

GUIDELINES FOR REVIEWING SYNOD MINUTES AND RECORDS

As compiled by Synod Stated Clerks

The review of the minutes of each synod shall ordinarily occur as peer reviews by a gathering of all synod stated clerks. Their written review of each synod’s minutes shall be submitted to the General Assembly committee assigned the review of the minutes, who shall attest that the minutes of each synod have been reviewed. If peer review is not completed, the synod shall submit its minutes for review by the General Assembly committee charged with overseeing this review. The Stated Clerk of the General Assembly shall deposit with the Presbyterian Historical Society a certified copy of the synod minutes after they have been approved by the General Assembly.

Report of the Assembly Committee

G-3.0108a. The assembly committee reviewing synod minutes shall report to the General Assembly whether the

- a. proceedings have been correctly recorded;
- b. proceedings have been in accordance with the Constitution;
- c. proceedings have been prudent and equitable;
- d. proceedings have been faithful to the mission of the whole church, and
- e. lawful injunctions of the General Assembly have been obeyed.

The assembly committee shall recommend appropriate action to the General Assembly, and if it believed the General Assembly should take exception to something in a synod’s minutes, that exception shall be listed in the committee’s report.

Content of the Minutes and Records

The following matters shall be included in the minutes, as applicable. These are subject to exception.

Contact	Required by the Constitution of the Presbyterian Church (U.S.A.)	
Moderator	1	The opening of each meeting with prayer – G.3.0105
Moderator/SC	2	The call for any special meeting and the name of the requester(s) and/or the caller in accordance with synod’s own rules – G-3.0405
Moderator/SC	3	A statement that a quorum was present, including an indication of the number specified as a quorum in the synod bylaws or standing rules – G-3.0405
Moderator/SC	4	The roll of commissioners present or absent and their presbytery of membership, and other attendees and their council of membership – G-3.0104
COR	5	The existence of a committee on representation, established by the synod’s own rule – G-3.0103
COR/Nomination	6	Evidence of “procedures and mechanisms for promoting and reviewing the [synod’s] implementation of the church’s commitment to inclusiveness and representation” – G-3.0103
Finance Com	7	The approved synod budget “to support the church’s mission within its area” – G-3.0113
Finance Com	8	“A full financial review of all financial books and records by a public accountant or committee of members versed in accounting procedures.” – G-3.0113
Finance Com	9	Evidence of “property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers” – G-3.0112
SC/Admin Com	10	“A full and accurate record of its proceedings,” including “the number of its presbyteries” and “all important changes that have occurred within its bounds” – G-3.0406
Admin Com	11	A review of “the proceedings and actions of all entities related to the” synod and of “all officers able to act on behalf of the” synod, and action on any recommendations – G-3.0108a [Such as related camps, retirement homes, etc.]
Admin Com	12	A review of the records of the presbyteries, including any exceptions taken – G-3.0108a
Admin Com	13	Annually record in the minutes the existence of a synod manual of administrative operations – G-3.0106
Admin Com	14	The adoption and implementation of a sexual misconduct policy – G-3.0106 [Policy should be an appendix]
Nomination	15	A “process for nominating persons to serve in positions requiring election” by the synod that ensures the requirements of G-3.0111

SC	16	A record that “the guidance and communication of the General Assembly are considered and that any binding actions are observed and carried out, and by proposing to the General Assembly such measures as may be of common concern to the mission of the whole church” – G-3.0402
SC	17	Actions concerning the organization of new presbyteries or the division, uniting, or otherwise combining of presbyteries or portions of presbyteries previously existing, subject to the approval of the General Assembly – G-3.0403c
Exec Com	18	Actions taken by synod entities/commissions held between synod meetings – G-3.0109b
SPJC	19	The decisions of the permanent judicial commission and other commissions, including a report that lawful injunctions to the presbyteries have been obeyed – D-7.0701 and D-11.0700
Administrator	20	An alphabetical roster by classes of former members for the last six years of the permanent judicial commission who may be called upon when necessary to constitute a quorum – D-5.0206b
Moderator	21	The closing of each meeting with prayer – G-3.0105
SC/Administrator	22	Each synod shall provide to the Stated Clerk of the General Assembly during the spring meeting of the peer review two copies of the minutes of all meetings of the synod that have occurred since the last review by the General Assembly, provided that such minutes have been approved by the synod or its authorizing committee and have been printed or duplicated for distribution – G-3.0502c
Admin Com	23	Evidence of a Child and Youth Protection Policy - G-3.0106

Meeting Dates Required by Robert’s Rules or the Synod Peer Records Review Guidelines; subject to Comment

Administrator	24	The records shall contain one index for each year
Administrator	25	Consecutive page numbers throughout the entire bound volume of minutes and records, including supplemental docs
Administrator	26	The date, time, and place of the synod meeting; the name of the moderator presiding; and whether it is a “stated,” “adjourned,” or “special” synod meeting – <i>Robert’s Rules</i> , Chapter XV, Section 48
Exec Com	27	A record of the celebration of the Lord’s Supper if and when observed
Administrator	28	The names of members of all commissions, committees, and similar groups, including those groups that exist only during a synod meeting.
SC/Administrator	29	Wording of specific motions and amendments (if any) that were approved in the body of the minutes. This may include reference to an attachment found at the end of the minutes.
Moderator/Nominating	30	Opportunity for nominations from the floor must be reflected in the minutes
Finance Com	31	A full legal description of any property that is bought, sold, or encumbered must be included in action on that property
SC	32	Report of its ecumenical relationships, if any
SC/Administrator	33	Indication that the minutes have been read and approved by the synod or by its authorized committee prior to presentation for the peer review. <i>Robert’s Rules</i> , Section 48*
SC	34	Actions on exceptions to the minutes from the preceding General Assembly, if applicable
Administrator	35	Minutes and records shall be bound in a manner that is consistent with the needs of both protection and accessibility
Administrator	36	The minutes of each calendar year shall be bound separately and shall include the bylaws and standing rules of the synod, bound in the volume of the minutes for review with the minutes
SC/Administrator	37	Minutes shall be signed by the stated clerk of the synod; such signature shall appear at the end of the minutes of each meeting before any appendix, attachment, or supplement.
Administrator	38	The minutes shall report attestation that the minutes of the meetings of the previous two years have been reviewed by the General Assembly and shall give page references to action on exceptions if there be such.

*When the next regular business session will not be held within a quarterly time interval (see p.89-90), and the session does not last longer than one day, and the session does not last longer than one day, or in an organization in which there will be a change or replacement of a portion of the membership, the executive board or a committee appointed for the purpose should be authorized to approve the minutes. The fact that the minutes are not then read for approval at the next meeting does not prevent a member from having a relevant excerpt read for information; nor does it prevent the assembly in such a case from making additional corrections, treating the minutes as having been previously approved (*Robert’s Rules*, p. 475, Section 48).