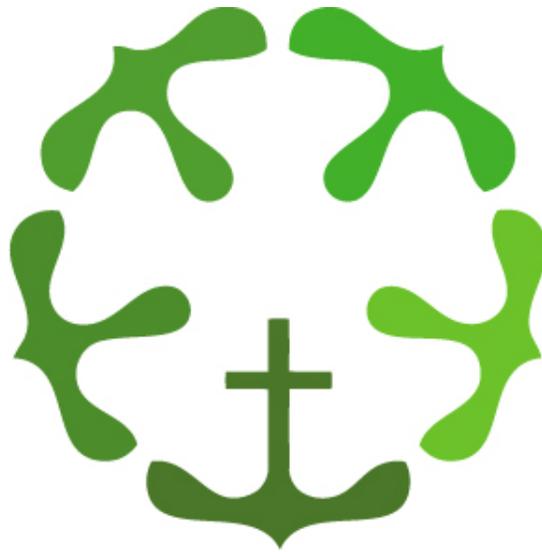


# **Missouri District Bylaws**

**as approved at the  
20<sup>th</sup> Regular Convention  
June 10-12, 2018 Columbia, MO**



**Missouri District Board of Directors**

**July 2018**

1 **Article I – ORGANIZATION**

2 **A. NAME**

3 The name of the district organized under these bylaws shall be: The Missouri District of The  
4 Lutheran Church—Missouri Synod (hereinafter referred to as “district”).

5 **B. CONSTITUTION AND BYLAWS**

6 The Constitution of The Lutheran Church—Missouri Synod (hereinafter referred to as “Synod”)  
7 is the constitution of the district, as the Constitution of Synod presently exists or as it may  
8 hereafter be amended. The Bylaws of the Synod shall be primarily the bylaws of the district.  
9 Additional bylaws may be adopted as necessary or proper for administration of the district or for  
10 effectively carrying on the work of the Synod. Such bylaws shall not conflict with the  
11 Constitution and Bylaws of the Synod. [cf. Synod Bylaw 4.1.1.2 (a)]

12 **C. MEMBERSHIP**

13 Membership in the district shall be governed by the Constitution and Bylaws of the Synod.

14 **D. CONVENTIONS**

- 15 1. The district shall meet in convention in the year preceding the general convention of the
- 16 Synod.
- 17 2. District conventions shall be governed by the Constitution and Bylaws of the Synod and also
- 18 by such specific provisions governing convention proceedings as may be defined in the
- 19 bylaws of the district.

20 **E. CIRCUIT ACTIVITIES**

- 21 1. Circuits shall be realigned as necessary, in keeping with the Synod Bylaws.
- 22 2. Congregations in a circuit may plan circuit-wide work cooperatively, and such planning
- 23 should be done in conjunction with the district department corresponding to the specific
- 24 planning involved.
- 25 3. Two or more circuits may meet together in joint planning and cooperative efforts.
- 26 4. Circuits of the district shall convene in circuit forums and circuit convocations in accordance
- 27 with Synod Bylaws.

28 **Article II - ADMINISTRATION**

29 **A. BASIC PRINCIPLES OF DISTRICT ADMINISTRATION**

- 30 1. The president is the chief executive officer of the district. Upon his request, or as may be
- 31 provided by the bylaws of the district, he shall be assisted by the vice presidents and the
- 32 circuit visitors in supervising the doctrine, practice and life of the Ministers of Religion –
- 33 Ordained, Ministers of Religion – Commissioned, and congregations of the district.
- 34 2. The president shall supervise the work program of the district.

- 35 3. The staff and the Council on Mission and Ministry shall be directly responsible to the
- 36 president and shall report plans and major decisions for approval with power of appeal to
- 37 the convention.
- 38 4. The Council on Mission and Ministry and all committees shall make reports to each district
- 39 convention.
- 40 5. All officers, the Board of Directors, the Council on Mission and Ministry, and committees
- 41 shall be ultimately responsible to the district convention.
- 42 6. The district shall maintain and monitor a conflict of interest policy. The Synod Bylaw 1.5.2
- 43 shall be the bylaw of the district.

44 **B. OFFICERS**

45 The elected officers shall be:

- 46 1. A full-time president
- 47 2. Four vice presidents
- 48 3. A secretary
- 49 4. A visitor for each circuit of the district

50 The appointed officer shall be a treasurer.

51 **C. STAFF**

- 52 1. The Board of Directors shall establish the necessary staff positions to achieve the overall
- 53 objectives of the district within the constraints of the district budget.
- 54 2. Upon recommendation from the president, the Board of Directors shall have the authority
- 55 to issue divine calls.
- 56 3. The Board of Directors may delegate to the president and others the authority to appoint
- 57 and dismiss staff members, but the Board of Directors alone has the authority to dismiss a
- 58 divinely called staff member.

59 **D. NOMINATIONS AND ELECTION OF PRESIDENT AND FIRST VICE**  
60 **PRESIDENT AND CIRCUIT VISITORS**

- 61 1. Nominations for the Office of President and of First Vice President shall be made in the
- 62 following manner:
  - 63 a. Each voting congregation shall be entitled to nominate two Ministers of Religion –
  - 64 Ordained from the official roster of the Synod as candidates for president of the district
  - 65 and two Ministers of Religion – Ordained from the official clergy roster of the district as
  - 66 candidates for first vice president of the district;
  - 67 b. The secretary of the district shall be responsible for the mailing of official ballots to each
  - 68 voting congregation of the district for nominating these candidates;
  - 69 c. Each nominating ballot shall be signed by the president and the secretary of the voting
  - 70 congregation and shall be sent to district tellers not later than 6 months prior to the
  - 71 opening date of the convention;

72 d. A committee of three laypersons from the Board of Directors shall be appointed as  
73 tellers by the secretary to tabulate the nomination results. The tellers shall report to the  
74 secretary the names of all Ministers of Religion – Ordained who have received at least  
75 five nominating votes for the Offices of President and First Vice President. The  
76 secretary shall report to the convention by means of the convention workbook the  
77 names and number of nominations of all Ministers of Religion – Ordained who have  
78 received at least one nomination for the Offices of President and First Vice President;

79 e. Groups and individuals within and without the district are urged to refrain from  
80 circularizing the district or areas thereof relative to favoritism in nominations for  
81 president or first vice president.

82 2. Candidates for the Office of President and of First Vice President

83 a. Candidates for the Office of President and of First Vice President shall be in each  
84 instance the four Ministers of Religion – Ordained receiving the highest number of  
85 nominations in the nominating ballots of the congregations, provided they receive more  
86 than one nomination.

87 b. The secretary of the district shall notify each candidate and shall secure his approval in  
88 writing for inclusion of his name on the convention ballot. Each candidate shall reply  
89 within 10 days as to his willingness to serve as a nominee.

90 c. In the event of the death, declination, or unavailability of any candidate, the nominee  
91 having the next highest number of nominations shall become a candidate.

92 d. In the event of a tie for the fourth position among the candidates, all names involved in  
93 the tie shall be listed as candidates.

94 e. The secretary of the district shall be responsible for the publication of brief biographies  
95 of each candidate. These shall be included in the convention workbook.

96 f. The convention shall have the right to offer nominations from the floor. Any delegate  
97 making a nomination from the floor shall have secured prior written consent of the  
98 candidate whom he wishes to nominate. Such delegate shall immediately submit to the  
99 secretary of the district this document and written pertinent information concerning his  
100 nominee.

101 3. Election of president and of first vice president

102 a. Each voting delegate shall be entitled to vote for one of the candidates for president and  
103 one of the candidates for first vice president.

104 b. The candidate receiving a majority of the votes cast shall be declared elected.

105 c. If no candidate received a majority of the votes cast the three candidates receiving the  
106 highest number of votes shall be retained on the ballot and another vote shall be taken.  
107 Thereafter, the candidate(s) receiving the least number of votes shall be eliminated on  
108 each subsequent ballot until one candidate receives a majority of the votes cast. The  
109 candidate-elect must indicate by the first session of the following day his acceptance or  
110 rejection of his election.

111 4. Nomination and election of circuit visitors shall be in accordance with Synod Bylaw 5.2.2.

112 E. **BOARD, COUNCIL, AND COMMITTEES**

- 113 1. The Board of Directors is directly responsible to the district convention.
- 114 2. The committees which are directly responsible to the district convention shall be:
- 115 a. A Constitution Committee (appointive)
- 116 b. A Committee on Nominations (elected)
- 117 c. A Committee of Elections (appointive)
- 118 3. The Council on Mission and Ministry is directly responsible to the president.
- 119 4. All Ministers of Religion – Ordained and Ministers of Religion – Commissioned conference
- 120 committees of the Missouri District shall be directly responsible to the president. All
- 121 Ministers of Religion – Ordained and Ministers of Religion – Commissioned shall attend
- 122 their respective conferences on an annual basis (Synod Bylaw 4.8.2[d]).
- 123 5. The president may appoint committees and task forces as required to assist the staff in their
- 124 work.
- 125 6. All convention floor committees shall be directly responsible to the president.

126 **F. TERMS OF OFFICE**

- 127 1. The term of office of the president, vice presidents, secretary, and circuit visitors shall be
- 128 three years. The term of office for elected members of the Board of Directors, other than
- 129 those serving *ex officio*, shall be six years. The term of office for elected members of the
- 130 Council on Mission and Ministry shall be six years. Terms of appointed members of the
- 131 Board of Directors and of the Council on Mission and Ministry shall be three years, with
- 132 appointments being made subsequent to the installation of elected officers, board, and
- 133 council members after each district convention.
- 134 2. The president may serve an unlimited number of terms. No individual may be elected or
- 135 appointed as secretary after three consecutive terms until at least three years have elapsed.
- 136 No individual may be elected or appointed to the Board of Directors after two consecutive
- 137 terms until at least three years have elapsed. No individual may be elected or appointed to
- 138 the Council on Mission and Ministry after two consecutive terms until at least three years
- 139 have elapsed. A vice president after three consecutive terms, regardless of ranking, may not
- 140 be elected to any other vice president position until after three years have elapsed. Service
- 141 for a period of one half or more of an unexpired term shall be counted as a full term.
- 142 3. The terms of office of members of appointive committees shall be three years. The terms of
- 143 office shall begin on the date of their induction and terminate at the induction of their
- 144 successors after the next convention.
- 145 4. No individual may be elected or appointed to the same committee after three consecutive
- 146 terms until at least three years have elapsed. Service for a period of one half or more of an
- 147 unexpired term shall be counted as a full term.
- 148 5. No one, either in the Synod or in a district or between the Synod and a district shall hold
- 149 more than one elected office; or more than two offices, although one or both be appointive;
- 150 or ever hold two offices of which one is directly responsible for the work done by the other.
- 151 Doubtful cases shall be decided by the president of the Synod. The foregoing restriction
- 152 shall not apply to members of the Committee on Nominations.

153 6. All elections and appointments shall be conducted as provided for in Bylaw section 4.7 of  
154 the Synod and in the bylaws of the district.

155 **G. INSTALLATION AND INDUCTION**

156 1. The installation of the president and the induction of the vice presidents, secretary, Council  
157 on Mission and Ministry, and Board of Directors, elected at the convention, shall be held  
158 within eight weeks following the election and shall be announced as soon as possible after  
159 the convention.

160 2. Circuit visitors shall be inducted at the conclusion of the convention.

161 3. The appointive members shall be inducted at the next meeting of their respective board or  
162 council.

163 **H. INTERIM AUTHORITY**

164 1. Before his successor assumes office, the outgoing president shall use the intervening time to  
165 settle the affairs of his administration and assist the newly elected president, as requested, to  
166 become acquainted with the responsibilities of the office.

167 2. In the interim, the newly elected president shall meet with the newly elected and/or re-  
168 elected vice presidents to assess the state of the district, to plan for the communication and  
169 carrying out of the resolutions adopted at the convention, to assign areas of responsibility to  
170 the vice presidents, to gather names and obtain information helpful for making wise  
171 appointments. He shall meet with the necessary district staff to discuss convention reports  
172 and actions, and to assess with them, and the financial officers, the financial status of the  
173 district and to estimate the financial resources available.

174 3. The Board of Directors shall determine remuneration for the newly elected president during  
175 the interim period between election and installation.

176 4. Remuneration for the outgoing president shall be continued for three months beyond the  
177 end of his term unless he is otherwise gainfully employed or has retired from full-time  
178 employment. Any extension beyond this period shall be at the discretion of the Board of  
179 Directors.

180 5. The existing Board of Directors and other officers, council, commissions, and committees  
181 shall continue to function until the newly elected, re-elected, and appointed officers of the  
182 district and members of the council, commissions, and committees assume office.

183 6. The newly elected members of the Board of Directors and council as well as other appointed  
184 board, council, and committee members shall attend whatever meetings are held in the  
185 interim, without vote, to become acquainted with their responsibilities and functions.

186

187 **Article III – THE BOARD OF DIRECTORS**

188 **A. MEMBERSHIP**

- 189 1. The Board of Directors shall consist of the following members, all with a vote: president, the
- 190 first vice president, the secretary of the district elected by the convention, seven (7) members
- 191 elected by the convention, a treasurer appointed by the Board of Directors, and up to three
- 192 (3) members appointed by the Board of Directors to fill needed areas of expertise:
- 193 a. The president of the district (Minister of Religion – Ordained)
- 194 b. The first vice president of the district (Minister of Religion – Ordained)
- 195 c. The secretary of the district (Minister of Religion – Ordained)
- 196 d. Two (2) Ministers of Religion – Ordained, elected at large
- 197 e. Two (2) Ministers of Religion – Commissioned, elected at large
- 198 f. Three (3) laypersons, elected at large
- 199 g. The members of the Board of Directors elected by the convention shall appoint the
- 200 treasurer of the district at the first meeting of the Board of Directors following the
- 201 convention. The treasurer shall be a layperson.
- 202 h. The members of the Board of Directors elected by the convention “shall also have the
- 203 authority to choose to appoint to the board up to three voting lay members from the
- 204 district’s congregations to obtain additional skill sets (legal, finance, investment,
- 205 administration, etc.)” (Synod bylaw 4.5.1).
- 206 i. Elected members of the Board of Directors, other than the secretary, the president, and
- 207 the first vice president, shall serve six (6) year terms. The term of appointive members of
- 208 the Board of Directors shall expire at the installation of a newly elected Board of
- 209 Directors.

210 **B. ORGANIZATION**

- 211 1. The secretary shall be the Secretary of the Board of Directors. The members of the Board of
- 212 Directors elected at the convention shall elect the chairman, vice chairman, and such other
- 213 officers of the board as deemed necessary. The chairman and vice chairman shall be elected
- 214 from those members of the Board of Directors elected by the convention.
- 215 2. The Board of Directors shall meet at least four (4) times a year and shall keep accurate
- 216 minutes of its meetings.
- 217 3. Special meetings may be called by the chairman or upon request of three board members.
- 218 Those calling a special meeting shall set the date of such meeting. The office of the president
- 219 shall notify each board member of such special meeting and its purpose.
- 220 4. A majority of the voting members of the Board of Directors must be present at a properly
- 221 called meeting to constitute a quorum.
- 222 5. The chairman shall conduct the meetings and be responsible for the agenda of each meeting.
- 223 6. In the event of a vacancy on the Board of Directors, the remaining members of the board
- 224 elected by the convention may elect a successor for the unexpired term.

225 7. The Board of Directors shall establish, maintain, and follow policy and procedure manuals.

226 8. Special committees may be appointed within the Board of Directors at its discretion.

227 **C. AUTHORITY**

228 The authority of the Board of Directors shall be in accordance with Synod Bylaw 4.5.1.

229 **D. DUTIES**

230 Except as otherwise expressly provided in these bylaws, the Board of Directors shall hold  
231 responsibility for the district between conventions. To this end it shall:

- 232 1. At least annually review and when necessary revise the vision, mission, and strategies it has  
233 formulated in order to establish short, mid and long term goals through the president;
- 234 2. Receive and act on the recommendations of the president, council, and committees assigned  
235 by the Board of Directors;
- 236 3. Coordinate the district's work with Synod's; 4.5.1 (c)
- 237 4. Submit proposed annual support goals to the;
- 238 5. Establish an annual budget of the district on the basis of the share of the Lord's work  
239 assumed by the congregations;
- 240 6. Balance the budget as nearly as possible and be authorized to do any and all such things as  
241 may be necessary or expedient to accomplish this end;
- 242 7. Acquire, hold, lease, mortgage, pledge, sell, convey, or otherwise dispose of property, real or  
243 personal tangible or intangible, in behalf of the Missouri District;
- 244 8. Provide for adequate support personnel as well as policies and procedures for the operation  
245 of the district office;
- 246 9. Determine and define the number, role, function, and responsibility of staff members;
- 247 10. Report to the convention of the district;
- 248 11. Approve the site of the district convention upon recommendation of the ~~district~~ president;
- 249 12. Engage a CPA firm to audit the financial records of the district at least annually or at any  
250 time during the year as it deems advisable;
- 251 13. Engage legal counsel to advise the district regarding legal matters;
- 252 14. Provide for the bonding of all officers handling district funds;
- 253 15. Appoint an archivist;
- 254 16. Conduct, supervise, and manage all affairs of the district not otherwise assigned.

255 **Article IV - DUTIES OF OFFICERS AND STAFF**

256 All officers of the district, whether elected or appointed, shall discharge the duties assigned to  
257 them in the Synod Constitution and Bylaws and the district bylaws.

258 **A. DUTIES OF THE PRESIDENT**

259 The president shall:

- 260 1. Exercise ecclesiastical supervision over the doctrine, practice, life, and administration of all
- 261 elected, called, and appointed officers and the Ministers of Religion – Ordained, Ministers of
- 262 Religion – Commissioned, and certified church workers, lay, of the district;
- 263 2. Perform the duties set forth in Synod Bylaw 4.4 and Synod Constitution Article XII and
- 264 especially serve as chief executive officer of the district who leads the Board of Directors in
- 265 the formulation of the district’s vision, mission and strategies and in their implementation;
- 266 3. Be a member of the Board of Directors;
- 267 4. Convene the circuit visitors at least annually;
- 268 5. Be a non-voting ex-officio member of all committees including those for professional
- 269 conferences except the Committee on Nominations;
- 270 6. Designate one of the vice presidents as his representative to any commission or committee
- 271 he may deem advisable;
- 272 7. Make such appointments as are directed by the district through its bylaws or resolutions;
- 273 8. Appoint all necessary committees and an assistant secretary for the convention;
- 274 9. Be responsible that the resolutions of the Synod, and district and Board of Directors are
- 275 implemented and coordinated;
- 276 10. Make sure that the district personnel, staff, boards, task forces, and committees are working
- 277 together in harmony to implement the mission, vision and strategies adopted by the
- 278 convention and the Board of Directors;
- 279 11. Be responsible for an up-to-date procedures manual, adequately indexed for recording
- 280 procedures necessary for the effective and efficient operation of the convention and also for
- 281 officers, board, council, committees, and district personnel;
- 282 12. Have responsibility for supervising the staff according to their respective assignment of
- 283 duties. He may appoint members of the staff to assist him;
- 284 13. Ensure that the needs of district congregations (especially those enumerated in Article V.D)
- 285 are addressed.

286 **B. DUTIES OF THE VICE PRESIDENTS**

287 The vice presidents shall:

- 288 1. Advise, assist or represent the president at his request or as may be provided by the district
- 289 convention;
- 290 2. Serve in an advisory capacity as representatives of the president on the council and various
- 291 committees as directed by the president.

292 **C. DUTIES OF THE SECRETARY**

293 The secretary shall:

- 294 1. Serve as secretary of the district convention, be a member of the Board of Directors, and
- 295 serve as its secretary;

- 296 2. Be a voting member of the Constitution Committee;
- 297 3. Be responsible for keeping on file the minutes of all groups of which he is secretary and
- 298 place these minutes into the archives of district and Synod;
- 299 4. Perform such other secretarial duties as are assigned by the Board of Directors, the
- 300 president, and the district convention, and as are set forth in the Synod Bylaws.

**D. DUTIES OF THE TREASURER**

The treasurer shall:

- 303 1. Monitor the receipts and disbursements of the district’s monies and the accurate accounting
- 304 thereof and shall report regularly to the Board of Directors;
- 305 2. Keep the Board of Directors advised on fiscal matters, loans and interest policies, and
- 306 matters of investment;
- 307 3. Be authorized to borrow money or make investments in the name of the district as directed
- 308 by the Board of Directors;
- 309 4. Be responsible for adequate records of income and expenditures according to policies
- 310 established by the Board of Directors;
- 311 5. Maintain a close working relationship with any staff responsible for finances;
- 312 6. Convey all records to his successor at the end of his term of office;

**E. DUTIES OF THE CIRCUIT VISITORS**

The circuit visitors shall:

- 315 1. Perform the duties set forth in Synod Bylaw 5.2.3 ff.;
- 316 2. Together with the president and the vice presidents meet at least once each year at the call of
- 317 the president in the interest of the work and welfare of the district and the Synod;
- 318 3. In consultation with the pastors of his circuit and approval of the district president (Synod
- 319 Bylaw 5.2.1 [c]), shall appoint assistants as may be required;
- 320 4. Be chairman of circuit meetings and conferences;
- 321 5. Alert circuit congregations of opportunities for the establishment of new ministries within
- 322 the circuit.

**F. DUTIES OF THE STAFF**

The staff shall:

- 325 1. Function under the supervision of the president as outlined in their job description;
- 326 2. Assist congregations, the board, the council, committees, and task forces to further the
- 327 dissemination of the Gospel;
- 328 3. Work cooperatively with the Synod’s Offices of National and International Mission to assist
- 329 district congregations to be involved in the worldwide dissemination of the Gospel;
- 330 4. Assist district officers, professional church workers, and congregation
- 331 lay leaders as requested or assigned.

332 **Article V – COUNCIL ON MISSION AND MINISTRY**

333 **A. RESPONSIBILITY**

- 334 1. The council shall be responsible to the president.
- 335 2. The responsibilities of the council shall include the development of appropriate educational  
336 activities according to their functions as outlined in Article V section D.
- 337 3. The president may assign a vice president or a voting member of the Board of Directors to  
338 represent him on the council as an advisory member.
- 339 4. The president may assign district staff to advise the council.

340 **B. MEMBERSHIP**

341 Council members shall:

- 342 1. Be elected by the convention with two (2) Ministers of Religion – Ordained, two (2)  
343 Ministers of Religion – Commissioned, and two (2) laypersons;
- 344 2. As many as three additional council members may be recommended by the council  
345 chairman, approved by the president and appointed by the Board of Directors; the term of  
346 appointive members of the Council shall expire at the installation of a newly elected Council;
- 347 3. Appointees to the council shall have a minimum of three years professional or volunteer  
348 experience appropriate to the council responsibilities;

349 **C. REGULATIONS**

350 The council shall:

- 351 1. Choose its chairman, vice-chairman, and secretary from those council members elected by  
352 the district convention at its first meeting after the district convention;
- 353 2. Report through its chairman to the president and provide a copy of its minutes for district  
354 files;
- 355 3. Meet as regularly as its responsibilities require;
- 356 4. Make a detailed report of its activities at each district convention.

357 **D. FUNCTIONS**

358 The council shall provide assistance to the president and staff of the district to:

- 359 1. Promote and implement convention resolutions relative to the congregations, schools and  
360 ordained and commissioned ministers of the district;
- 361 2. Oversee the planning and implementation of district events relative to support of  
362 congregations, including the areas of outreach, family life and youth;
- 363 3. “Assist and advise local congregations in the development and promotion of an adequate  
364 stewardship program” (Synod bylaw 4.6.1.a);
- 365 4. Make recommendations to the Board of Directors relative to congregational needs;
- 366 5. Work together with district staff to implement the mission, vision and strategies adopted by  
367 the Board of Directors.

368 **Article VI - CONSTITUTION COMMITTEE**

369 **A. MEMBERSHIP**

- 370 1. The Constitution Committee shall consist of five voting members: one Minister of Religion -  
 371 Ordained who shall be chairman, the district secretary, one Minister of Religion -  
 372 Commissioned, and two laypersons, appointed by the president subject to the approval of  
 373 the Board of Directors.

374 **B. DUTIES**

375 The Constitution Committee shall:

- 376 1. Act as a review committee for all proposals affecting the bylaws of the district and shall  
 377 make recommendations regarding proposed changes to the district convention;
- 378 2. Embody in the district bylaws such changes as necessitated by convention actions of the  
 379 district and the Synod;
- 380 3. Have the continuing responsibility to arrange for printing and distributing the bylaws in their  
 381 corrected and current form;
- 382 4. Act in an advisory capacity to the district and the president in the interpretation of the  
 383 district bylaws;
- 384 5. Function either directly or through a commission under its immediate supervision for  
 385 reviewing new and revised constitutions and bylaws of member and applicant congregations  
 386 as provided for in the Synod's Bylaws on constitutions of congregations [cf. Synod Bylaw  
 387 sections 2.1 – 2.4].

388 **Article VII - DISTRICT RECONCILERS**

389 **A. MEMBERSHIP**

390 District reconcilers shall be appointed by the district Board of Directors in compliance with  
 391 1.10.10 ff. of the Synod Bylaws.

392 **B. RESPONSIBILITY**

- 393 1. Reconcilers shall function according to the Bylaws of the Synod (Synod Bylaw section 1.10).  
 394 2. The district reconcilers may be called upon by the president to assist in conflicted situations.  
 395

396 **Article VIII - ELECTION AND APPOINTMENT PROCEDURES**

397 **A. GENERAL PROVISIONS**

- 398 1. The following shall be elected at each convention: The president, the vice presidents, the  
 399 secretary, members of the Board of Directors, members of the Council on Mission and  
 400 Ministry, the circuit visitors, and the Committee on Nominations.
- 401 2. All appointive offices shall be filled after the convention.

- 402 3. In making appointments, the Board of Directors and president shall give consideration to  
403 provide a cross-section of representation throughout the district.
- 404 4. The 2018 district convention shall elect to a six-year term on the Board of Directors one (1)  
405 Minister of Religion — Ordained, elected at large, one (1) Minister of Religion —  
406 Commissioned, elected at large, and two (2) laypersons, elected at large. The 2018 district  
407 convention shall further elect to a three-year term on the Board of Directors one (1)  
408 Minister of Religion — Ordained, elected at large, one (1) Minister of Religion —  
409 Commissioned, elected at large, and one (1) layperson, elected at large.
- 410 5. The 2018 district convention shall elect to a six-year term on the Council on Mission and  
411 Ministry one (1) Minister of Religion — Ordained, one (1) Minister of Religion —  
412 Commissioned, and one (1) layperson. The 2018 district convention shall further elect to a  
413 three-year term on the Council on Mission and Ministry one (1) Minister of Religion —  
414 Ordained, one (1) Minister of Religion — Commissioned, and one (1) layperson.

415 **B. COMMITTEE ON NOMINATIONS**

- 416 1. A Committee on Nominations consisting of four Ministers of Religion – Ordained, two  
417 Ministers of Religion – Commissioned, and four laypersons, representing all areas of the  
418 district is to be elected as a standing committee at each convention.
- 419 2. The members of the Committee on Nominations shall serve one term of three years and are  
420 eligible to serve again after at least three years have elapsed. A list of candidates for  
421 membership on this committee shall be submitted to the convention by the outgoing  
422 Committee on Nominations.
- 423 3. The president shall convene and orientate the Nominating Committee at least eighteen (18)  
424 months prior to the convention. The president shall appoint the chairman from among the  
425 elected members of the Nominating Committee.
- 426 4. Duties of Committee on Nominations:
  - 427 a. The Committee on Nominations shall circularize the Ministers of Religion – Ordained  
428 and congregations of the district for names and qualifications of Ministers of Religion –  
429 Ordained, Ministers of Religion – Commissioned, and laypersons to serve as secretary,  
430 members of the Board of Directors, or members of the Council on Mission and  
431 Ministry.
    - 432 1. Ministers of Religion – Ordained to serve as district secretary, members of the  
433 Council on Mission and Ministry, and at-large member of the Board of  
434 Directors.
    - 435 2. Ministers of Religion – Commissioned to serve as at-large members of the Board  
436 of Directors and members of the Council on Mission and Ministry.
    - 437 3. Laypersons to serve as-members of the Board of Directors and the Council on  
438 Mission and Ministry.
  - 439 b. The committee itself shall, when sufficient recommendations are not submitted by the  
440 announced deadline, place eligible candidates on the ballot.
  - 441 c. In presenting a slate to the convention, the committee shall supply a brief biographical  
442 sketch of each candidate appearing on the ballot. All names shall be listed alphabetically  
443 on the official ballot.

- 444 d. The committee shall endeavor to represent all the areas of the district in nominating at  
 445 least two candidates for each elected office or position with the exception of the  
 446 president, the vice presidents, and the circuit visitors. The committee shall further  
 447 endeavor to represent the needed skill sets for the Board of Directors (legal, finance,  
 448 investment, administration) and the Council on Mission and Ministry. The convention  
 449 reserves the right to place additional names on the ballot. No candidate shall be  
 450 nominated by the nominating committee for more than one position with the exception  
 451 of membership on the Committee on Nominations.
- 452 e. Nominations for the district representative and alternate for the Synod's Committee for  
 453 Convention Nomination shall be according to Synod Bylaw 3.12.3 ff.

454

### 455 C. COMMITTEE ON ELECTIONS

- 456 1. A Committee on Elections consisting of four Ministers of Religion – Ordained, two  
 457 Ministers of Religion – Commissioned, and four laypersons shall be appointed by the  
 458 president.
- 459 2. Duties of the Committee on Elections:
- 460 a. The Committee on Elections shall conduct and supervise all elections of the district  
 461 according to the elections manual of the Missouri District. The committee shall be  
 462 authorized to interrupt any business transaction for the purpose of conducting the  
 463 election.
- 464 b. The election shall proceed according to the following order: president, first vice  
 465 president, other vice presidents, secretary, Board of Directors, Council on Mission and  
 466 Ministry, the ratification of circuit visitors, and the committee on nominations.
- 467 c. Primary and election ballots shall be collected during the sessions in which they were  
 468 distributed.
- 469 d. A majority of all votes cast shall be required for election to all elected offices and elected  
 470 board positions.
- 471 e. The election of the president and of the first vice president shall follow the procedure of  
 472 the Synod Bylaw 4.7.1 and district bylaws.
- 473 f. The elections for the second, third, and fourth vice presidents shall proceed as follows.
- 474 1. Nominations shall be by direct nominating ballot of eligible pastors from the  
 475 district. Each voting delegate shall be entitled to place in nomination as many  
 476 persons as there are vice presidents to be elected. The persons receiving the  
 477 greatest number of nominations shall be the candidates in the election for vice  
 478 presidents, the number of candidates to be three times the number of offices to  
 479 be filled.
- 480 2. The rank of vice presidents shall be determined by the order of their election or,  
 481 if more than one is elected in the same voting, by the number of votes received  
 482 by each.

- 483 3. In the election, each voting delegate shall be entitled to vote for as many
- 484 candidates as there are offices to be filled. A candidate whose total vote equals
- 485 or exceeds a majority of the number of delegates voting shall be declared elected.
- 486 4. If more candidates receive a majority than there are offices to be filled, those
- 487 receiving the greatest number of votes shall be declared elected.
- 488 5. When a second or succeeding ballot is required for a majority, the candidates
- 489 receiving the fewest votes shall be dropped from the ballot, leaving two
- 490 candidates for each position to be filled.
- 491 6. This procedure shall be followed until all the offices have been filled.

492 **D. VACANCIES**

- 493 1. If the Office of President becomes vacant, the first vice president shall serve as president
- 494 until the next presidential election. The new president may serve part-time, with the consent
- 495 of the Board of Directors, until the next election.
- 496 2. If the president becomes incapacitated, his work shall be assumed temporarily by the first
- 497 vice president. The decision as to when the president has become incapacitated and when he
- 498 is no longer incapacitated shall be made by the Board of Directors.
- 499 3. A vacancy in any vice presidency shall be filled by advancing the lower-ranking vice
- 500 presidents. The resulting vacancy may be filled by an election of the Board of Directors. A
- 501 slate of nominees shall be made by the praesidium from candidates for the vice presidency at
- 502 the previous convention.
- 503 4. If the office of circuit visitor becomes vacant, the office shall be filled by presidential
- 504 appointment.
- 505 5. Vacancies on board, council, and committees shall be filled in a manner as prescribed in the
- 506 district bylaws governing board, council, and committee administration.

507 **Article IX – OFFICIAL DISTRICT CONFERENCES**

508 **A. PURPOSE**

509 The Missouri District shall conduct Official Conferences for Ministers of Religion – Ordained  
 510 and Ministers of Religion – Commissioned in compliance with 4.8.1 of the Synod Bylaws.

511 **B. RECOGNITION OF OFFICIAL CONFERENCES**

- 512 1. The Official Missouri District Conferences for Ministers of Religion – Ordained shall be in
- 513 cycles A and C of the triennium the Missouri District Pastors Conference. In cycle B, the
- 514 Official Conference shall be the Missouri District Professional Church Workers Conference.
- 515 2. The Official Missouri District Conferences for Ministers of Religion – Commissioned shall
- 516 be in cycle A the Lutheran Education Association National Convocation. In cycle B, the
- 517 Missouri District Professional Church Workers Conference will serve as the Official
- 518 Conference. In cycle C, the Missouri District Educators Conference will serve as the Official
- 519 Conference.

520 **C. COMPOSITION OF OFFICIAL CONFERENCE COMMITTEES**

- 521 1. The praesidium and three pastors, selected by the pastors' conference in cycle C, will serve  
522 as the planning committee, including the program and selection of speakers, for all district  
523 pastors' conferences.
- 524 2. The Ministers of Religion – Commissioned Educators' Conference Committee (Educators'  
525 Conference) shall consist of the president, assistant to the president – education, and  
526 representative educators from across the Missouri District (including high schools,  
527 elementary schools and early childhood programs) to be appointed by the president.
- 528 3. The Professional Church Workers' Conference Committee shall consist of the president and  
529 an assistant to the president. The president shall also appoint two vice-presidents, three of  
530 the Ministers of Religion – Ordained selected by the pastors' conference, four representative  
531 educators from across the Missouri District (including high schools, elementary schools and  
532 early childhood programs), and one Minister of Religion - Commissioned who is not serving  
533 primarily in an educational setting.

534 **Article X - AMENDMENTS**

535 Amendments to these district bylaws may be made provided they are not contrary to the  
536 Constitution and Bylaws of the Synod and are submitted to the Commission on Constitutional  
537 Matters (Synod Bylaw 3.9.2.2.3) prior to being considered by the district convention and are  
538 adopted by an affirmative vote of a majority of the delegates present and voting at a properly  
539 called district convention, and are declared by the convention to be bylaw amendments,  
540 following submission to and approval by the Commission on Constitutional Matters (Synod  
541 Bylaw 4.1.1.2.[a], [b]).