

CONSTITUTION

And

BY-LAWS

Preamble

For the purpose of preserving and making secure the principle of our faith and to the end that this body be governed in an orderly manner, consistent with the accepted tenants of the Missionary Baptist Churches affiliated with the Baptist State Convention, the Southern Baptist Convention, the Cooperative Baptist Fellowship and other Baptist Associations for the purpose of preserving the liberties inherent in each individual member of the church and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish these by-laws.

ARTICLE I. Name

This body shall be known as the First Baptist Church, Inc of Morehead City, Carteret County, North Carolina.

ARTICLE II. Purpose

The purpose of this body shall be to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of Christian Education; to channel its offerings to the support of the objects of the Redeemer's Kingdom, and to preach and propagate among all people the gospel of the Revelation of God through Jesus Christ as Saviour and Lord.

ARTICLE III. Membership

SECTION 1. The membership of this church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, who have subscribed to the covenant and constitution of this church, and who have been received by vote of the church.

SECTION 2. A member of another Baptist Church of like faith and order may be received by vote of the church.

SECTION 3. Anyone who has been a member of a Baptist Church or any Protestant Church of like faith and order may be received into our fellowship upon his or her statement satisfactory to the church.

Individuals may be received under the Watch Care of the church when they plan to reside in the local community on a seasonal or temporary basis for no longer than two years. As fellow Christians they can participate in the activities of the church with the exception of voting in business sessions.

SECTION 4. Letters of dismissal may be granted to any church of like faith and order for members in good standing. When letters are granted, membership in this church will terminate.

SECTION 5. When a member of this church joins a church of different faith and order, membership in this church will terminate.

SECTION 6. Earnest prayer, visitation and mutual Christian concern shall be exercised by the pastor, deacons, and all leaders of all organizations for members who regularly are absent from the services of the church. Whenever conflicts exist or discipline is necessary, the individual(s) and the church shall follow the direction given in God's Word as recorded in Matthew 18:15-17. A detailed procedure for the Conflict Resolution Process will be maintained in the church office.

SECTION 7. In considering the duties involved, members are expected, first of all, to be faithful in all the duties essential to the Christian life; to attend regularly the services of the church; to give regularly and systematically to its support and Kingdom causes; and to share in its organized work.

SECTION 8. In considering the rights involved, members, and members only, may act and vote in the transactions of the church. As an exception to this requirement, people who are not members of this church may be allowed to periodically teach Sunday School classes.

ARTICLE IV. Meetings

SECTION 1. The church shall hold regular meetings for worship, teaching, training and fellowship.

SECTION 2. The church shall hold regular meetings at which time the material and spiritual conditions of the church will be discussed, and plans projected for progress in Kingdom endeavors.

SECTION 3. Other meetings of the church as a whole or of authorized groups within the church shall be set according to the needs of the congregation.

ARTICLE V. Church Officers

SECTION 1. OFFICERS: The officers of this church shall be a pastor, and other vocational leadership as needed, deacons, trustees, clerk, treasurer, and such other officers and staff as shall be required for the work of the church in any of its departments or organizations. All of these shall be elected by the church and shall be members in good standing.

SECTION 2. ELECTION AND DUTIES:

A. Pastor

Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church. In either case at least thirty days notice shall be given of termination of the relationship, unless otherwise mutually agreed, with both pastor and the church seeking to follow the Will of God and the Leadership of the Holy Spirit.

The call of the pastor shall take place at a meeting especially set for that purpose of which at least one week's notice has been given the membership. The election shall be upon the recommendation of a special committee appointed to seek out and nominate as pastor a minister of the Gospel whose Christian character and qualifications fit him for the office of pastor of this church. The committee shall bring only one name at a time for consideration of the church, and no nominations shall be made except that of the committee. Election shall be by ballot with an affirmative vote of three-fourths of those present and voting necessary for a call. Should the one recommended by the committee fail to receive a three-fourths vote, the committee will be instructed to seek out another minister, and the meeting shall be adjourned without debate.

The pastor shall have in charge the welfare and oversight of the church; he shall be ex-officio member of all organizations, departments and committees; he may call a special meeting of the deacons or any committee according to procedures which may be set forth

in the By-Laws; he shall conduct religious services on stated and special occasions, administer the ordinances, minister to members of the church and community, and perform other duties that usually pertain to that office; he shall have special charge of the pulpit ministry of the church and shall provide for pulpit supply when he is absent and arrange for workers to assist in revival meetings and other special services. The pastor shall preside at all meetings of the church except as otherwise provided by the By-Laws. He shall be the administrative head of the church, but shall defer to committee decisions and the majority will of the membership.

The pastor shall conduct the necessary liaison with the Church Staff, the Deacons, the Church Council, the Committees and/or the church membership, etc., to ensure the appropriate organizations are adequately consulted and/or informed regarding his ministry in the church. He shall require that the Ministerial Staff do likewise.

B. Church Ministerial Staff

The church shall call or employ such staff members as the church shall need. Job descriptions are listed in the Personnel Manual. A job description shall be written when the need for an additional staff member is determined. Ministerial Staff members, other than the Pastor, shall be recommended to the church by the Personnel Committee and shall be employed by church action.

Four weeks notice at the time of resignation shall be given, unless otherwise agreed upon by the church.

C. Deacons

There shall be a rotating Diaconate. The members of the rotating Diaconate shall each be elected for a term of three years with one-third of the number being elected each year. After serving a term of three years, the Deacon must rotate off the Diaconate for one year. Persons may be considered for immediate re-election to the Diaconate in the event the Nominating Committee cannot find a sufficient number of qualified people who agree to serve as Deacon. The church, in business conference, may provide a case by case waiver to the one year break schedule. If a vacancy occurs among the Deacons, that position shall be filled for the remainder of that term by the same means regular Deacons are elected. A Deacon so elected shall be eligible for the next full term provided that he/she has served no more than one year of the three-year term.

Voting on the election of Deacons shall take place on the first Wednesday in October at a special called church business meeting. Elected Deacons shall take office the first day of January each year. However, newly elected Deacons shall attend the subsequent Deacons' meetings to collectively, with the existing Deacon body, establish a Nomination Committee from within the Diaconate.

(Deacons Continued)

This Nominating Committee will recommend Deacon officers for the forthcoming new year. The existing Deacon officers shall not be a part of this Nominating Committee nor make any input to it. At the first regular Deacons' meeting in the following January, and as the first item of business, this Nominating Committee will present recommendations to the newly formed Deacon body and the Deacons shall elect a chairperson, vice-chairperson, and secretary for the year. This meeting shall initially be chaired by the current chairperson who will immediately turn the meeting over to the newly elected chairperson.

The church Nominating Committee shall nominate the Deacons. Nominees shall be chosen from among those members of the church who have proved themselves to have scriptural qualifications (Acts 6:1-8 and I Timothy 3:8-13.) Proof of scriptural qualifications will be based on their Christian service ministry, outreach and/or other spiritual involvement in this church.

Nominees shall be interviewed by the pastor and/or the Chairperson of the Deacons as to their faith and practice and their willingness to serve if elected. No person being considered to serve as a Deacon shall be presented to the church for election without having carefully read all of the constitutional and scriptural requirements specified for the Deacons. The potential candidate must agree to support and unhesitatingly discharge all Deacon responsibilities specified therein. Otherwise, he/she should decline to be nominated to the church as a Deacon candidate.

Nominees shall be presented to the church family at least two weeks (14 days) prior to election which will take place the first Wednesday in October. Any additional nominees by members of the church family must be submitted in writing to the pastor or chairperson of the Deacons at least one week (7 days) prior to balloting. Those who have not previously been ordained shall be ordained by the church.

Deacons shall at all times consider themselves as servants of the church. With the pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all spiritual matters pertaining to its work and progress. They are to oversee the discipline of the laity in the church and establish and maintain spiritual and fraternal relations with all members of the church.

The Deacons shall be leaders of and personally involved in evangelism and church outreach. They shall also be leaders as church wide peacemakers and problem solvers of spiritual matters. They are to be aware of all matters pertaining to the general welfare of the church – its peace and harmony, its fellowship and good order, its worship and ordinances, its benevolences and ministries, and the financial programs of the church.

The Deacons are responsible for the content and issuance of the Church Covenant and the Articles of Faith, following approval by the church.

Deacons shall assist the pastor in the observance of the ordinances. Deacons shall arrange for regular meetings and such committees as are necessary to the discharge of their duties. The pastor or the chairperson of the deacons may call the deacons into special session whenever the need for such arises.

D. Trustees (Directors)

The church shall elect at least 6 members to serve as Trustees. Their term of office shall be for three years with one-third of the number elected each year. Vacancies may be filled at any time with the one elected filling out the unexpired term of the one whose vacancy is being filled. Having served as a Trustee during a previous term will not disqualify a member for re-election.

The Trustees shall, as provided by law and the action of the church, represent the church in all matters of legal responsibility regarding the purchase, improvements and disposal of church property. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action; neither shall they have any control over the use of the church property except by vote of the church.

E. Clerk

The clerk shall be elected annually. It shall be his duty to attend or be represented at all church business meetings and to keep an accurate record of all business transactions. The clerk shall periodically review, with the office administrator, the church membership roll and membership changes related thereto.

F. Treasurer

The treasurer shall be elected annually from among those individuals in the church family with a working knowledge of the duties of treasurer. It shall be the duty of the treasurer to receive, keep in a bank, and disburse by check upon proper authority all money or things of value that are given to the church, and keep at all times an itemized account of all receipts and disbursements; rendering regular account to the church to be preserved by the church clerk. The treasurer's books shall be audited as arranged by the church, and all books, records, and accounts kept by him shall be considered the property of the church. The treasurer shall be an ex-officio member of the Finance Committee. The treasurer and all authorized assistants of the treasurer, who handle church funds, shall be bonded. The premium on the bonds will be paid for by the church. The Treasurer or the Budget and Finance Committee Chairperson shall give a quarterly report to the church at a regular business meeting of the church.

G. Moderator

The moderator, to be elected yearly, shall serve at the business session of the church. In his absence, the vice-moderator, or in his absence the chairperson of the deacons will preside. Meetings will be conducted using the Rules of Order included herein as addendum number one to the By-Laws.

ARTICLE VI. General

SECTION 1. LICENSE. When a member announces to the church that he feels the call to the ministry, the church, by majority vote, may license him as an acknowledgement of his call to the ministry and encouragement to make preparation for it. The clerk of the church may furnish the member with a copy of the minutes or a certificate of license as his credential. It is understood that the performance of civil duties by the member shall be governed by state law.

SECTION 2. ORDINATION. In the event this church has been requested to ordain a member who has been called as pastor of a Baptist church the following procedure shall be followed. The church will express its approval by a vote of three-fourths of the members present at any regularly arranged business meeting of the church. Next the church shall invite the Associational Council on Ordinations to examine the candidate concerning his fitness for the ministry. In the event the association has no such council, this church shall invite representatives of neighboring churches to examine the candidate and report to the church. Then in the event the report of the committee is favorable, the church shall proceed with the ordination.

SECTION 3. AFFILIATION WITH ASSOCIATIONS AND CONVENTIONS. We recognize that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and good will. We also recognize that there have been devised, through the voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational and benevolent interests and obligations of the individual Christian and his church family.

Believing that the Atlantic Baptist Association, the Baptist State Convention of North Carolina, the Southern Baptist Convention, the Cooperative Baptist Fellowship, and other Baptist Associations are organizations which have as their sole purpose the promotion and support of missions, education and benevolence of the character and in keeping with the spirit of the Constitution and the Articles of Faith of this Church, we therefore agree to participate in these organizations through our duly elected messengers and our support of the causes which these organizations represent.

SECTION 4. PROPERTY HOLDING. The securing and maintaining of real property, buildings and equipment by this church shall be for the express purpose of providing facilities for public worship and for the engagement upon the missionary, educational, and benevolent interest of this church of the character and in the spirit of the Constitution and Articles of Faith of this congregation.

If at any time this church shall determine to alter the quality of its beliefs and practices so as in important respect to be at variance with the character described in this Constitution and in these Articles of Faith, if the decision is by less than unanimous vote of those present at a regular business meeting of the church, it is understood that the rights of the property of the church shall rest in that part of the congregation which shall agree to continue to use the property for the purpose for which it was purchased and has been to that time maintained.

ARTICLE VII. Adoption and Amendments

SECTION 1. This constitution shall be considered adopted and in immediate effect if and when two-thirds of the members present at the business meeting at which vote is taken shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the Constitution of the church.

SECTION 2. This constitution may be amended, altered, or repealed by a three-fourths vote of the members at any regular business meeting of the church; provided, however, that such amendment, alteration or repeal is given to the clerk in writing; and this proposed change shall be presented to the church at least thirty days prior to the time the vote is taken.

BY-LAWS ARTICLE I. Meetings

SECTION 1. The regular worship services of the church shall be held on Sunday and Wednesday evenings, unless otherwise agreed upon by the church. The Lord's Supper shall be observed at least once a quarter at a time approved by the church. The membership shall renew its covenant with each other at a morning worship service in January of each year. This renewal shall be accomplished by a joint reading aloud of the covenant by all members present as led by the pastor.

SECTION 2. The church shall hold a regular business conference quarterly on the second Sunday night of February, May, August and November. Committees, Council, and church offices shall give periodic reports to the church at regular business meetings in accordance with the frequency specified under their duties.

A special conference may be called by the Pastor, Associate Pastor or Deacon Chairman at such time as may be deemed necessary. The congregation shall be notified in a reasonable amount of time as to the purpose, time and location of such conference. If any adult member or any committee has justifiable reason to call a special business conference, they shall notify the Pastor, Associate Pastor or the Deacon Chairman, stating the purpose of such "called meeting" and the above procedures of notification shall be followed.

The minutes from previous regular and called business meetings shall be read and approved at all regularly scheduled business meetings.

ARTICLE II. Other Church Officers

In addition to those named in the Constitution, other officers and staff members of the church shall be a Sunday School Director, Discipleship Training Director, Senior Adult Ministries Director, Brotherhood Director, Women's Missionary Union Leadership Team Director and such other officers and staff members as may be desired. All officers of the church and its organizations, unless otherwise specified, shall be elected for a term of one year, upon the recommendation of the Nominating Committee.

SECTION 1. The Sunday School Director shall have general oversight of the entire school. He shall acquaint himself with the best methods of religious education and endeavor to adopt them in this school. It shall be his duty to counsel weekly or monthly with his teachers and officers through officers' and teachers' meetings, in the work of the school, giving advice and receiving suggestions from his co-workers. He shall see that a full and accurate report is made of the work of the Sunday School in the regular business meetings of the church at least on an annual basis.

SECTION 2. The Discipleship Training Director shall have administrative responsibility of the Discipleship Training program. He shall provide training opportunities at various times of the year that will meet the discipleship and leadership needs of the church. This will include choosing topics, setting times, recruiting leaders, and providing publicity for the training events. Reports shall be made to the church in regular business meetings on an annual basis.

SECTION 3. The Director of Brotherhood shall promote the work of the Brotherhood seeking to enlist the men and boys of the church in an active program for Christ. He shall see that a full and accurate report is given at the regular business meetings of the church on an annual basis.

SECTION 4. The Woman's Missionary Union Leadership Team shall seek to enlist all the women and girls of the church in a program of missions, training, giving and activity according to plans promoted by the Woman's Missionary Union through the Southern Baptist Convention, the Cooperative Baptist Fellowship and the North Carolina State Baptist Convention. The Director shall see that a full and accurate report is given at the regular business meetings of the church on an annual basis.

SECTION 5. The Senior Adult Ministries Director shall plan, organize, and implement a calendar of events for the senior adults of First Baptist Church, their guests, and others of the community which will assist in meeting their spiritual, physical, social and emotional needs. Reports shall be made at regular business meetings on an annual basis.

ARTICLE III. Standing Committees

SECTION 1. NUMBER OF COMMITTEES. The church shall elect such standing committees as may be deemed necessary to carry on the various phases of the program of the church efficiently and effectively. In any event, the church shall at all times have the standing committees which are listed in section four of these By-Laws.

SECTION 2. ELECTION OF COMMITTEES. The Nominating Committee shall nominate to the church persons to serve for the succeeding year on all standing committees. The church members will then elect the personnel of the several committees. The Church Council will nominate persons to serve on the Nominating Committee for the succeeding year(s) and such persons shall then be elected by the church members.

During the election meeting, additional candidates may be nominated from the floor for any committee. These new nominees must be present at the election meeting, must know the duties and responsibilities of the committee for which they have been nominated, and must agree to serve if elected. The required number of committee members needed will then be elected by a majority vote, of the members present.

SECTION 3. Chairman of each standing committee will be selected by each committee.

SECTION 4. DUTIES OF COMMITTEES AND COUNCILS:

A. Audit Committee

Purpose:

To make a formal annual examination of the financial accounts and records of the Church to verify their accuracy.

Membership:

The Committee shall consist of three members who will serve for three years each. One member will rotate off the committee and one member will be added each year.

Duties:

1. The Committee shall conduct its audit of the financial accounts and records of the Church for the preceding calendar year, and shall report its findings, in writing, to the Church Council at the May meeting and subsequently to the church membership.

B. Baptismal Committee

PURPOSE:

To assist in the ordinance of baptism.

MEMBERSHIP:

This committee shall be composed of three men and three women. Members shall serve for three years, with one man and one woman rotating off each year.

DUTIES:

1. Prepare all church facilities for the baptismal service. This includes baptismal pool, towels, floor protectors, etc.
2. Assist baptismal candidates in preparation for baptism and upon conclusion of the ordinance.
3. Provide any assistance to the pastor as he deems necessary.
4. Ensure baptismal pool is drained and cleaned after each use and to ensure other facilities are cleaned and materials are stored for future use.

C. Benevolence Committee

PURPOSE:

To prepare and deliver meals for family members when there has been a death in the church family.

MEMBERSHIP:

This committee shall be composed of a church elected chairperson and all members appointed by that chairperson.

DUTIES:

1. Coordinate all meals with the church staff and family members of the deceased.
2. Prepare and deliver meals as necessary.
3. The chairperson shall recruit additional members as needed.

D. Budget and Finance Committee

PURPOSE:

To oversee the financial status of the church.

MEMBERSHIP:

This committee shall consist of nine members, two of whom are on the diaconate. They will be on a rotating system with three rotating on and three off each year.

DUTIES:

1. The committee will meet at regular intervals to consider the financial condition of the church and make quarterly reports of the same to the church in business meetings.
2. The committee shall prepare annually a proposed budget including local expenses, education, missions, and benevolence and submit the same to the church in regular business session at least two months prior to the beginning of the fiscal or budget year.
3. In preparing the budget the committee shall confer with the head of each organization of the church.
4. They are to interpret the budget and financial status of the church to the membership.

E. Building Maintenance Committee

Purpose:

To maintain the church buildings, furnishings, equipment, and other properties of the church.

Membership:

This committee shall be composed of six members. Members shall serve for three years, with two members rotating off each year.

Duties:

1. The committee shall give attention to and study the condition and state of repair and appearance of the buildings, furnishings, equipment, and other properties of the church, making such repairs and improvements authorized by the church and included in the church budget. All matters of major repair or improvement and items of equipment shall be referred to the Finance Committee before recommendation to the church.
2. The committee shall be responsible for employing persons to perform necessary repair and maintenance to the buildings, furnishings, equipment, and other properties of the church which are not within the custodians responsibility or capability.
3. Review all invoices for custodial supplies.
4. No later than January 30 of each odd-numbered year, the committee shall make written inventory of all buildings, furnishings, equipment, and other properties of the church, and shall file the same with the church secretary in order to assure that such buildings and properties are adequately insured against casualty loss and general premises liability.

F. Church Council

PURPOSE:

To plan, coordinate, and evaluate the total church program.

MEMBERSHIP:

The Chairperson of the Church Council shall be the Chairperson of the Deacons. The Vice-Chairperson is the Sunday School Director. The Council shall be composed of all Staff Ministers, Chairperson of Diaconate, Director of Sunday School, Director of Discipleship Training, Director of Brotherhood, Director of the Woman's Missionary Union Leadership Team, Director of Senior Adult Ministries, Moderator, Treasurer, Church Historian and the Chairpersons of all standing committees and councils. A staff secretary shall be secretary of the Church Council without vote.

DUTIES:

1. .Discovering specific needs, establishing priorities and setting goals.
2. Planning the church calendar.
3. Determining long-range objectives, short-range goals and basic strategies for achieving these objectives and goals.
4. Recommendations of the Church Council are subject to final approval by the church.
5. Implementation of plans, objectives and goals as recommended by the church is the responsibility of the appropriate church organizations or committees.
6. The Church Council shall meet bimonthly.
7. The chairperson of the Church Council shall give a report to the church at each quarterly business meeting.

G. Constitution Committee

Purpose:

To maintain a written record of the articles of the Constitution and By-Laws.

Membership:

The committee shall consist of three members who will serve for three years. One member will rotate off and one to be added each year.

DUTIES:

1. To keep a current copy of the Constitution and By-Laws in the Church Office, the Pastor's study and the Library.
2. To study all proposed amendments to the Constitution and By-Laws and present in the proper language to the church members for their study and consideration.
3. To make available copies of the Constitution and By-Laws to the church family upon request.
4. Ensure that all Constitution and By-Law revisions, amendments, and changes are provided to all resident members as soon as possible after approval.
5. The chairperson of the Constitution Committee shall give an annual report at a regular business meeting of the church.
6. The Constitution Committee will lead the church in an education process regarding the Church Constitution and By-Laws when so requested by the Church Council.

H. Decorating Committee

PURPOSE:

To decorate existing facilities as required for special church services with an emphasis on Christian ideals.

MEMBERSHIP:

This committee shall be composed of ten members. Members shall serve for two years with five members rotating off each year.

DUTIES:

1. To decorate specific church facilities as required for special church services and other activities.
2. To be responsible for the “set up” and “take down” of appropriate decorations.
3. To make reasonable repairs on existing decorations and decorative items.
4. To make appropriate budget requests for new decorations or for repair of decorations.
5. To be responsible for placing poinsettia order for the poinsettia tree.
6. To be responsible for notifying the church secretary when to put poinsettias to be given by church members as memorials and honorariums in the church newsletter.
7. To be responsible for providing floral arrangements for the sanctuary for Sunday worship.
8. To be responsible for providing floral tribute to recognize new babies of church members.

I. DENOMINATIONAL RELATIONS COMMITTEE

PURPOSE:

To keep church members informed on denominational issues.

MEMBERSHIP:

Six members from the church membership for six-year terms, rotating two members off every two years.

DUTIES:

1. Study the church's relationship with denominational bodies.
2. Make specific recommendations regarding the funding of denominational causes.
3. Educate the congregation on the issues now affecting Baptist work worldwide.
4. The Chairperson of this Committee shall give an annual report at a regular business meeting of the church.

J. Emergency Committee

PURPOSE:

To render financial assistance to members of the congregation and/or community during a time of special need.

MEMBERSHIP:

This committee shall be composed of three members who display sensitivity to human need. Members shall serve three years with one rotating off each year.

DUTIES:

1. To approve expenditures in amounts exceeding \$25.00. The Office Administrator will allocate smaller amounts as needed.
2. To work with the Mission Council and/or mission organizations to extend financial assistance through gifts in kind to those in need (such as planning White Christmas).
3. To be aware of community resources in addition to those that our church budget supports which could help members and the community. To be aware of special funds available through the church.
4. To share information with the Diaconate for their use in ministering to deacon families.

K. Endowment Fund Committee

PURPOSE:

The purpose of the fund shall be to provide a secure depository account into which the church, its members, or anyone else may make unrestricted contributions of money or other property as statements of their Christian faith and stewardship.

MEMBERSHIP:

The Endowment Fund Committee shall consist of six members, each elected for a six year term with the terms of two members expiring every two years. At least one of the members shall be a member of the Church Finance Committee and at least one other member shall also be a member of the Board of Trustees. Members may succeed themselves.

DUTIES:

The Committee shall advise the church from time to time, to encourage stewardship and methods of gift-giving, including gifts during life, through insurance, or by testamentary bequest, and to exercise administrative supervisory authority and general oversight of the fund, exclusive of authority to make withdrawals, however, which shall be reserved solely to the church congregation.

FUND ADMINISTRATION:

1. The fund will, in no case, be used to supplement the general operating budget of the church. The fund is designated primarily to be a long-range endowment by which the principal will remain intact, utilizing only the income and interest earned for church purposes. However, withdrawal of principal or portion thereof is authorized upon an affirmative vote of at least seventy-five percent of members present at a business session of the church congregation duly called for such purpose.
2. The fund shall be held and managed in trust by the North Carolina Baptist Foundation, a non profit North Carolina Corporation, as Trustee, for the exclusive benefit of the church and its purposes as may be decided upon from time to time by the congregation. The Foundation shall hold, invest, and generally manage the assets of the fund in accordance with the terms and conditions of a Fund Management on file with the church secretary and available for inspection.
3. The Chairperson of this committee shall give an annual report at a regular business meeting of the church.

L. Fall Festival Committee

Purpose:

To coordinate the annual Fall Festival, with the dual purpose of providing a safe and fun environment for church members and their families, as well as providing an outreach ministry to the community at large.

Membership:

This committee shall be composed of six members. Members shall serve for three years, with two members rotating off each year. At all times, one member of this committee shall be a representative from the Family Life Activities Committee.

Duties:

1. To plan the Fall Festival, including coordinating participating Sunday School classes, as well as coordinating participation by any other community churches.
2. To ensure that the Fall Festival provides a safe and fun Christian environment for our church families.
3. To promote the Fall Festival as a community-wide event with the focus of Christian outreach.

M. The Family Life Activities Committee

Purpose:

To share God's love by providing an atmosphere of Christian fellowship for our church and the surrounding community of Morehead City. To provide opportunities for all to grow in their faith and discover their potential ministry. To encourage all to honor God with their life through recreation and activities.

Membership:

The Family Life Activities Committee shall consist of six members who shall serve three year terms, with two members elected each year. Members will be recommended by the Nominating Committee and elected by the church.

DUTIES:

1. To work with the Minister of Youth and Activities in planning and promoting Christian activities and events consistent with our purpose statement.
2. To help create a program in which all people can grow spiritually, emotionally, and physically through Christian activities.
3. To help enlist leaders and volunteers necessary to carry out activities and events.
4. To provide Christian leadership for all involved in the Activities Ministry.
5. To help determine and direct along with the FLC Coordinator (the Minister of Youth and Activities) the use of the Family Life Center.
6. To maintain and update the Manual of Policies and Procedures of the Family Life Center.
7. To hold meetings as necessary to conduct the business of the Activities Ministry.
8. To create and submit an annual budget to the Finance Committee.
9. The chairperson of this committee shall give a quarterly report at the regular business meeting of the church.

N. Grounds Committee

Purpose:

To maintain the church grounds.

Membership:

This committee shall be composed of six members. Members shall serve for three years, with two members rotating off each year.

Duties:

1. The committee shall give attention to the appearance of the grounds and making improvements authorized by the church and included in the church budget.
2. Any major beautification projects shall be referred to the Finance Committee before recommendation to the church.
3. The committee shall be responsible for employing persons to perform necessary maintenance to the grounds, which are not within the custodian's responsibility

O. Growth & Building Committee

PURPOSE:

This committee shall study and determine future building needs, the use of our present facilities, and the acquisition of additional property.

MEMBERSHIP:

The Growth & Building Committee shall consist of twelve members to be nominated and voted on by the church. The term of service shall be six years with four members rotating every two years.

DUTIES:

1. The Growth & Building Committee has the authority to investigate and negotiate the acquisition of properties on this block and surrounding blocks. (Any purchase of property will be authorized by the church.)
2. The committee shall make periodic recommendations concerning effective use of facilities and the need for additional acquisition, construction, and major renovation.
3. The chairperson of this committee shall give an annual report at a regular business meeting of the church.

P. History Committee

PURPOSE:

To carry out the very important activity of keeping an historical record of the First Baptist Church.

MEMBERSHIP:

The History Committee shall be composed of six members. Because of the nature of the activities of this committee, members should be individuals with some longevity in the church. Members shall serve for three years with the possibility of reappointment.

DUTIES:

1. To collect information about the various activities deemed of importance in keeping a running history of the First Baptist Church.
2. To organize the collected material in a chronological manner in scrapbooks or by other methods of filing.
3. To prepare a new volume of the First Baptist Church history when sufficient time has elapsed since the previous volume.
4. To be responsible for the historical collection of the church such as furniture, objects used in church services in the past, paintings, photographs, historically important bibles and other printed materials, plaques, etc.

To be responsible for preservation of all historical church records on an annual basis.

Q. Hospitality Committee

PURPOSE:

To create an atmosphere of warm Christian fellowship as needed.

MEMBERSHIP:

This committee shall be composed of nine members. Members shall serve for three years, with three members rotating off each year.

DUTIES:

1. Coordinate with the Kitchen Committee for the purpose as required of providing warm, friendly, and above all a Christian atmosphere for all services for which a social period is planned
2. Be responsible for arranging meals and housing for visiting speakers and their families upon request.

R. John Tillery Scholarship Committee

PURPOSE:

To administer all functions of the John Tillery Scholarship.

MEMBERSHIP:

This committee shall be composed of six members. Members shall serve for three years, with two members rotating off each year.

DUTIES:

1. Be responsible for the receiving of applications from young people desiring financial help to continue their education past the high school level.
2. Actively seek young people and encourage them to further their formal education with the financial assistance from the fund.
3. Scholarships to a maximum of \$1,000.00 dollars per year shall be granted to each applicant upon the approval of the majority of the committee members.
4. Seek ways of promoting a continuing program of information concerning this fund toward the end of encouraging spontaneous gifts.
5. The chairperson of this committee shall give an annual report at a regular business meeting of the church.

S. Kitchen Committee

PURPOSE:

To see that the kitchen and associated facilities are at all times prepared to serve the church.

MEMBERSHIP:

This committee shall be composed of nine members. Members shall serve for three years, with three members rotating off every year.

DUTIES:

1. Formulate policies to guide in the use of the kitchen by the church.
2. Communicate above policies to church members.
3. See that the kitchen is properly cleaned and maintained at all times
4. See that sufficient kitchen equipment and utensils are on hand and in good order.
5. Oversee the work of all paid kitchen employees.

T. Library Committee

PURPOSE:

To promote the use of the library in all areas of the church's ministry and educational program.

MEMBERSHIP:

This committee shall be composed of three members. Members shall serve for three years, with one rotating off each year. The chairperson of the committee shall be selected by the nominating committee and shall hold the title of librarian.

DUTIES:

1. Keep all books and periodic materials ready for issue.
2. Obtain books, periodicals, etc., within budget limitations to support the reading and study needs of the church family.
3. Submit yearly budget requests to the Finance Committee to provide acquisitions of new materials and equipment.
4. Encourage good reading habits and endeavor to raise the reading level of the church members.

U. Lord's Supper

PURPOSE:

To prepare for the observance of the Lord's Supper.

MEMBERSHIP:

The committee shall be composed of nine members. Members shall serve for three years, with three members rotating off each year.

DUTIES:

1. Purchase and prepare the elements used for the observance of Communion.
2. Arrange the tables in the church with the filled vessels and glasses and cover the table with linen.
3. To gather, clean and store all Communion materials after the service.
4. Be responsible for the cleaning and storage of the linen used.
5. See that sufficient equipment is purchased to serve the attending church members at all times.

V. Media Committee

Purpose:

To ensure the message of First Baptist Church worship and fellowship is disseminated throughout the community. There is a tri-fold objective of radio broadcast, audio-visual production and external publicity.

Membership:

The committee shall be composed of six members. Two members will rotate off and two members will be added each year to serve a three year term.

DUTIES:

1. First Baptist Church radio ministry shall be produced and directed to include broadcast of Sunday morning worship services and such special events as the Christmas cantata.
2. It shall record and maintain a video history of special events within the church. It is responsible for the maintenance, repair and replacement of all audio-visual equipment.
3. It is responsible for the development and implementation of a promotional campaign, including posters, news release, etc., designed to publicize and promote church activities and ministries.
4. It shall act as custodian of all audiovisual equipment and shall be responsible for issuing such equipment for use to church members.
5. The chairperson of this committee shall give an annual report at a regular business meeting of the church.

W. Missions Council

PURPOSE:

To lead the church to be supportive of mission work both locally and around the world through prayer, education, financial support, and direct involvement.

MEMBERSHIP:

The Missions Council shall be composed of the following: the Brotherhood Director, a member of the Woman's Missionary Union Leadership Team (who will serve for one year), and one age-group leader from the Brotherhood organization chosen in consultation with the Nominating Committee; and six at-large members who have demonstrated an interest in missions. The age-group leader shall be elected each year with the option of unlimited re-election. The six at-large members shall serve three-year terms on a rotating basis, two at-large members being elected each year. One of the at-large members shall serve as chairperson of the council.

DUTIES:

1. Administer the Missions and Ministries section of the budget.
2. Study missions needs and recommend budget goals for the Cooperative Program, Associational Missions, Local Ministries, Special Mission Projects, and mission offering goals for state, home, and foreign mission emphases.
3. Promote a perpetual five-year plan of missions involvement and projects (partnership evangelism and construction) at home and abroad in conjunction with the pastor.
4. Assist the church staff in making recommendations and enlisting missions speakers who can represent state, home and foreign missions.
5. Promote missions education by organizing studies and projects throughout the year to give special emphases to state, home, and foreign missions.
6. Promote missions studies and projects in the church newsletter, the local paper, and the Biblical Recorder.
7. The chairperson of this committee shall give semi-annual reports at regular business meetings of the church.

X. Music Committee

PURPOSE:

To support the overall Music Ministry of the church.

MEMBERSHIP:

The Music Committee shall consist of six members who shall serve three year terms, with two members elected each year. At least two of the members shall be actively involved in the music ministry of the Church.

DUTIES:

1. To assist and cooperate with the Minister of Music in planning and promoting the overall music ministry of the church. This will include establishing objectives and procedures to develop a dynamic ministry.
2. To enlist the support of the church for the music ministry.
3. To help every member discover his or her music talent, and to develop and use it to the glory of God.
4. To help lead in special emphases where music is related.
5. To study and make recommendations to the church on the procurement and maintenance of musical instruments, including the establishing of policies and procedures for such maintenance.
6. To consult with the Personnel Committee on the filling of positions on the church music staff.
7. To assist the Nominating Committee in enlisting church musicians where needed.
8. To assist the Minister of Music in preparation of the budget to cover the financial needs of the music ministry.
9. To establish policies regarding the use of church music equipment. These policies shall be written and made a part of the Operating Manual.

Y. Nominating Committee

PURPOSE:

This committee shall have responsibility on nominating to the church persons to serve in various capacities and positions of the church of standing and special

committees and organizations vacated from time to time, by removal, death, resignation, expiration of term of office, or failure to function.

MEMBERSHIP:

This committee shall consist of six rotating members nominated by the Church Council and elected by the church plus the Sunday School Director, the Discipleship Training Director, The Senior Adult Ministries Director, the Brotherhood Director, and a member of the Woman's Missionary Union Leadership Team as elected by the team members.. If in the event the church does not have any of the aforesaid leaders, those positions on the nominating committee need not be filled. The regular members will be divided into a rotation of two persons for three years.

DUTIES:

1. The first report of the committee each year shall consist of nominations for the office of Sunday School Director, Discipleship Training Director, Senior Adult Ministries Director, Woman's Missionary Union Leadership Team Director, and Brotherhood Director. Upon their election, these persons shall become members of the nominating committee.
2. The organizational directors will select their department directors and then submit their names to the nominating committee for its approval, after which they will be enlisted for service in the leadership structure of the church. The directors of the departments will then select and submit their department teachers and workers to the nominating committee for its approval, after which they will be enlisted into the places of service. These nominees will be submitted to the church for its final approval.
3. The report of the committee shall be suggestive to the church and any member of the church will have the privilege of nominations from the floor.
4. The Nominating Committee shall contact the chairperson and/or other members of each committee as to the involvement and contribution of any committee member whose term is ending and that person is being considered for a follow-on term.
5. Any Personnel or Finance Committee member being considered by the Nominating Committee for consecutive terms without a break in service should be first presented to the Church Council for a simple majority vote approval.

Z. Personnel Committee

PURPOSE:

To oversee and administer positions of paid personnel of the Church.

MEMBERSHIP:

The Personnel Committee shall be composed of six (6) members. The members will serve three (3) year terms with two members elected each year. The members shall be recommended by the Nominating Committee and elected by the church each year. Committee members should be trained and/or experienced in personnel administration and generally familiar with employment practices and policies in the community.

DUTIES:

1. This committee shall make recommendations to the church on employment of professional staff members (with the exception of the pastor; see Constitution, Article V, Section 2. A) and maintain a Personnel Manual covering compensation, employee benefits, and working conditions. The Personnel Manual shall be a part of the Operating Manual.
2. This committee shall interview all prospective church personnel except the pastor. In the calling of professional personnel, the committee in consultation with the pastor, shall have the responsibility of interviewing prospective applicants and presenting appropriate recommendations to the church. The committee may seek the counsel of other department leaders during the interview process.
3. All other paid personnel will be employed by the Personnel Committee in consultation with the church committee and staff member directly affected by each personnel position.
4. The committee shall formulate and maintain a job description of each position of the church staff describing specific duties and responsibilities, shall design and maintain an organizational chart, and shall conduct annual performance reviews. The Senior Pastor shall initiate corrective action, with input from the Personnel Committee when and as staff performance problems are brought to his attention. All such action shall remain confidential within the committee.
5. The Personnel Committee shall review salaries of all personnel each year and make recommendations in accordance with the Personnel Manual.
6. A program of employee benefits shall be recommended by this committee. It shall include such things as retirement, pension plan, vacations, holidays, other time off, hospitalization, etc. Eligibility for benefits shall be clearly stated in this policy.

AA. Preschool Committee

PURPOSE:

This committee shall coordinate all activities and assistance and ministries of the various church organizations as they relate to preschool children.

MEMBERSHIP:

The Preschool Committee shall be composed of nine members. Three members to be added and three members to rotate off each year.

DUTIES:

1. Recommend and publicize preschool policies and procedures.
2. Recommend and purchase furnishings and supplies.
3. Coordinate space assigned to preschool work.
4. Provide positive learning experiences for preschool (birth through 3 years), by enlisting adults to assist in the extended sessions based on a regular rotation system:
 - a. During the Sunday Morning 8:30 service.
 - b. During the Sunday Morning 11:00 service.
 - c. During Revival.
 - d. During Wednesday Evening Services.
5. Members of the Preschool Committee shall provide preschool childcare at all special services as requested.
6. Communicate regularly with the Church Council.
7. This committee will assist in training volunteers to properly minister to the emotional, physical, and spiritual needs of preschoolers.
8. The Preschool Committee will meet at least once a quarter.

AB. Transportation Committee

PURPOSE:

To provide church members a means for adequate and dependable transportation for various church related and sponsored activities.

MEMBERSHIP:

The Transportation Committee shall be composed of six members, each elected for

a three-year term. Two members will rotate off each year.

DUTIES:

1. Ensure proper insurance coverage for all church-owned vehicles.
2. Maintain vehicles for maximum safety, including yearly inspection.
3. Ensure proper licensure for all church-owned vehicles
4. Ensure that drivers have a current and valid North Carolina license and that a copy of their license is on file in the church office.
5. Determine policy for the use of the vehicles, including the use by other churches and non profit groups.
6. Submit an annual budget request with a proper explanation to the Finance Committee. Be careful stewards of the funds allotted in the budget for transportation throughout the year.
7. Recommend transportation needs to the church body and oversee the purchase of new vehicles upon approval.
8. The chairperson of this committee shall give an annual report at a regular business meeting of the church.

AC. Youth Committee

PURPOSE:

To respond to the needs of the youth in First Baptist Church and the surrounding communities in such a way as to help all students grow in faith, fellowship with, reach out to, and challenge others to discover their ministry and to honor God with their lives.

MEMBERSHIP:

This committee shall consist of eight adults and eight youth members as follows:

- a. Six adults shall be nominated and elected by the church for a 3-year period of service. Of the two adults elected each year from at large members of the church, at least one shall be a youth parent. The Youth Committee chairperson shall be chosen from these six adults.
- b. One Youth Mission Group leader shall be chosen by the Brotherhood and WMU organizations. This young adult shall be a member of the Youth Committee by virtue of their position. They are not limited as to length of service.
- c. The Youth Minister shall be the eighth adult and will be a member of the Youth Committee by virtue of their position.
- d. Eight youth members will be appointed by the Youth Committee adult members. Of these eight youth members, six shall be chosen, one from each Sunday School grade (7-12), by their fellow classmates. The additional two youth members shall be representatives from Middle School and High School, and they will be chosen by the Youth Minister. Once appointed, the eight youth will become the Youth Council which will automatically become a part of the Youth Committee.

DUTIES:

1. Along with the Minister of Youth, this committee should recommend new members to the nominating committee for their nomination each year.
2. Plan, promote, and carry out new ministry ideas through personal involvement, consistent with our purpose statement.
3. Meet on a monthly basis or as needed.
4. Make reports and /or recommendations to the church council as needed.
5. Provide support and guidance to the Minister of Youth concerning our youth and their parents.
6. Maintain and coordinate a yearly calendar of youth events.
7. Create and maintain, along with the Minister of Youth, a yearly budget.
8. Provide wisdom and advice to our youth council by example and interaction.
9. Meet once a year for an annual planning session. (Aug-Sept).
10. Attend youth functions and events when possible.
The youth committee will appoint the youth council members and assign their duties. Term of service is one year beginning on August 1st and ending on July 31st. This council will consist of eight youth members.

11. The youth committee will oversee the work of the youth council.
12. To unify the planning, working, and evaluation of all organizations of the church ministering to the youth.
13. The chairperson of the Youth Committee shall give semi-annual reports at regular business meetings of the church.

SECTION 5. OTHER STANDING COMMITTEES: Other standing committees shall be elected as desired by the church, and shall serve for the purpose designated. Purpose, Membership, and Duties of all committees desired by the church shall be defined and adopted as a part of the By-Laws.

ARTICLE IV. Special Committees

Special Committees shall be elected for specific obligations as needed by the church. These committees shall be elected by the church upon the recommendation of

the Nominating Committee unless the church directs their appointment in a different manner. An Ad Hoc committee maybe appointed by the Church Council for a specific purpose and a specific time frame.

ARTICLE V. Adoption and Amendments

SECTION 1. These By-Laws shall be considered adopted and in immediate effect if and when a majority of the members present at the business meeting at which vote is taken shall vote in favor of same. This vote shall be taken no less than thirty days after formal presentation of the By-Laws to the church.

SECTION 2. Any of the rules in these By-Laws may be amended, altered, or repealed by a majority vote of the members present at any regular business meeting of the church; provided, however, that notice and proposal of such amendment, alteration, or repeal must be given in writing at the preceding regular business meeting of the church.

ARTICLE VI.

SECTION 1. The adoption of this Constitution and By-Laws shall effect a repeal of all previously adopted rules in conflict herewith.

SECTION 2. A copy of this Constitution and By-Laws shall at all times be kept by the clerk among his records and another copy shall be kept in the church office, and all amendments to or revisions thereof shall, after passage by the church, be prepared by the clerk and posted in the copies of the Constitution and By-Laws and made available to the church members upon request.

ADDENDUM NUMBER ONE

RULES OF ORDER

FOR THE CONDUCT OF CHURCH BUSINESS MEETINGS

"Let all things be done decently and in order"

REGULAR BUSINESS MEETING

I. Items usually considered in a Regular Business Meeting.

- (1) Prayer and meditation.
- (2) Reading of minutes of previous meeting.
- (3) Report of church treasurer.
- (4) Report of other church officers--Sunday School, Training Union, Woman's Missionary Union, Brotherhood, or any other organizations.
- (5) Unfinished business.
(Note: A motion to consider is not necessary. The matter is before the church and should be acted upon unless a motion to postpone is acted upon.)
- (6) Report of Committees.
(Note: These reports should be adopted, together with any amendments that may be made unless a motion to postpone be carried. In such case, such reports remain as unfinished business for the next meeting.)
- (7) New Business.
(Note: It is the privilege of any member to present any matter which, in his or her judgment, should claim the attention of the church. But such procedure is usually unwise unless the one presenting the matter is prepared to make a motion to consider the matter, and unless the counsel of others has previously been sought.)
 - (a) Consideration of Recommendations of the Deacons or the Church Council.
 - (b) Authorization of expenditure of money.
 - (c) The acceptance of resignations and employment of new workers.
 - (d) Consideration of new buildings and repairs and replacements.

II. Items Usually Considered in a Special Business Meeting

(Note: No items of business should be considered in such meetings except the one matter for which the meeting is called, except that by unanimous consent other matters may be considered which were not specified in the call.)

III. Procedures to be Followed Concerning Reports, Motions, Resolutions, Etc.

1. A matter may not be discussed until a motion has been made and duly seconded; and, unless withdrawn by the one making and the one seconding it, must be voted on. Motions brought by standing committees or by the church council do not require a second before discussion and disposition.
2. During the discussion of a motion a new motion dealing with another subject matter may not be presented.
3. An amendment to a motion changes neither the meaning nor the purpose of the original motion. It is concerned with method, clarification, time, place, person,

etc. At times an amendment, or an amendment to an amendment, has the effect of changing the meaning and purpose of the original motion. In such cases it is the duty of the moderator to rule that the adoption of such amendment, or amendments, would in effect deny the meaning and purpose of the original motion and consequently is out of order. In such an event, unless the ruling of the moderator is overruled by an appeal to the floor, a substitute motion would be in order.

4. If an amendment to a motion is accepted by the mover, no vote on the amendment is necessary. When, therefore, an amendment is accepted or voted upon then the motion to adopt the original motion, following a free discussion, is in order.
5. There are other motions which are always in order when a matter is under discussion. These are: (a) a motion to "lay on the table" (b) "to commit to a committee"; (c) "to postpone action": (d) "to call for the previous questions:" (e) "to adjourn"; (f) "to reconsider."

None of these motions can be made or acted upon while a member is speaking or a vote is being taken. Such motions are always in order, but it is most often unwise to make use of them. (Comments on each type as listed above follow.)

Comments:

- (a) The effect of a motion "to lay on the table" is to postpone action; and when once a motion is laid on the table, it may be considered at a subsequent meeting, but as though it were new business. Such a motion is not debatable unless some mention of time, place or purpose forms a part of the motion.
- (b) The effect of a motion to "commit to a committee" is to postpone action in the belief that the matter under discussion merits further study. It means that the maker of such a motion, and those who are inclined to favor, believe that careful study by a smaller group would be profitable to all.
- (c) A motion to "postpone action" on a matter differs from that of a motion to "commit to a committee" to study only to the extent that a committee to study is not provided in the matter.
- (d) A "call for the previous question" is a call for the cessation of debate and immediate action on the motion before the body. It should be used sparingly in a democratic body because the effect of it is to deny full debate to what may be a large minority. When such a motion is made, the moderator may say, "shall the main question now be put "If the vote is (?) affirmative then the motion without further debate must be acted upon by the body. Such a motion is not open to debate unless the original motion contains some condition as to time, place, or purpose.
- (e) The effect of a motion "to adjourn" is to cut off further debate without any opportunity for a vote. Such a motion should not often be made in a democratic body. It is not debatable unless there is in the motion some

condition as to time, place, or purpose. However, if the body decides to adjourn at a given time, it is the duty of the moderator, without a motion, to adjourn the meeting when the hour arrived.

- (f) A motion "to reconsider" has reference to a motion which has been formerly adopted. Such a motion can be made only by a person who voted with the majority when the original motion was passed. If such a motion prevails, the original motion is before the body as though it has never been acted before.
6. Any member has the right to appeal the decision of the moderator, although such an action should be rare. In such a case the moderator should say, "shall the appeal be sustained?" If a majority votes to sustain the vote to sustain, then the ruling made by the moderator does not stand. It is the business and duty of a moderator to call to order any member who in debate or otherwise violates any regular rule of order. Moreover, any member has a right to make a point of order if in his or her judgment the moderator has failed to observe, or has wrongly interpreted recognized rules of order of procedure. In this event the moderator may refuse to recognize the point of order as raised. Then in such an event an appeal to his decision as outlined above may be made.

IV. Miscellaneous Matters

1. In stating a motion, or when one is being made and acted upon, the moderator should stand.
2. In the event of a "tie vote" the moderator may vote or decline to vote. If he declines the matter is decided in the negative.
3. No member is entitled to speak on a matter or a motion preparatory to making a motion unless he or she is explaining why in his or her judgment such a motion should be made. However, it is better to make a motion, get a second to it, and then explain the motion.
4. In cases there are several nominees for office, the moderator should call first for

- a vote on the nominee last named, and so on.
5. All reports from committees, and all motions and resolutions of any considerable length should be written out and handed to the clerk.