results of the election for first vice president have been announced, the convention shall take action as outlined in 9.03 f and g above on the slate of candidates for second vice president and then shall elect the second vice president according to the procedure outlined for the election of the president.~~

Election Procedures at the Convention

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~9.07 a~~ 9.2.2 After the results of the presidential election have been announced, the district secretary shall announce the slate of candidates for the office of first vice-president.
- 9.2.2.1 After the district secretary has announced the slate of candidates for the office of first vice-president, the convention shall have the right to alter the slate of candidates by amendment from the floor.
- 9.2.2.2 The convention shall then take action as outlined in district bylaws 9.1.2.1 and 9.1.2.3 on the slate of candidates for first-vice president and shall then elect the first vice-president according to the procedure outlined for the election of the district president in district bylaws 9.1.2.4 to 9.1.2.9.
- 9.2.2.3 After the results of the election for first vice-president have been announced, the district secretary shall announce the slate of candidates for the office of second vice-president.
- 9.2.2.4 After the district secretary has announced the slate of candidates for the office of second vice-president, the convention shall have the right to alter the slate of candidates by amendment from the floor.
- 9.2.2.5 The convention shall then take action as outlined in district bylaws 9.1.2.1 and 9.1.2.3 on the slate of candidates for second vice-president and shall then elect the second vice-president according to the procedure outlined for the election of the district president in district bylaws 9.1.2.4 to 9.1.2.9.

B. 9.3 Nominations for Members of the Board of Directors and Other Positions

~~9.11 Nominating Committee~~
Nominating Committee

- ~~9.11~~ 9.3.1 The nominating committee shall be elected by the district convention to serve for the next three years and the following convention.
- ~~9.11~~ 9.3.1.1 The committee shall consist of three ordained ministers, one commissioned minister, and three laypersons, **each elected by majority vote.**
- ~~9.11~~ 9.3.1.2 The ordained minister receiving the majority of votes **or the highest majority vote on the first ballot** in the election shall serve as chairman. The committee shall name its own secretary.
- ~~9.11~~ 9.3.1.3 The nominating committee is to be regarded as an *ad hoc* committee, to which limitations on holding multiple offices do not apply.
- 9.3.1.4 The district secretary shall not serve as a member of the nominating committee or attend its meetings but shall be informed as to the date and place of the meetings and shall be available, upon request, for consultation if necessary.

~~9.13 Solicitation of Nominations and Suggestions for Candidates~~
Solicitation of Nominations for Members of the Board of Directors and Other Positions

- ~~9.13 a~~ 9.3.2 On or about September 1 in the year ~~before~~ **prior to** the ~~district~~ convention, the ~~district secretary of the district,~~ **by means of a letter and downloadable forms on the district convention website,** shall solicit from all member congregations of the

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- district nominations for the offices of president, first and second vice president, and circuit counselors, and the names of persons who are regarded as suitable candidates for election to **the board of directors** and other district offices.
- ~~9.13 a~~ **9.3.2.1** ~~nominations for the offices of president and first and second vice president and~~ **The names and required information** of persons who are regarded as suitable candidates for election to **the board of directors** and other district offices **shall be recorded on the downloadable forms provided on the district convention website and shall be returned to the district secretary, with the required information and signatures, by the congregations** of the district no later than February 1 ~~prior to the opening in the year of the district convention.~~ **These forms shall be signed by the president and secretary of the congregation.**
- ~~9.13 b~~ ~~The district secretary shall handle the nominations for circuit counselors in accordance with the regulations contained in the *Handbook* of Synod.~~
- ~~9.13 c~~ ~~The district secretary shall handle the nominations for president and first and second vice president in the manner outlined in paragraph 9.01 of the district Handbook.~~
- ~~9.13 d~~ **9.3.2.2** As the names of persons who are ~~suggested~~ **nominated by the congregations** as suitable candidates for election to **the board of directors** and other district offices are being received, the **district** secretary ~~of the district shall document~~ **obtain** both their approval to be considered for nomination by the nominating committee and the information required of nominees as specified in ~~the district *Handbook*, paragraph 9.17 b.~~ **bylaw 9.5.1.5.**
- ~~9.13 d~~ **9.3.2.3** Each candidate shall reply **in writing or by email** to the district secretary within ten days as to his or her willingness to serve if nominated and elected, or his or her declination.
- ~~9.13 d~~ **9.3.2.4** The district secretary shall give the ~~suggested~~ **nominations and the information required of nominees as specified in district bylaw 9.5.1.5** to the nominating committee no later than February 15 ~~prior to the start in the year of the district convention.~~
- ~~9.13 b~~ **9.3.2.5** ~~The district secretary shall handle the nominations for circuit counselors in accordance with the regulations contained in the *Handbook* of Synod.~~ **The selection of the circuit visitors shall take place according to Synod Bylaw 5.2.2.**
- ~~9.13 c~~ ~~The district secretary shall handle the nominations for president and first and second vice president in the manner outlined in paragraph 9.01 of the district *Handbook*.~~

9.15 9.4 Functions Duties and Responsibilities of the Nominating Committee
Prior to the Convention

- ~~9.15 a~~ **9.4.1** The nominating committee shall prepare for the comprehensive ballot a slate of at least three candidates for each of the following ~~offices~~ **voting member positions on the board of directors:**
- 1) (a) **district secretary of the district (ordained minister);**
 - 2) (b) **district treasurer of the district (layperson);**
 - 3) (c) **chairman of the board of directors (layperson);**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 4) (d) chairman of the missions ~~department~~ **committee (ordained minister)**;
- 5) (e) chairman of the stewardship and finance ~~department~~ **committee (ordained minister)**;
- 6) (f) chairman of the human care ministries ~~department~~ **committee (ordained minister)**;
- 7) (g) chairman of the Christian education **and family life** ~~department~~ **committee (ordained minister)**;
- 8) (h) chairman of the youth services ~~department~~ **committee (ordained minister)**;
- 9) (g) **one** ordained minister member-at-large; **and**
- 10) (h) **one** commissioned minister member-at-large.

~~9.15-b~~ **9.4.1.1** The nominating committee shall prepare for the comprehensive ballot a slate of the required number of candidates for each of the following ~~offices~~ **positions**:

- 1) (a) ~~four~~ **six** candidates for **the voting** lay members-at-large ~~for~~ **on** the board of directors, of whom ~~two~~ **three** are to be elected, **each by majority vote**;
- 2) (b) six ordained ministers, two commissioned ministers, and six laypersons to the district nominating committee, of whom three, one, and three respectively are to be elected, **each by majority vote**; **and**
- 3) (c) according to the schedule stipulated in Synod *Handbook* **Bylaw 3.12.3.1** and announced by the Secretary of **the** Synod, four candidates for the position of the member from Iowa District West on **the** Synod's Committee for Convention Nominations, of whom one shall be elected as the member and one as the alternate, **each by majority vote**.

~~9.15-e~~ **9.4.1.2** The nominating committee shall secure from each candidate it nominates **both** the written consent to serve if elected and the necessary information concerning each candidate as ~~provided by paragraph 9.17-b of the~~ **as specified in** district *Handbook* bylaw **9.5.1.5**, if such consent and information had not already been received **and provided by the district secretary**.

~~9.15-e~~ **9.4.1.3** Each **prospective** candidate shall reply in writing **or by email** within ten days **to the chairman of the nominating committee** as to ~~his/her~~ **his or her** willingness to serve if elected.

9.4.1.4 **All incumbents eligible for reelection shall normally be considered to be candidates, provided that in their previous service they have faithfully carried out their duties, and if their service has conformed to the accepted standards for the positions in which they have served.**

~~9.15-d~~ **9.4.1.5** The nominating committee shall ~~submit~~ **finalize** its complete ~~list~~ **slate** of candidates and give its final report, including the biographical information specified in district bylaw **9.5.1.5**, to the district president **or his administrative assistant** by April 15 in the year of the convention. This ~~list~~ **report** shall be made available in the district's *Convention Workbook* **and on the district website**.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 9.15 d ~~This list shall contain for each candidate the name, address, congregation, present and previous district offices held, and the position to which nominated.~~
- 9.4.1.6 Any personal information in the *Convention Workbook* such as age, address, or other protected identification may be excluded from such posting on the district's website at the request the nominee. [See also district bylaw 2.7.2.1.]
- 9.4.1.7 If the nominating committee was not able to complete its slate of candidates at the time of its first meeting following February 15, members of the committee shall, following their meeting, continue to seek out candidates to complete the list of candidates until the required number of candidates has been obtained.

9.17 9.5 Report of the Nominating Committee at the Convention

- 9.17 a 9.5.1 The chairman of the nominating committee shall ~~submit~~ **present** the committee's report in person to the convention at one of its earliest sessions, and immediately thereupon, ~~nominations may be made from the floor by the convention~~ **the convention may amend the slate of candidates by nominations from the floor.**
- 9.5.1.1 Floor nominations shall be brought individually before the convention for approval before the nominee is added to the ballot. No floor nominations shall be accepted that would preclude, by virtue of election limitations, election of any pending nominee already on the slate of candidates received from the nominating committee, without disclosing such potential effect immediately to the convention. As stated in district bylaw 4.2.7, no more than two board of directors members shall be elected from the same congregation or multi-congregation parish. [See also Synod Bylaw 1.5.1.2.]
- 9.17 a 9.5.1.2 Any delegate making a nomination from the floor shall have secured the prior written consent of the candidate ~~he wishes to nominate~~ **being nominated.** ~~He and~~ shall immediately submit to the chairman of the nominating committee this document ~~and~~ **along with the required** pertinent written information concerning ~~his~~ **the** nominee as ~~detailed~~ **specified** in paragraph 9.17 b of the district ~~Handbook~~ **district bylaw 9.5.1.5.**
- 9.17 a 9.5.1.3 After all nominations have been received, nominations shall be closed. No further nominations shall thereafter be accepted, ~~except in the event that~~ **unless** the district in convention creates a new elective office, board, or ~~commission~~ committee for which no candidates have previously been nominated, ~~or in the event an ordained minister, nominated and elected to a district office, had also been nominated for circuit counselor and chooses to serve in the district office to which he was elected.~~ **In the case of a pastor who was elected both to an elective office and selected as a circuit visitor and decides to serve in the elective office, see district bylaw 9.7.3.**
- 9.5.1.4 After all such amendments have been voted on, the convention shall ratify the slate of candidates.
- 9.17 b 9.5.1.5 At the **convention** session prior to the one in which the voting on the comprehensive ballot is to take place, the nominating committee shall make available to all the voting delegates the following information concerning ~~all~~ the candidates whose names **did not already** appear on the comprehensive ballot list of candidates **and whose biographical information was not given on the district**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

website and in the district *Convention Workbook* and those nominated for circuit counselor positions:

1. (a) ordained ministers:
 - a) (1) name and post office address;
 - b) (2) office to which nominated;
 - c) (3) age;
 - d) (4) present congregation;
 - e) (5) former pastorates and church services rendered;
 - f) (6) year of ordination;
 - g) (7) number of years in the district and the Synod;
 - h) (8) advanced academic or honorary degrees; and
 - i) (9) present incumbent and/or district offices previously held.

2. (b) commissioned ministers:
 - a) (1) name and post office address;
 - b) (2) office to which nominated;
 - c) (3) age;
 - d) (4) present congregation;
 - e) (5) former congregations served and church services rendered;
 - f) (6) year of commissioning;
 - g) (7) number of years in the district and the Synod;
 - h) (8) advanced academic or honorary degrees; and
 - i) (9) present incumbent and/or district offices previously held.

3. (c) laypersons:
 - a) (1) name and post office address;
 - b) (2) office to which nominated;
 - c) (3) age;
 - d) (4) congregation where membership is held;
 - e) (5) offices held in the congregation;
 - f) (6) formal education;
 - g) (7) advanced academic or honorary degrees;
 - h) (8) business or occupation (past and present);
 - i) (9) employed or self-employed; and
 - j) (10) present incumbent and/or district offices previously held.

~~9.17 e~~ 9.5.1.6 During the convention, the nominating committee shall present the slate of candidates for circuit counselor visitor positions for ratification by the convention.

~~9.17 d~~ 9.5.1.7 Since it is not feasible for all members candidates to be present at the convention, it shall be the policy not to introduce to the convention the nominees candidates who may be present in person.

C. 9.6 Elections

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

9.21 Judge of Elections

Judge of Elections

- ~~9.21 a~~ **9.6.1** The district president shall appoint a judge of elections for the convention and **shall** announce the appointment in the first business session of the convention. The judge of elections may select and appoint **the any** necessary assistants **and** tellers.
- ~~9.21 b~~ ~~The judge of elections shall make the necessary arrangements for all the elections, shall be responsible for the preparation and distribution of the ballots, and shall supervise the elections and the tabulations of the votes. He is empowered to adopt procedures and methods that will ensure efficiency and accuracy in the methods of casting, recording, and tabulating votes.~~
- ~~9.21 c~~ **9.6.1.1** The judge of elections shall announce the results of the elections to the convention and, **if requested by the district secretary**, shall file a written report of the tabulation of votes of each election with the convention chairman and the **district secretary of the district**. The **written** report shall include **for each election the office or position being voted on**, the number of ballots cast (**valid and invalid**), the total needed for election (**majority**), **together with the tally and percent of votes cast** for each candidate, **and the results of the voting**.
- ~~9.21 d~~ ~~All ballots, valid and invalid, in each election shall be preserved by the judge of elections separately according to the order of balloting until the close of the convention and shall then be destroyed.~~

Electronic Voting

- 9.6.2** The district convention manager and/or the district business manager shall make arrangements with an electronic voting system company to manage the electronic voting at the district convention.
- 9.6.2.1** The electronic voting devices provided shall be programmed so that each section of a ballot is treated as if it were a separate ballot, and so that the number of votes cast and percentages of votes cast for each office, resolution, or motion can be ascertained.
- 9.6.2.2** Preparations for the election shall be made in consultation with the person in charge of installing the devices, so that all adjustments required by the particular conditions of the election can be provided.
- 9.6.2.3** Following the convention, the electronic voting system company shall send to the district secretary for his records a copy showing the results of the voting on each ballot and the voting on each motion.
- 9.6.2.4** The report of the judge of elections on each ballot for the elections for the various district officers, board of directors, committees, etc. shall include, according to accepted parliamentary rules, the number and percentages of votes cast, the number of votes necessary for election (majority), and the number of votes for each candidate.
- 9.6.2.4.1** The report on the electronic voting on a motion shall include, according to accepted parliamentary rules, the number of votes cast, the number of votes

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

necessary for adoption (majority or two-thirds majority), the number and percentage of votes in favor of the motion, and the number and percentage of votes against the motion.

9.6.2.4.2 The results of each ballot for elections and the results of each ballot or vote on a motion shall be announced by the chair.

9.6.2.4.3 The results of each ballot, both for elections and on motions, shall be entered in full in the minutes, becoming a part of the official records of the convention.

9.6.2.4.4 A majority of all votes cast by a district convention shall be required in every election to all elective offices and elective board of director's positions. Except in the election of the district president and the vice-presidents, the following regulations shall apply:

- (a) candidates receiving a majority on the first ballot shall be declared elected.
- (b) when a second or succeeding ballot is required for a majority, the candidate receiving the fewest votes shall be dropped from the ballot on the second ballot or succeeding ballots until one candidate receives a majority of the votes cast, and
- (c) in every election, balloting shall continue until every position has been filled by majority vote. [Synod Bylaw 4.7.3]

~~9.21 d All ballots, valid and invalid, in each election shall be preserved by the judge of elections separately according to the order of balloting until the close of the convention and shall then be destroyed.~~

9.23 The Ballot

The Ballot

~~9.23 a Each ballot shall be headed "Official Ballot" plus the year when the election is held.~~

~~9.23 b~~ **9.6.3** Each ballot shall designate the office to be filled and the number of candidates to be voted for **elected**.

~~9.23 b~~ **9.6.3.1** ~~If the slate of candidates has been nominated by the nominating committee or from the floor of the convention and adopted by the convention, the ballot shall list the names in alphabetical order.~~ **In all elections, the names of the candidates shall be placed on the election ballot in alphabetical order. All names shall be listed without any distinct mark. [Synod Bylaw 3.12.4.1]**

~~9.23 b If the list of candidates has been selected by a nominating ballot by the congregations, as with the president and vice presidents, the candidate having the highest number of votes shall be placed in first position, the second in second position, and so on.~~

~~9.23 c A box or brackets in which the voter shall place his mark when casting his vote shall be printed before the name of each candidate.~~

9.25 Schedule for the Elections on the Comprehensive Ballot

Schedule for the Elections on the Comprehensive Ballot

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~9.25~~ **9.6.4** The **district** president shall determine and announce in advance a period of time during the convention for the election of those on the comprehensive ballot.

9.27 Order of Elections

Order of Elections

~~9.27 a~~ **9.6.5** The **district** president, the first vice-president, and the second vice-president shall be elected in that order and in the manner herein provided.

~~9.27 b~~ **9.6.5.1** The comprehensive ballot of those listed in district **bylaws 9.4.1 and 9.4.1.1**.

~~9.27 c~~ **9.6.5.2** The ratification of the circuit ~~counselors~~ **visitors**.

~~9.29 a~~ **9.6.5.3** No other convention business shall be transacted during the balloting.

9.29 Election Procedures and Balloting

- ~~a. No other convention business shall be transacted during the balloting.~~
- ~~b. Ballots shall be distributed only to the voting delegates present on the floor of the convention in the section reserved for voting delegates and to voting delegates who are properly present in convention committee rooms.~~
- ~~c. After the ballots have been distributed, no recess or adjournment shall be taken until the respective election has been closed.~~
- ~~d. The tabulation of votes shall take place in the customary manner of one reader and one tabulator working as a team.~~
- ~~e. In determining the number of votes required for election, all ballots cast, except blanks, shall be counted.~~
- ~~f. The balloting shall be done in accordance with the procedures stated in paragraph 4.7.3 of the *Handbook of Synod*.~~
- ~~g. A vote shall be credited to the name of the respective candidate if the meaning of the ballot is clear or the intention of the voter can be established.~~

9.31 9.7-Election of Circuit Counselors Visitors

~~9.31 a~~ **9.7.1** The election of the circuit ~~counselors~~ **visitors** shall be carried out in accordance with ~~the *Handbook of Synod* Bylaws 5.2.2 (e), (f), (g), and (h)~~.

~~9.31 b~~ **9.7.2** **Election Selection** to the office of circuit ~~counselor~~ **visitor** shall not exclude the person from consideration for another office. ~~If also elected to another office, he shall choose in which position he wishes to serve.~~

9.7.3 **If an ordained minister who was selected as circuit visitor (1) was also elected to another office and chose to serve in that other office, or (2) for some other reason is no longer available on the slate of candidates for circuit visitor, or (3) a circuit failed to select a circuit visitor, the district president shall make the selection for the replacement, and this selection shall be included in the convention slate of circuit visitors. [Synod Bylaw 5.2.2 (f)]**

9.7.4 **The convention shall have the right to alter the slate of circuit visitors by amendment with nominations from the floor. [Synod Bylaw 5.2.2 (g)]**

9.7.5 **The convention shall ratify the slate of candidates for circuit visitor, which ratification shall constitute election. [Synod Bylaw 5.2.2 (h)]**

X. 10. Official District Conferences

Outline

- 10.1 – Official Iowa District West District Conferences of Ordained and Commissioned Ministers
- 10.2 – Official Iowa District West Conference of Ordained Ministers
- 10.3 – Annual Iowa Lutheran Teachers Conference (Iowa District West and Iowa District East)

10.1 Official Iowa District West Conferences of Ordained and Commissioned Ministers (Synod Bylaws, Section 4.8)

Purposes, Minutes, and Essays

- 10.1.1 Official district conferences of ordained and commissioned ministers of Iowa District West shall be held for the spiritual and professional growth of their members and to provide a means for attendees to relate to each other on a regular basis. A partial list of concerns that could be addressed includes matters pertaining to Bible study, Christian doctrine and practice, professional growth and ethics, the welfare of the respective congregations and schools, and the work of the Synod and Iowa District West. [Synod Bylaws 4.8.1 (a) and (b)]
- 10.1.2 Proper minutes of the conferences must be kept, including copies of the essays and studies presented (or a reasonably comprehensive summary of them). Within one month following such conferences, these materials shall be sent to the office of the district president for review and for the district’s records. [Synod Bylaw 4.8.1 (c)]

Meetings

- 10.1.3 Official conferences for all ordained and commissioned ministers on the rosters of Iowa District West shall meet, if possible, in plenary sessions at least once each year, unless otherwise specified in these district bylaws. [Synod Bylaw 4.8.2]

Attendance

- 10.1.4 All ordained and commissioned ministers on the rosters of Iowa District West are expected to attend meetings of their official conferences or present a valid excuse.
- 10.1.5 Attendance at the official conferences shall be obligatory for ordained and commissioned ministers serving in congregations and multi-congregation parishes. [Synod Bylaws 4.8.2 (d) and 4.8.2 (d) (1)]

Overtures

**Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018**

10.1.6 The plenary conferences of the ordained ministers and of the commissioned ministers of Iowa District West may adopt and submit overtures to conventions of the Synod and the conventions of Iowa District West. [Synod Bylaw 4.8.3]

**A. ~~10.2 Iowa District West Pastors Conference~~ **Official Iowa District West
Conference of Ordained Ministers****

~~10.11 Membership and Meeting Schedule~~

Membership and Meeting Schedule

~~10.11~~ 10.2.1 The Iowa District West ~~pastors~~ **ordained ministers** conference shall consist of all active and inactive ordained ministers of the district.

~~10.11~~ 10.2.2 The Iowa District West ordained ministers conference shall meet at least once annually and in accordance with the Bylaws of the Synod pertaining to district ~~pastors~~ **ordained ministers** conferences.

~~10.13 Organization and Planning~~

Organization

~~10.13 a~~ 10.2.3 The Iowa District West ~~pastors~~ **ordained ministers** conference shall elect the following officers and committee to serve for a term of three years:

- ~~1-~~ (a) a chairman who shall assist in the planning of each conference and be the person in charge of the sessions of each conference;
- ~~2-~~ (b) a secretary/treasurer who shall assist in the planning of each conference, record the minutes, keep the **financial** books of the conference, and carry out other normal responsibilities of a secretary and treasurer for the conference;
- ~~3-~~ (c) two additional members who with the chairman and the secretary/treasurer shall serve as the planning committee to plan and make all necessary arrangements for each conference.

~~10.13 b~~ 10.2.3.1 The first and second vice-presidents of the district shall be *ex officio* **and voting** members of the planning committee for each conference.

Planning Committee

~~10.13 c~~ 10.2.4 The planning committee shall be empowered to set and collect the necessary registration fees to cover the cost of each conference. **The cost of the registration fees for those mentioned in district bylaw 10.2.4.2 shall be included in the cost of each conference.**

~~10.13 c~~ 10.2.4.1 Each congregation (~~multi~~~~point~~-congregation parishes shall be considered as one entity for the purpose of assessing this registration fee) shall pay the registration fee whether the pastor(s) attend(s) or not.

~~10.13 c~~ 10.2.4.2 Ordained ministers with emeritus status **and their wives**, district missionaries, Lutheran Family Service counselors, **and commissioned ministers shall be**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~considered as guests of the conference and and mission congregations receiving mission subsidy from the district shall not be charged a registration fee.~~

~~10.13 d~~ 10.2.4.3 The conference planning committee, in consultation with the district president, shall set the date, place, time, and length of each conference.

~~10.13 e~~ 10.2.4.4 The meetings of the conference shall be conducted according to accepted parliamentary rules.

~~**10.15 Nominations, Elections, and Successive Terms**~~

~~*Nominations, Elections, and Successive Terms*~~

~~10.15 a~~ 10.2.4.5 At least two nominees for each office and committee position shall be made from the floor of the conference. ~~by the officers and members of the planning committee of the conference.~~

~~10.15 a~~ 10.2.4.6 Additional nominees for each office and committee position may be made from the floor of the conference at an appropriate time in the conference schedule.

~~10.15 b~~ 10.2.4.7 The election shall be by ballot with a majority of the votes cast needed for election.

~~10.15 e~~ 10.2.4.8 No officer or committee member shall succeed himself more than once in the same office nor be elected to another position in the conference after serving two successive terms, except that he shall be eligible for the same or a different position after an interval of three years.

10.2.4.9 At the discretion of the planning committee, any officer or committee member may be nominated to a different office or committee membership position after serving one or two terms in his current position.

~~**10.17 Other Matters**~~

~~*Other Matters*~~

10.2.4.10 Sufficient time shall be set aside in the program of the conference for the district president, assistants to the president, and others, as determined by the district president and the chairman of the conference, to make reports to the conference on the work of the district.

~~10.17 a~~ 10.2.4.11 The secretary of the conference shall inform the secretary of the district office of the names of the various officers and committee members of the conference.

~~10.17 b~~ 10.2.4.12 Other matters concerning the conduct, minutes, purposes, and attendance relative to official pastors conferences of ordained ministers are to be found in the Section 4.8 of the *Handbook* of the Synod with official conferences of pastors.

[Note to delegates: The following is what is found in the district's current bylaws regarding the "Annual Iowa District West Teachers Conference." It is deleted because it is outdated. The bylaws contained in 10.3 describe the current practice.]

**Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018**

~~B. Annual Iowa District West Teachers Conference~~

~~10.21 Membership and Meeting Schedule~~

~~—The annual Iowa District West teachers conference shall consist of all active and retired commissioned ministers of the district and shall meet annually.~~

~~10.23 Constitution and Bylaws~~

~~—The Iowa District West teachers conference maintains a constitution and bylaws to establish policies and procedures in the areas of membership, meetings, officers, committees, elections, etc.~~

~~10.25 Other Matters~~

~~—Other matters concerning the conduct, minutes, purposes, and attendance relative to official teachers conferences are to be found in the Section of the *Handbook* of Synod dealing with official conferences of teachers.~~

**10.3 Annual Iowa Lutheran Teachers Conference
(Iowa District West and Iowa District East)**

Membership

- 10.3.1 The Annual Iowa Lutheran Teachers Conference shall consist of all the rostered and non-rostered teachers of Christian day schools of the congregations that are members of The Lutheran Church—Missouri Synod in Iowa District West and Iowa District East.
- 10.3.1.1 Administrators of the Lutheran day schools in Iowa District West and Iowa District East shall be included in the conference.

Meetings

- 10.3.2 The Annual Iowa Lutheran Teachers Conference shall meet in October in the two years in which there is no national Lutheran Education Association convocation.
- 10.3.2.1 In the year of the Lutheran Education Association convocation, the Annual Iowa Lutheran Teachers Conference does not meet. The Lutheran school staffs are encouraged to attend the Lutheran Education Association convocation.
- 10.3.2.2 At the meetings of the Annual Iowa Lutheran Teachers Conference, sufficient time shall be set aside for each district to have a district meeting separately to discuss matters and share announcements concerning its own district.
- 10.3.2.3 The meetings of the Annual Iowa Lutheran Teachers Conference shall be two days in length.
- 10.3.2.4 The conference planning committee shall set the date, place, time, and length of the conference.

**Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018**

Planning Committee

- 10.3.3 The Iowa District West assistant to the president for education and the Iowa District East education executive shall appoint two members from each district to serve along with the Iowa District West assistant to the president for education and the Iowa District East education executive on the planning committee for the conference.
- 10.3.3.1 The two members from each district shall serve on the planning committee for two conferences.
- 10.3.3.2 The Iowa District West assistant to the president for education shall appoint the chair of the planning committee for one conference, and the Iowa District East education executive shall appoint the chair of the planning committee for the following conference.
- 10.3.3.3 The members of the planning committee shall appoint one of the members of the planning committee to serve as the secretary of the committee and the conference.
- 10.3.3.4 The conference planning committee shall set the agenda and schedule the speakers for the meetings.
- 10.3.3.5 Ministry anniversaries shall be recognized at each conference.

Registration Fees

- 10.3.4 The planning committee shall be empowered to set and collect the necessary registration fees to cover the costs of each conference.
- 10.3.4.1 Each school shall pay the registration fee based on the number of staff attending.
- 10.3.4.2 Retired teachers shall be charged only one-half of the cost of the registration fee to attend the conference.
- 10.3.4.3 The Iowa District West business manager shall serve as the treasurer for the conference, and the monies for the conference shall be handled by that office.

Other Matters

- 10.3.5.1 The secretary of the conference shall inform the respective district offices of the names of the various offices and committee members of the conference.
- 10.3.5.2 Only rostered commissioned ministers of Iowa District West are permitted to vote in official business involving Iowa District West matters contained in Synod Bylaw 4.8.3.

[Note to delegates: The following section on Circuit Pastors Conferences has been moved from chapter 10 to chapter 11. Chapter 11 is the chapter that deals with circuits.]

~~C. Circuit Pastoral Conferences~~

~~10.41 Organization and Meetings~~

- ~~1) The ordained ministers of each circuit shall organize under the circuit counselor and maintain regular monthly (except during the summer months) circuit pastoral conferences.~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~The date, time, and place of the meetings shall be determined by each circuit individually, and each circuit shall inform the district office of its schedule of meetings. If circumstances make it more desirable and advantageous, two circuits may be combined into one conference.~~

- ~~2) The circuit conferences shall be empowered to maintain a circuit treasury and collect moneys needed for certain circuit expenses.~~
- ~~3) There shall be circuit cabinet positions in the areas of stewardship, personal missions, human care ministries, education, youth services, and communication services appointed by the district board of directors upon the recommendation of the circuit counselor.~~

10.43 Purposes of the Conference

~~The circuit conferences shall be conducted for the spiritual and professional growth of their members. Special attention shall be given to exegetical and doctrinal study, discussion, or practical matters relating to the pastoral ministry, sharing information from the district and Synod in various areas covered by the cabinet positions, and circuit business, including the circuit forums and convocations. The members of the circuit conferences shall aim to cultivate a brotherly relationship, be mutually helpful in any way possible, and encourage, instruct, and admonish one another in a spirit of sincerity and Christian love.~~

XI. 11. Circuit Forums, Circuit Convocations, and Visitation and Electoral Circuits **Circuits of the District**

Outline

- 11.1 – Visitation and Electoral Circuits
- 11.2 – Circuit Visitors
- 11.3 – Circuit Pastors Conferences
- 11.4 – Circuit Cabinet Representatives
- 11.5 – Circuit Forums
- 11.6 – Circuit Convocations

[Note to delegates: Circuit Forums and Circuit Convocations are placed at the end of this chapter now.]

11.01 Circuit Forums

~~Each circuit of the district, under the leadership of its circuit counselor, shall meet in circuit forums at least twice a year. The definition of the circuit forum, the representation at its meetings, and the functions of the circuit forums shall be those stated in the *Handbook* of Synod.~~

11.03 Circuit Convocations

~~Each circuit of the district, under the leadership of its circuit counselor, shall meet in a circuit convocation in the year in which there is no district or Synod convention. The definition,~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~function, purpose, and emphases of the circuit convocation shall be those stated in the *Handbook* of Synod.~~

~~**11.05 Visitation and Electoral Circuits**~~

11.1 Visitation and Electoral Circuits

~~11.05 a~~ **11.1.1** The congregations ~~and stations~~ of Iowa District West are divided into ~~nineteen~~ **seventeen** visitation circuits **for the purposes set forth in Synod Bylaw 5.1.1, and as established by the district in convention. [Synod Bylaw 5.1.2]** ~~Each visitation circuit shall also be an electoral circuit as defined in the *Handbook* of Synod, unless hereinafter specified.~~

~~11.05 b~~ **11.1.2** The arrangement of the congregations ~~and stations~~ into visitation circuits shall be as follows:

[Note for delegates: The following list of circuits and congregations in each circuit maintains the current number of circuits, which is nineteen. The listing is taken from the March 2018 edition of the “District News—Iowa District West” found in the March 2018 edition of *The Lutheran Witness*. The new configuration of circuits and congregations has only seventeen circuits, and that listing is found in the clean copy of the proposed 2018 bylaws.]

1) Adair Circuit – Circuit number 1

Adair, Immanuel	Greenfield, Immanuel
Adair, St. John	Guthrie Center, Immanuel
Anita, Holy Cross	Panora, St. Thomas
Atlantic, Zion	Winterset, Faith
Casey, St. John	Wiota, First
Dexter, Zion	

2) Algona Circuit – Circuit number 2

Algona, Trinity	Garner, St. Paul
Ayrshire, Zion	Lone Rock, Immanuel
Burt, St. John	Mallard, Trinity
Cylinder, St. Luke	Swea City, Our Savior
Emmetsburg, St. Paul	West Bend, Peace
Fenton, St. John	Whittemore, St. Paul
Garner, St. John	

3) Boone Circuit – Circuit number 3

Ames, Memorial	Dayton, Trinity
Ames, St. Paul	Jefferson, Trinity
Boone, St. Paul	Ogden, Zion
Boone, Trinity	Perry, Trinity

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

Bouton, Christ

4) Carroll Circuit – Circuit number 4

Arcadia, Zion	Glidden, Peace
Audubon, St. John	Lidderdale, Immanuel
Carroll, St. Paul	Manning, Zion
Coon Rapids, Trinity	

5) Cherokee Circuit – Circuit number 5

Aurelia, St. Paul	Paullina, St. John
Cherokee, Trinity	Paullina, Zion
Marcus, Peace	Quimby, Pilgrim
Marcus, Trinity	Sutherland, Bethel

6) Council Bluffs Circuit – Circuit number 6

Council Bluffs, Faith	Logan, Immanuel
Council Bluffs, St. Paul	Missouri Valley, First
Council Bluffs, Timothy	Oakland, St. Paul
Glenwood, Trinity	Persia, Trinity
Harlan, Peace	Walnut, Our Savior
Honey Creek, St. John	

7) Denison Circuit – Circuit number 7

Deloit, Faith	Dow City, Bethlehem
Denison, Amigos en Cristo	Kiron, St. John
Denison, Our Savior	Manilla, Trinity
Denison, Zion	Schleswig, Immanuel

8) Des Moines East Circuit – Circuit number 8

Altoona, Christ the King	Des Moines, Hope
Ankeny, St. Paul	Des Moines, Our Saviour
Carlisle, Holy Cross	Des Moines, Peace
Des Moines, Calvary	Indianola, Mt. Calvary

9) Des Moines West Circuit – Circuit number 9

Adel, Faith	Norwalk, Christ our Savior
Clive, Living Faith	Polk City, Beautiful Savior
Des Moines, Asian	Urbandale, Gloria Dei
Des Moines, Mount Olive	Van Meter, Trinity
Des Moines, Sudanese	West Des Moines, Shepherd

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

Des Moines, Trinity
Johnston, Messiah

of the Valley

10) Fort Dodge Circuit – Circuit number 10

Eagle Grove, Mt. Calvary	Rowan, Immanuel
Fort Dodge, Good Shepherd	Vincent, St. John
Fort Dodge, Prince of Peace	Webster City, St. Paul
Fort Dodge, St. Paul	Woolstock, St. Peter

11) Humboldt Circuit – Circuit number 11

Farnhamville, Holy Trinity	Livermore, Immanuel
Fonda, First	LuVerne, Zion
Fort Dodge, Trinity	Pomeroy, Immanuel
Humboldt, Zion	Rockwell City, Immanuel
Knierim, Trinity	

12) LeMars Le Mars Circuit – Circuit number 12

Hawarden, Trinity	Kingsley, First
Hinton, Trinity	Le Mars, Grace
Ireton, St. John	Orange City, Faith
Ireton, St. Paul	Remsen, Christ

13) Mapleton Circuit – Circuit number 13

Anthon, Trinity	Correctionville, Grace
Battle Creek, St. John	Ida Grove, St. Paul
Battle Creek, St. Paul	Mapleton, St. Matthew
Charter Oak, Immanuel	Ricketts, St. Luke
Charter Oak, St. John	Ute, St. Paul
Charter Oak, St. Paul	

14) Northwest Circuit – Circuit number 14

Hartley, St. Paul	Ocheyedan, Zion
Larchwood, English	Rock Rapids, Peace
May City, St. John	Sanborn, St. John
Ocheyedan, St. Peter	Sheldon, Our Savior

15) Sac City Circuit – Circuit number 15

Auburn, Zion	Sac City, St. Paul
Early, Faith	Sac City, St. Peter
Lake City, Pilgrim	Schaller, St. Paul

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

Lake View, Emmanuel
Odebolt, Trinity

Wall Lake, Peace

16) Sioux City Circuit – Circuit number 16

Climbing Hill, St. John
Lawton, Bethel
Sergeant Bluff, Shepherd of Peace
Sioux City, Bethany
Sioux City, Calvary

Sioux City, Concordia
Sioux City, Faith
Sioux City, Redeemer
Sioux City, St. Paul

17) Southwest Circuit – Circuit number 17

Bedford, St. Timothy
Clarinda, Immanuel
Clarinda, St. John
Clarinda, St. Paul
Corning, Redeemer
Creston, Trinity Mt. Calvary

Hastings, St. John
Leon, Our Savior
Osceola, Immanuel
Shenandoah, Trinity
Villisca, Mt. Calvary

18) Spencer Circuit – Circuit number 18

Estherville, Immanuel
Lake Park, Concordia
Spencer, Christ the King

Spencer, First English
Spirit Lake, Immanuel
Terril, Immanuel

19) Storm Lake Circuit – Circuit number 19

Alta, St. John
Alta, St. Paul
Galva, St. John
Newell, St. Peter

Storm Lake, Grace
Storm Lake, St. John
Storm Lake, Zion

11.05 e ~~The Northwest Circuit (Circuit 14) and the Spencer Circuit (Circuit 18) form one electoral circuit.~~

~~F. Circuit Counselors~~

[Note to delegates: this section was formerly found in chapter 3 in the 2009 *Handbook* because circuit visitors were and are considered officers of the district. It was moved to chapter 11 in order to keep the material on circuits together in the same chapter.]

3.71 Duties and Tenure

~~The duties of the circuit counselors in reference to the election of Synod convention delegates, official visits, and relations to the district president, member congregations, nonmember~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~congregations, pastors, teachers, schools, and other members of the Synod in the circuit shall be those prescribed for them in the Synod *Handbook*. There shall be no limitation on the number of successive terms a circuit counselor may serve.~~

3.73 Meetings

~~The circuit counselors, together with the district president, vice presidents, and executive assistants, shall meet at least once a year at the call of the president to discuss the work of the district, the Synod, and the work and welfare of the congregations of the district.~~

F. 11.2 Circuit Counselors Visitors

~~3.71 Duties and Tenure~~

Duties, Responsibilities, Election, and Tenure

- ~~3.71~~ 11.2.1 The circuit visitor is the principal officer of the circuit and serves in accordance with the duties assigned to this position in the Constitution and Bylaws of the Synod and the bylaws of the district. [Synod Bylaw 5.2.1]
- 11.2.2 The circuit visitor shall hold his position by virtue of his selection by the circuit forum and ratification by the district convention. [Synod Bylaw 5.2.2]
- 11.2.3 Vacancies in the office of circuit visitor between conventions shall be filled by appointment by the district president. [Synod Bylaw 5.2.2.1]
- ~~3.71~~ 11.2.4 There shall be no limitation on the number of successive terms a circuit visitor may serve.
- 11.2.5 For the responsibilities and service of the circuit visitors, see Synod Bylaws 5.2.3-5.2.3.3.

3.73 Meetings

Meetings

- ~~3.73~~ 11.2.6 The circuit ~~counselors~~ **visitors**, together with the district president, vice-presidents, and ~~executive assistants~~ **to the president**, shall meet ~~at least once year~~ **annually** at the call of the president to discuss the work of the district, the Synod, and the work and welfare of the congregations of the district.

C. 11.3 Circuit Pastoral Conferences

[Note to delegates: this section was previously found in chapter 10 in the 2009 *Handbook*.]

~~10.41 Organization and Meetings~~

Organization and Meetings

- ~~10.41-1)~~ 11.3.1 The ordained ministers of each circuit shall organize under their circuit ~~counselor~~ **visitor** and maintain regular monthly (except during the summer months) circuit ~~pastorals~~ conference **meetings**.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~10.41-1)~~ **11.3.2** The date, time, and place of the meetings shall be determined by each circuit individually, and each circuit shall inform the district office of its schedule of meetings.
- ~~10.41-1)~~ **11.3.3** If circumstances make it more desirable and advantageous, two circuits may be combined into one conference **for these circuit pastors conference meetings.**
- ~~10.41-2)~~ **11.3.4** The circuit **pastors** conferences shall be empowered to maintain a circuit treasury and collect moneys needed for ~~certain~~ **various** circuit expenses.
- ~~10.41-3)~~ **11.3.5** There shall be circuit cabinet positions in the areas of **missions**, stewardship **and finance**, ~~personal missions~~, human care ministries, **Christian education and family life**, youth services, and communications **and technology services** appointed by the ~~district board of directors upon the recommendation of the circuit counselor~~ **circuit visitor.** [See district bylaw section 11.4]

~~10.43 Purposes of the Conference~~

Purposes of the Conference

- ~~10.43~~ **11.3.6** The circuit **pastors** conferences shall be conducted for the spiritual and professional growth of their members. Special attention shall be given to exegetical and doctrinal study, discussion, ~~or~~ **of** practical matters relating to the pastoral ministry, sharing information from the district and Synod in various areas covered by the cabinet positions, and circuit business, including the circuit forums and convocations.
- ~~10.43~~ **11.3.7** The members of the circuit conferences shall aim to cultivate a brotherly relationship, be mutually helpful in any way possible, and encourage, instruct, and admonish one another in a spirit of sincerity and Christian love.

11.4 Circuit Cabinet Representatives

Membership and Meetings

- 11.4.1** Each circuit of the district shall appoint from among its ordained or commissioned ministers a representative for each of the ministry areas of the district: **missions, stewardship and finance, human care ministries, Christian education and family life, youth services, and communications and technology.**
- 11.4.1.1** Two or more circuits meeting together on a regular basis may share an appointed representative for each ministry area.
- 11.4.1.2** The circuit visitor shall make such appointments and submit the names, addresses, and email addresses of the appointees to the district office for the purpose of communication.

Duties and Responsibilities of the Circuit Cabinet Representatives

- 11.4.2** The circuit cabinet representatives shall
- (a) serve as a liaison to the district ministry committee assigned to them. Minutes and monthly highlights shall be electronically communicated**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- to the circuit cabinet representatives through the assistant to the president overseeing that ministry area;
- (b) report at each circuit pastors conference regarding the ministry work being carried out in the district in their ministry area;
- (c) promote district events and programs related to their ministry areas within the circuit and its congregations;
- (d) meet annually with the assigned district ministry committee to keep informed of policies and programs in both the Synod and the district;
- (e) coordinate and facilitate circuit activities in their assigned ministry areas;
- (f) work with other circuit cabinet representatives from neighboring circuits to create and coordinate joint efforts in their region; and
- (g) develop leadership skills in their ministry service areas and encourage congregational participation when appropriate.

~~11.01~~ 11.5 Circuit Forums

- ~~11.01~~ 11.5.1 Each circuit of the district, under the leadership of its circuit counselor, shall meet in circuit forums at least twice a year. The definition of the circuit forum, the representation at its meetings, and the functions of the circuit forums shall be those stated in the *Handbook* of Synod Bylaws, paragraphs 5.3.1-5.3.5.
- ~~11.01~~ 11.5.2 The circuit forum shall meet triennially to select a circuit visitor. [Synod Bylaws 5.2.2 and 5.3.3]
- ~~11.01~~ 11.5.3 Circuit forums are encouraged to meet at least twice a year and for the purposes prescribed in Synod Bylaw 5.3.1.

~~11.03~~ 11.6 Circuit Convocations

- ~~11.03~~ 11.6.1 Each circuit of the district, under the leadership of its circuit counselor visitor, shall meet in a circuit convocation in the year in which there is no district or Synod convention.
- ~~11.03~~ 11.6.2 The definition, function, purpose, and emphases of the circuit convocations of Iowa District West shall be those stated in the *Handbook* of Synod, Synod Bylaws 5.4.1 and 5.4.2.

[Note to delegates: The position of Editor of the District Edition of *The Lutheran Witness* has been eliminated.]

XII. The Lutheran Witness

12.01 Editor of the District Edition

The editor of the district edition of *The Lutheran Witness* shall be appointed by the district president with the approval of the board of directors. The appointment shall be for a term of three years running concurrently with the president's and there shall be no limit to the number of terms the editor of the district edition may serve. The editor of the district edition shall make an annual

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

~~report to the board of directors, confer with the board as the need arises, and make a report to the district in convention. The editor of the district edition shall receive an honorarium, the amount to be determined by the board of directors, and the expenses of the editor of the district edition shall be paid from the district budget.~~

12.03 News Items

~~Ordained ministers, commissioned ministers, and laypersons of the district are encouraged to submit to the editor for the editor of the district edition of *The Lutheran Witness* news items that reflect the blessings of the Lord upon His Church in Iowa District West and provide information on programs and services of the district.~~

XIII. 12. The District Archives

Outline

- 12.1 – Establishment of the Archives
- 12.2 – Archivist-Historian
- 12.3 – Duties and Responsibilities of the Archivist-Historian
- 12.4 – Scope of the Archives
- 12.5 – Transfer of Records
- 12.6 – Site of the Archives
- 12.7 – Financial Support of the Archives and the Archivist-Historian

~~**13.01 Establishment of the Archives**~~

Establishment of the Archives

~~13.01~~ 12.1 The district shall establish the office of archivist-historian in accordance with the regulations of the ~~Handbook~~ of Synod Bylaw 3.6.2.2.3 (a). It shall also establish and maintain a district archives for the collection, preservation, and use of the materials of historical value for the district.

~~**13.03 The Archivist-Historian**~~

Archivist-Historian

~~13.03~~ 12.2 The district archivist-historian shall be appointed by the **district** president with the approval of the board of directors. The appointment shall be for a term of three years running concurrently with the **district** president's and there shall be no limitation on the number of terms the archivist-historian may serve.

~~**13.05 Duties of the Archivist-Historian**~~

Duties and Responsibilities of the Archivist-Historian

~~13.05~~ 12.3 The district archivist-historian shall

- a: (a) receive as property of the district archives, or as a loan to the district archives, such archival materials as fall within the scope of the district

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- archives and keep a file of receipts establishing clearly the property rights involved;
- ~~b.~~ (b) register such materials according to accepted archival accessioning procedures, prepare inventories, indexes, or other aids to the location of materials, and store such archival materials in an environmentally safe and secure place;
 - ~~c.~~ (c) assist individuals and organizations in research and in locating materials, and supervise the use by others of the materials in the archives; **and**
 - ~~d.~~ (d) report the activities of the office of archivist-historian to each district convention and to the district president and board of directors as requested.

13.07 Scope of the Archives

Scope of the Archives

- ~~13.07~~ **12.4.1** The district archives are established to receive, process, and preserve books, printed materials, documents, and artifacts that relate geographically and chronologically to Iowa District West and its congregations.
- ~~13.07~~ **12.4.2** The district archives are also the depository for the correspondence, records, minutes, reports, and other files of the various offices, board of directors, committees, ~~commissions~~, and other entities related to the district.
- ~~13.07~~ **12.4.3** The district archives may be used to store the archival materials of the auxiliary organizations of the district. Other materials offered may be referred or transferred to other appropriate archival depositories.

13.09 Transfer of Records

Transfer of Records

- ~~13.09 a~~ **12.5.1** The **district** president, vice-presidents, secretary, treasurer, and district ~~executive~~ assistants **to the president**; the board of directors and its officers and committees; district ~~commissions~~, committees, conferences, and all other entities related to the district shall transfer correspondence, records, minutes, reports, and other files from their respective offices to the archives when they are no longer of current operational value.
- ~~13.09 b~~ **12.5.2** Temporary committees and other entities serving the district shall immediately, upon their dissolution, transfer to the archives all their files containing their correspondence, records, minutes, and reports relating to their work.
- ~~13.09 c~~ **12.5.3** Congregations, schools, ordained ministers, commissioned ministers, and others are urged to deposit in the archives anniversary books, special service folders and bulletins (e.g., church dedications, anniversaries, ordinations and installations of pastors and teachers), congregational histories, biographies, and other materials pertinent to the history of individuals and congregations of the district.
- ~~13.09 d~~ **12.5.4** Congregations permanently disbanding and not merging with another congregation are urged to transfer all ~~of~~ their records, such as registers of official acts, minutes, and other historical materials to the archives **of Iowa District West or to the Concordia Historical Institute of the Synod.**

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

12.5.5 The congregations permanently disbanding and not merging with another congregation are urged to inform the archivist-historian if their records are being transferred to the Concordia Historical Institute of the Synod instead of to the district archives so that the archivist-historian of the district has a record of the location in which the records are housed.

13.11 Site of the Archives
Site of the Archives

~~13.11~~ 12.6 The district archives shall be located ~~with~~ **in** the district offices in ~~the Lutheran Building in~~ Fort Dodge, Webster County, Iowa.

13.13 Financial Support of the Archives and the Archivist-Historian
Financial Support of the Archives and the Archivist-Historian

~~13.13~~ 12.7 The board of directors shall make available to the district archivist-historian an annual appropriation sufficient to cover such expenses of the archivist-historian as purchases of supplies and equipment, payment for photo-duplication, travel allowance, membership in professional archival organizations, and expenses for attendance at archival and related conferences and conventions.

[Note to the delegates: The office of the director of communication services has been eliminated.]

XIV. Director of Communication Services

14.01 Appointment

~~The district president with the approval of the board of directors shall appoint an ordained minister of the district to be director of communication services for the district. The appointment shall be for a term of three years running concurrently with the president's term, and there shall be no limit to the number of terms he may serve.~~

14.03 Functions

~~The director of communication services shall~~

- ~~a. arrange for media coverage of district conventions and other significant events in the district;~~
- ~~b. publish daily summaries of convention sessions for the delegates, and for a nominal charge to cover costs make available to all congregations and delegates a summary report of the convention as soon as possible following the convention;~~
- ~~c. maintain contact with the Board of Communication Services of the Synod and seek its assistance in organizing communications activities on the district and circuit levels;~~
- ~~d. provide assistance to circuit communication services representatives in the performance of their duties and share with them news releases and other public relations information from~~

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- ~~the Synod and the district; he may call upon the circuit communication services representatives for assistance in the performance of his duties;~~
- ~~e. prepare, distribute, and publish, as deemed necessary and subject to the approval of the applicable offices, the necessary information and explanation to clear up for the church's publics any misrepresentation or unfavorable or inaccurate publicity regarding the Synod or district;~~
 - ~~f. be directly responsible to the district president in the performance of this office and report his activities to him.~~

14.05 Funds

~~The necessary funds for the functions of this office shall be made available by the board of directors from the district treasury.~~

**XV. 13. Amendments to the Bylaws and Regulations of the
District Handbook**

15.01 Required Procedures and Votes

~~Amendments to the bylaws and regulations of the District Handbook may be made provided they~~

- ~~a. are in harmony with the Constitution, Bylaws, and resolutions of The Lutheran Church—Missouri Synod and the laws of the State of Iowa;~~
- ~~b. are presented in writing to a convention of the district, specified as bylaw or regulation amendments, considered by a convention floor committee, and adopted by the affirmative vote of a majority of the delegates present and voting; or~~
- ~~c. are adopted by the affirmative vote of two-thirds of the delegates present and voting if the steps listed in (b) above were not followed prior to their presentation to the convention.~~
- ~~d. The convention floor committees shall make every effort to submit the proposed bylaw and regulation amendments to the Synod's Commission on Constitutional Matters for clearance prior to their presentation to the convention in accordance with the Bylaws of the Synod. If such clearance was not possible prior to the convention and the proposed amendments are nevertheless passed by the convention, they shall not be put into effect unless and until they are subsequently approved by the Commission on Constitutional Matters or the Synod.~~

Requirements

- 13.1 Amendments to the bylaws of Iowa District West may be made by a district convention provided the amendments are in harmony with the Constitution, Bylaws, and resolutions of The Lutheran Church—Missouri Synod, the laws of the State of Iowa, and have been examined and approved by the Commission on Constitutional Matters of the Synod.
- 13.2 Overtures to amend the bylaws of Iowa District West may be submitted by electronic means or in writing by a member congregation of the district, the district board of directors, an official district conference of ordained ministers or

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

commissioned ministers, a circuit forum, the district *Handbook* committee, a committee established by a prior district convention, or a committee appointed by the district president.

- 13.3 Overtures to amend the bylaws of Iowa District West shall be submitted initially to the office of the district president. The office of the district president shall decide how best to handle such overtures before they are submitted to the appropriate floor committee for presentation to the district convention.
- 13.4 The district's intention to amend the bylaws of Iowa District West shall be made known to the Commission on Constitutional Matter of the Synod, and the district shall have received approval in advance to make such amendments. [Synod Bylaw 3.9.2.2.3 (a)]

Procedures

- 13.5 All proposed amendments to the bylaws of Iowa District West shall be
- (a) submitted initially to the office of the district president, in accordance with district bylaw 13.3;
 - (b) reviewed by the district *Handbook* committee;
 - (c) reviewed and approved by the district board of directors;
 - (d) submitted to the Synod's Commission on Constitutional Matters for its review and approval prior to their consideration by a floor committee of the district;
 - (e) submitted to a floor committee of the district to be included in a resolution to be presented to the district convention;
 - (f) published in an electronic version (or printed version upon request) of the district *Convention Workbook* and in downloadable form on the district's website; and
 - (g) specified as bylaw amendments in the versions of the *Convention Workbook* and in the resolution from the floor committee presented to the district convention.

Adoption

- 13.6 Resolutions to amend the bylaws of Iowa District West which have met the previously stated requirements in bylaws 13.5 (a) to (g) may be adopted by a vote of a majority of the convention delegates present and voting.

Amendments from the Floor of the Convention

- 13.7 Motions to amend parts of such resolutions proposed by the floor committee to amend the bylaws of the district may be made from the floor of the district convention.
- 13.7.1 Such amendments from the floor must be adopted by a majority vote of the convention delegates present and voting.

Iowa District West
2018 Revised Bylaws (Annotated Copy) for District Convention – 3/20/2018

- 13.7.2 Such amendments, if adopted, become effective only following examination and approval by the Commission on Constitutional Matters of the Synod as described in Synod Bylaw 3.9.2.2.3 (b).
- 13.7.3 If such adopted amendments are not approved initially by the Synod’s Commission on Constitutional Matters, the district board of directors may vote to modify the amendments to comply with the Commission on Constitutional Matters requirements. Such a vote by the board of directors must be by a two-thirds majority, and, if approved, the amendments may be made in the district bylaws. [Synod Bylaw 3.9.2.2.3 (b)]