

## Administrative Commissions

**G-3.0109b(6)** ...A commission of presbytery, synod or General Assembly shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible and sufficient to accomplish their work...

When it has been determined by the Committee on Ministry or the Presbytery itself that a situation requires the appointment of an Administrative Commission, the Stated Clerk and the General Presbytery shall name the members of the Administrative Commission and invite one of the members to serve as Moderator. (*The Clerk of the Administrative Commission shall be elected by the commission itself*).

The commission shall consist of no fewer than 3 or more than 5 members. The number shall be determined by the Stated Clerk and the General Presbyter depending upon their sense of the complexity of the situation. There will be no more than one voting representative per congregation serving on the AC.

### Process

The Stated Clerk shall compose the charge to the commission which shall be reviewed and acted upon by the Presbytery.

The Stated Clerk shall meet with the Administrative Commission to review the charge and to provide orientation to its work and the approved process.

The Stated Clerk shall be available throughout the term of the work of the commission and shall confer with the Moderator regarding current status and progress of work monthly.

When the Administrative Commission has concluded its work, it shall produce a written report summarizing its work, including dates of meetings/ conference calls and bringing forward one or more recommendations for resolution. All members of the Administrative Commission shall review the written report before it is submitted (first) to the Stated Clerk.

The Stated Clerk shall review the report and seek clarification and possible editing as needed to assure that it conveys accurately what the commission is seeking for Presbytery approval.

Once the report is in final format the Moderator of the Administrative Commission shall give at least one month's prior notice of the stated meeting (or special called meeting if conditions demand same) at which it intends to submit its report and recommendation(s): The report shall be posted in its entirety along with the other meeting materials on the Presbytery website ([hudrivpres.org](http://hudrivpres.org)).

Upon completion of the commission Moderator's presentation of report and recommendation(s) and subsequent action(s) by the Presbytery the Administrative Commission shall be dismissed with the gratitude of the Presbytery.