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BY-LAWS

CANTON FIRST BAPTIST CHURCH OF CANTON, HAYWOOD COUNTY, NORTH CAROLINA

PREAMBLE

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner, consistent with the accepted tenets of the MISSIONARY BAPTIST CHURCHES affiliated with the Haywood Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention, and 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 Canton First Baptist Church of Canton, Haywood 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 Savior 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, except where physically handicapped, and who have been received by an affirmative vote of two-thirds of the members present at any regular service of the church. All applications for membership will be accepted on the basis of the applicant's profession of faith without regard to race.

Section 2. A member of another Baptist church of like faith and order, and in consequence of peculiar circumstances has no regular letter of dismission, may be received into our fellowship upon a statement satisfactory to the church.

Section 3. Anyone who has once been a member of a church of like faith and order, and in consequence of peculiar circumstances has no regular letter of dismission, may be received into our fellowship upon a statement satisfactory to the church.

Section 4. Letters of dismission 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. In considering the duties involved, members are expected, first of all, to attend regularly the services of the church; to give regularly and systematically to its support and Kingdom causes; and to share in organized work.

Section 7. In considering the rights involved, members, and members only, may act and vote in the transactions of the church.

ARTICLE IV. Meetings

Section 1. The regular worship services of the church shall be held on Sundays and Wednesday evenings, unless otherwise agreed upon by the church. The Lord's Supper shall be observed at least once a quarter.

Section 2. The annual election of officers shall take place before the first Sunday in October of each year.

Section 3. The church shall hold regular business meetings at least quarterly. Special business meetings may be called by a two-thirds vote of the Board of Deacons at such time as they may be needed, with a reasonable notice of the time and place of meeting given to the congregation.

Section 4. A person to serve as moderator of the church business session shall be recommended by the nominating committee and elected by the church for a term of one year. Neither the pastor nor the chairman of the deacon body may serve in this capacity.

ARTICLE V. Church Officers

Section 1. Officers: The officers of the church shall be pastor, and other vocational leadership as needed; deacons, trustees, clerk, S.S. Director, Director of Church Training, Brotherhood Director, WMU Director, Church Treasurer, and such other officers 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.

Section 2. The Staff: The church may employ such personnel as may be determined by the church in regular or special business conference, provided that if any personnel matters be considered in special conference, such purpose must be announced in advance in at least one stated meeting or service of the church. Staff members shall be obtained for indefinite terms in the following manner:

A. Pastor: Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved by 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 upon by both parties.

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 nominated by the Board of Deacons and elected by the church 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 nomination shall be made except that of the committee. Election shall be by an affirmative vote of three-fourths of the members present and voting 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 the 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 in the By-Laws. He shall be the administrative head of the church and shall arrange and approve all absences and vacations of all the church employees. He shall attend those committee meetings and other meetings that are essential to the on-going activities of the church.

B. Deacons: There shall be 24 Deacons. These shall be elected from the membership of the church for three (3) year terms. Eight (8) Deacons shall be elected each year. At the completion of a three-year term, no deacon shall be eligible for re-election until one year has passed. In the event a person has filled a vacancy (an un-expired term), this person, then, may be eligible for re-election, if the length of time served is one-half (one and one-half years) or less of the three year term. Deacons shall be elected as follows:

Notice of the selection of Active Deacons shall be publicized two weeks prior to the beginning of the process in the church bulletin and church newsletter. An election sheet shall be given each member present at the announced regular Sunday morning worship service. (Absentee election sheets may be secured and returned

to the church office during office hours the week preceding the selection, for those church members who will not be present on that Sunday morning.) Each member may name as many as twelve (12) members, who must be members of the church and at least eighteen (18) years of age, who they believe will best serve as an Active Deacon. These sheets will be collected and presented to the Deacon Chairman who will give them to the outgoing Deacons for the purpose of counting. .

The eight (8) members named the most often shall have individual consultations with the Pastor and Chairman of Deacons, at which time they shall be made familiar with the scriptural qualifications for serving as a Deacon, as set forth in Acts 6:3 and I Timothy 3:8-13. The established plan of ministry for our church as adopted by the church shall also be carefully presented. After their consultations with the Pastor and Chairman of Deacons, those interviewed shall have the succeeding forty-eight (48) hours to prayerfully consider their possible selection and to satisfy themselves as to whether they fulfill the qualifications for deacon and will be willing to serve within our church's established plan of ministry. The first eight (8) responding in the affirmative shall make up the slate to be presented to the church.

Those originally named who are either unwilling to serve or who, having been counseled have determined in their own minds that there is reason not to serve, shall be replaced by those members receiving the next highest number of votes in order or in the case of ties to the person having been a member of Canton First Baptist Church the longest number of years. This process shall continue until there is a full slate to be presented to the church. In the event that there should be unexpired terms on the Active Deacon body to be filled, the slate shall include nine (9) or more (eight (8) plus the number of vacancies). Those over the regular eight (8) shall be designated two year term(s) or one-year term(s) according to the number of votes received in the original election process. In the remaining description of the selection process, "eight (8)" shall be understood to mean "eight (8) or more" when vacancies have occurred.

In the event of a vacancy on the deacon board during the church year, the pastor and the deacon chairman shall determine from the list of deacon nominees that were selected by the church in the previous deacon election that name having the next highest number of votes to the last deacon chosen in the regular election. The nominee will then participate in a counseling session with the pastor and the board chairman. This process shall continue until a deacon replacement is chosen, and this person's name will then be presented to the church membership for approval.

At the second regular Sunday morning worship service after the election process or as soon as possible if later, the names of the eight (8) on the slate as a whole shall be presented to the church for prayer and consideration. At the next regular Church Conference after the presentation of the slate, that slate will be presented to the church for church approval. After church approval, the entire slate will have been selected as Active Deacons. Should the entire slate as a whole not be approved by the church, the process will be repeated starting with the notice of selection.

All aspects of the process of the setting apart of Deacons as servants shall be private so as to fully maintain the dignity of the persons and the process. Deacons are expected to be interested in and supporters of all phases of the church's ministry.

Deacon Officers shall be: Chairman, Vice-Chairman, Secretary and Family Ministry Coordinator. Officers to serve for the church year beginning October 1st next will be elected at the first regular meeting of the Board of Deacons following approval by the church of the slate of deacons presented in accordance with these By-Laws or at such other time as the Chairman and Pastor may consider more appropriate and desirable, but by no later than October 1st. Reasonable and proper notice shall be given to those eligible to vote in the election, to wit, those Deacons who will be continuing on the Board after October 1st, plus those on the slate approved for service beginning as of October 1st. In the event of a vacancy in a deacon office after October 1st, the then constituted board will elect a member of the board to complete the remainder of the term left vacant. No election will be held unless one more than 50% of those eligible to vote are present. Elections will be by show of hands.

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 matters pertaining to its

work and progress, including over-sight of the discipline of the church; to establish and maintain spiritual fraternal relations with all members of the church; to assist the pastor in the observance of the ordinances; to have general oversight of the upkeep, repair and use of the church property; and to supervise the financial program of the church. They shall arrange for regular meetings and such committees as are necessary to the discharge of their duties. Special meetings of the Board of Deacons may be called with both the consent of the Pastor and the Chairman and Vice Chairman. One more than 50% of the members of the Board shall constitute a quorum. No business shall be discussed or passed on without this number present. At special meetings, no business will be discussed except that for which the meeting was called. The pastor and deacons shall plan and lead in a service to ordain the deacons elected who have not been ordained.

The currently serving Deacons shall, meeting and acting together, constitute the Board of Directors of Canton First Baptist Church. Such Board of Directors shall change by and in the same procedure as for the terms of Deacons so that the Board of Deacons shall perpetually be the same as the Board of Directors. In their capacity as Directors, they shall have the duties and responsibilities attendant to Directors, subject however to the limitations set forth in the Charter and Bylaws. The Directors shall not have power, except as expressly authorized by the congregation, to purchase or sell or encumber any real or personal property, to install or remove officers or staff, to amend the Bylaws or Charter, or to bind the corporation to any contract. Consistent with our spiritual principles, Baptist polity and long term practice, the congregation as a whole retains the authority to govern the affairs, spiritual and temporal, of the church.

C. Trustees: The church shall elect at least three members to serve as trustees. Their term of office shall be for one year. Having served as a trustee during the previous year will not disqualify a member for re-election. The trustees shall, as provided by law and the action of the church, hold in trust the title to all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, 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.

The Chairman of the Trustees shall, whenever required by law or practice, serve as the President of the Corporation, having however only such express powers as are granted by the congregation, and having no power absent such express authorization to bind the Corporation in any matter or act for it. In a similar manner and subject to the same limitations, the Vice-Chairman of the Trustees shall be authorized to act as the Vice-President. The Secretary of the Trustees shall serve whenever required by law or practice as Secretary of the Corporation.

D. Clerk: The clerk shall be elected annually. It shall be his duty to attend or be represented at all church business meetings, to keep an accurate record of all church business meetings, to keep an accurate record of all business transactions and with the help of the church staff, to prepare the annual associational letter. The clerk shall see that letters of dismission are sent as authorized by the church, preserve all papers and valuable letters and records that belong to the church. It shall also be the duty of the clerk to see that an accurate roll of the membership is kept with dates and methods of admission and dismissal, change in name; correct mailing addresses and other pertinent information.

E. Church Treasurer: A major portion of the work of the Church Treasurer is to maintain financial records of the church and to disburse funds as approved by the church. He is responsible both to the Pastor and the Chairman of the Finance Committee. His responsibilities include the following:

- (1) Receive deposit slips from the Counting Committee and record
 - (2) Make on a timely basis all approved disbursements of the church such as Sunday School, payroll, insurance, salaries, and operating expenses
 - (3) Maintain the church bank accounts and see that saving investments are handled timely and reconcile the checking and savings accounts
 - (4) Prepare needed information for the church financial statements
 - (5) Make necessary government reports
 - (6) Be an ex-officio member of the Finance Committee
 - (7) Inform responsible persons of their budget expenditures
- The Treasurer is nominated by the Nominating Committee and elected annually by the church.

F. Financial Secretary: The principal function of the Financial Secretary is to maintain records of contributions to the church. He is responsible in his work both to the Pastor and the Chairman of the Finance Committee. His responsibilities include the following:

- (1) Maintain confidentiality with respect to individual members' accounts
- (2) Post contributions to individual members' accounts
- (3) Send out quarterly giving statements
- (4) Perform requested work on the Stewardship Program
- (5) Perform other responsibilities as assigned.

The Financial Secretary is nominated by the Nominating Committee and is elected annually by the church.

G. Sunday School Director: The Sunday School Director shall have general oversight of the entire school and shall administer its affairs in cooperation with, and according to, the plans and methods of the Sunday School Board of the Southern Baptist Convention, subject to the approval of the church. He shall acquaint himself with the best methods of religious education and promote them in this school. It shall be his duty to counsel with his teachers and officers in the work of the school giving advice and receiving suggestions from his co-workers.

H. Director of Church Training: The Director of Church Training shall have charge of the training activities of the church. He shall acquaint himself with the program and methods outlined by the Sunday School Board of the Southern Baptist Convention for this organization and shall promote such programs in this church, subject to the approval of the church.

I. Brotherhood Director: The Brotherhood Director shall promote the work of the Brotherhood as outlined by the Brotherhood Commission of the Southern Baptist Convention, to enlist the men and young people of the church in an active program for Christ.

J. Women's Missionary Union Director: The Women's Missionary Union Director shall enlist the women and young people of the church in a program of missions training, giving and activity according to plans promoted by the Women's Missionary Union, Auxiliary to the Southern Baptist Convention

K. Personnel:

(1) **Administrative Personnel:** All personnel on the administrative level shall be recommended by the Pastor, Deacons, and Personnel Committee, and elected by the church in conference. They shall be considered as assistants to the Pastor, and will be under his general supervision and responsible to him in carrying out the program of the church. Any questions concerning their work shall be referred to the Pastor first, and then to the Personnel Committee for investigation and recommendations. Any action concerning their resignation or termination shall be by a vote of the church in conference.

(2) **Clerical Personnel:** All clerical and maintenance personnel shall be employed and discharged by the Pastor with advice of the Chairman of Deacons, the Chairman of the Finance Committee, the Chairman of the Personnel Committee and the Chairman of the Building and Grounds Committee. The salaries of the personnel employed by the church shall be under the supervision of the Pastor, Personnel Committee, Deacons, and Finance Committee in keeping with the annual budget adopted by the church.

ARTICLE VI. STANDING COMMITTEES

Section A. Number of Committees: The church shall elect such standing committees as may be deemed necessary to carry out the various phases of the program efficiently and effectively. The Church shall at all times have the following standing committees: Nominating, Finance, Personnel, Property and Space, Church Council, Music Council, and Sunday School Council.

Section B. Election of Committees: The Nominating Committee shall nominate to the church in business meeting persons to serve for the succeeding year on the standing committees, except the Nominating Committee. The church will elect the personnel of the several committees. The Nominating Committee shall be selected in February.

1. **Nominating Committee:** This committee shall consist of six members serving on a rotating three-year basis with two rotating onto the committee and two rotating off the committee each year. Those rotating off will not be eligible for re-election for one year after rotating off. The committee shall be selected in the following manner: The Pastor and Chairman of the Deacons shall nominate two new members each February to serve a three-year term with endorsement of the deacons and approval of the church.

2. **Finance Committee:** This committee shall be composed of six members selected from the membership at large. At least one member of the Board of Deacons shall at all times serve on the Finance Committee. This committee shall meet monthly to consider the financial condition of the church and shall render regular reports to the Board of Deacons and to the membership.

3. **Personnel Committee:** The Personnel Committee shall consist of six members selected from the congregation at large, serving on a rotating three year basis with two rotating onto the committee and two rotating off the committee each year. No person shall remain on the committee more than three years in succession without rotating off for at least one year. This committee shall interview all personnel who are to be employed by the church with the exception of the Ministerial staff and are to make recommendations to the Board of Deacons and to the Church for this employment. It is also to make recommendations to the Church concerning job descriptions, recommendations to the Finance Committee concerning staff salaries, and deal prayerfully with any problems that may occur among the staff.

4. **Property and Space Committee:** It shall be the duty of this committee to give attention to and study the condition and state of repair and appearance of all properties and equipment, coordinating such repairs and maintenance as authorized by the church and included in the church budget. All matters of major repairs and items of equipment shall be referred to the Finance Committee and to the Board of Deacons for endorsement and to the Church for approval. The Buildings and Grounds Committee shall be responsible for the work of the janitor and all other persons employed in capacity of caring for the building and grounds. The Chairman of the Buildings and Grounds Committee shall be responsible for the work of the janitor and all other persons employed in capacity of caring for the building and grounds. The Chairman of the Buildings and Grounds Committee shall be responsible for purchasing janitor's supplies. It shall be the janitor's duty to so care for the physical plant as to contribute helpfully to the comfort and well being of the members at all services. He shall see to the cleanliness, ventilation, and upkeep of the building. He shall see that the grounds are kept in such a way as to be in keeping with what would be expected of God's house.

5. **Church Council:** The Church Council shall be composed of Pastor and Staff, Clerk, Chairman of Deacons, Sunday School Director, Church Training Director, Brotherhood Director, W.M.U. Director, Chairman of the Finance Committee, and Director of the Media/Library Services. Regular meetings shall be held, and the council shall seek to coordinate the activities of the church and its organizations. The council shall make assignment of equipment and building space for all normal use and have control of all church property for special use. The pastor shall serve as Chairman.

6. **Music Council:** The Music Council shall be composed of the Minister of Music, serving as Chairman, and three members serving on a rotating three year basis with one rotating onto the council and one rotating off each year. Regular meetings shall be held. The council shall seek to balance the music program within the different age groups and talent groups. The Church Organist shall serve as Ex-officio member.

7. **Sunday School Council:** The Sunday School Council shall be composed of the Sunday School Director, Assistant Sunday School Director, General Sunday School Secretary, Literature Chairman, the director of each department within the school, and any other directors as may be added. Regular meetings shall be held. The council shall make recommendations on policies, procedures, programs for the school; and, serve as the line of communication among the classes, teachers, director and administrative staff.

Section C. Authority of Committees: All committees shall be directly responsible to the church. When a recommendation is to be made to the church on matters having to do with finances, changes of policy, or important changes in church program, for efficiency and effectiveness, the endorsement of the deacons shall be sought and a recommendation presented to the church.

Section D. Term of Office: All committees shall be elected annually. The Nominating, Finance, and Personnel Committees and the Music Council shall rotate membership with no committee member serving more than three consecutive years with one-third rotating off each year unless there is satisfactory evidence that the work would otherwise be seriously handicapped by loss of experience or technical information.

Section E. Appointment of fill Vacancy and Re-Appointment: On committees that rotate membership when a vacancy occurs, the Nominating Committee shall present the name of the person to fill the vacancy to the Board of Deacons for endorsement and to the church for approval. This person, then, may be eligible for re-appointment, if the length of time served to fill the vacancy is one-half (one and one-half years) or less of the three year term.

Section F. Implementation of Committees: Each committee shall meet before November 1 each year to organize and become familiar with the duties. When the Chairman is not selected by the Nominating Committee, the person serving as chairman the preceding year shall call the organizational meeting.

ARTICLE VII. Special Committees

Special Committees shall be elected for specific obligations as desired by the church. These committees shall be elected by the church upon recommendation of the Nominating Committee unless the church directs their appointment in a different manner.

ARTICLE VIII.

All references to the male gender shall include the female.

ARTICLE IX. Financial Program

A. Believing that giving should be primarily an act of worship, and to encourage each member to bring one worthy offering as an act of worship each Lord's Day, the unified budget shall be used as our basic financial policy, with the following exceptions: (1) W.M.U. Mission offerings are secured through a limited number of special offerings each year, such as Home Missions (Annie Armstrong), and Foreign Missions (Lottie Moon) and shall be received into our budget as receipts designated for missions.

(2) Any designated gift which fits in with the purpose and program of our church will be accepted and honored, but the emphasis in raising money for all church improvements shall be through the general budget.

B. Planning for the budget for each year shall be by the Finance Committee. Promotion of the budget will be under the direction of the Stewardship Committee.

C. As a service to the membership, statements shall be mailed quarterly, showing their contributions.

D. The records showing the donations of each individual member of the church shall be kept confidential. The Financial Secretary is authorized to furnish information to the U.S. Internal Revenue Service and the North Carolina Department of Revenue as requested.

E. Expenditures of the church shall be under the general supervision of the Finance Committee in accordance with the church approved budget, and shall be disbursed in the proportion that the church receipts bear to the said budget giving preference to the fixed expenses. A proper set of books shall be kept showing all disbursements properly keyed to the church budget. Any church member shall have access to the disbursement records.

F. An annual audit of the church financial records, including receipts and disbursements, shall be made by an auditing firm.

G. The financial program shall be carried out in accordance with the procedures promulgated by the Finance Committee and approved first by the Board of Deacons and the church in conference.

ARTICLE X.. General

A. 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 acknowledgment of his call to the ministry and as an 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.

B. Ordination: In the event this church has been requested to ordain a member to the Gospel Ministry in the Baptist Denomination, the procedure shall be as follows: The church will express its approval by a vote of two-thirds of the members present at any regularly arranged business meeting of the church. Then 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, the 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 if favorable, the church shall proceed with the ordination.

C. 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 Haywood Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention 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 By-laws and 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.

D. Property Holding: (A) This church may withdraw from affiliation with the Haywood Baptist Association in order to join another Baptist Association of like faith and order by a two-thirds vote of the members present at any regularly arranged business meeting of the church. (B) This church may withdraw from affiliation with the association and conventions by a vote of two-thirds of the members present at any regularly arranged business meeting of the church. In the event such vote is taken, the property of the church shall remain vested in the group representing the majority of the membership; provided that in all matters relating to its internal and external affairs the church remains and shall be an autonomous body; provided further that this proposed vote is presented to the church at least thirty days before the vote is taken.

ARTICLE VIII. Adoption and Amendments

A. These By-Laws shall be considered adopted and in immediate effect if and when two-thirds of the members present at any business meeting at which vote is taken shall vote in favor of the same. This vote shall be taken not less than thirty days after presentation of the By-Laws to the church.

B. These By-Laws may be amended, altered, or repealed by a two-thirds vote of the members present at any regular business meeting of the church; provided that such an amendment, alteration, or repeal to be given to the clerk in writing; and this proposed change shall be presented to the church in writing at least thirty days

prior to the time the vote is taken.

C. The adoption of these By-Laws shall effect a repeal of all previously adopted rules in conflict therewith.

D. A copy of these By-laws at all times shall be kept by the clerk among his records and other 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 pasted in the copies of the By-Laws and made available to the church generally upon request.

E. Robert's Rules of Order, Newly Revised, shall be the rules followed for all business proceedings.