

**PROCEDURES**  
**GREATER DAYTON EMMAUS COMMUNITY**  
Revised Sept. 2019

The purpose of this document is to establish Operating Procedures for the Board of Directors, which guides the direction of the Community. Unless otherwise identified within this document, the Board shall operate under Robert's Rules of Order.

The scope of the Greater Dayton Emmaus Board is made up of the following positions. Full job descriptions are found in Appendix A.

Community Lay Director\*  
Vice Chairperson/Leadership\*  
Past Community Lay Director\*  
Treasurer\*  
Secretary\*  
Clergy (4)\*  
Agape Chair  
Home Church Representative/Book Table  
Host Church Representative/Transportation Chair  
Documentation Chair  
Good Shepherd Chair/Outreach  
Housing Chair  
Kitchen Chair  
Communications Chair  
Men's Registrar  
Women's Registrar  
Supply Chair  
Men's Worship Chair  
Women's Worship Chair

Positions marked with \* make up the Executive Committee. One clergy is part of the Executive Committee, and all 4 attends on a rotating basis.

When a quorum is present, voting on any issue shall be a voice or hand count vote. However, any Board member may request a confidential (paper) ballot for any Board vote.

## **Procedure 1: Election of Board Members**

All Candidates are to prayerfully consider having their name placed on any ballot.

1. The Nominating Committee shall be chaired by the Past Community Lay Director who will select a committee consisting of two previous Walk Lay Directors from the previous two years (preferably one male and one female).
2. The Nominating Committee's goal shall be to have two or more persons for each open position.
3. All persons nominated shall have served on at least one Walk weekend team as well as be active in their share group, church and in the Emmaus Community.
4. No Board members shall succeed themselves. Other than unusual circumstances, Board candidates shall not be spouses of continuing Board members.
5. The list of potential Board members shall be submitted to the Board for approval by no later than the September Board meeting. These names along with absentee ballots will be published in the October newsletter.
6. Election shall take place at the November Gathering. The floor shall be opened for write-in candidates prior to the final election.
7. A ballot of candidates with space to write-in selection shall be issued to the community and an election by a secret ballot shall take place.
8. Ballots, including absentee ballots, shall be counted by the Nominating Committee and Past Community Lay Director and the results of the election published in the next newsletter. All winning candidates shall be immediately notified by the Community Lay Director.
9. A simple majority shall elect Board members. In case of a tie, a final ballot shall be offered at the December Gathering.
10. In order to maintain membership in good standing as a Board member, each member should be active in their local church and be active in a share or accountability group.
11. . Board members are expected to attend all Board meeting, except when excused by the Community Lay Director or Vice-Chairperson. However, Board members are permitted to miss up to three unexcused Board meetings in any calendar year. Those missing more than three meetings will be evaluated on a case by case basis to determine the appropriate action..
12. Board members are expected to attend all Gatherings, except when excused by the Chairperson or Vice-Chairperson.

## **Procedure 2: Election of Community Lay Director**

The Community Lay Director shall be elected by a majority vote of the Board no later than the October Board meeting.

## **Procedure 3: Election of Community Vice Chairperson**

The Vice Chairperson shall be elected by a majority vote of the Board of Directors no later than the October Board meeting. This advanced election will provide preparation time for the Vice Chairperson to head the team selection committee process. The effective term shall start on April 1<sup>st</sup> of the coming year. The Vice Chairperson as well as any other qualified candidate will run for the Community Lay Director and then serve as the Past Lay Director. Candidates for Vice Chairperson are to inform the current Vice Chairperson by the

September Board meeting. An interview with the current Vice Chairperson and at least one Spiritual director takes place before any candidate's name is added to the ballot to go before the Board. If less than two names are presented, the process shall be determined by a simple majority vote of the Board.

#### Qualifications to become Vice Chairperson

1. One year of Board experience prior to assuming office.
2. The candidate must be willing to spend an additional 3 years on the Board as the Vice Chairperson, Chairperson and Past Chairperson.
3. Vice Chairperson must be willing to chair the Team Selection Committee, fill in for the Chairperson as required, and other assigned duties.

#### **Procedure 4: Approval of Community Spiritual Directors**

The Community Spiritual Director will present a list of candidates for Community Spiritual Directors to the Board by the June Board meeting. The Board shall act on this list at its August meeting.

In the event a Community Spiritual Director opening comes available, the remaining Community Spiritual Directors shall recommend a replacement candidate at a regularly scheduled Board meeting. The Board will prayerfully consider the candidate before voting at the next regularly scheduled Board meeting.

#### **Procedure 5: Board Training**

1. The Board will hold an annual training session. Session is to educate Board members on responsibilities of holding a Board position.
2. Board members are encouraged to take the Leadership Training offered by a Community Trainer, in Autumn or Spring.

#### **Procedure 6: Community Property**

The Community Chairperson has the discretion to lend Emmaus property on a case-by-case basis. The Chairperson shall inform the work area chairperson of the loan to ensure there are no conflicts. Under no circumstance should the sound, projection or computer equipment be placed on loan.

#### **Procedure 7: Review of the Operating Procedures**

The operating procedures shall be reviewed by the Board at least once every three years and revised as needed.

#### **Procedure 8: Reimbursements**

Community Vice Chairperson and/or Past Community Lay Director will be able to approve reimbursement vouchers.

#### **Procedure 9: Amendments**

Proposed amendments shall be presented to the Board by any member of the Board one month in advance for consideration by the Board. Amendments shall be approved by a simple majority vote by the Board.

**Procedure 10: Leadership Training**

Leadership Training will be offered by a Community Trainer under the Guidance of the Upper Room. This volunteer team will provide an in-depth look at how an Emmaus Walk is run. The Training is open to any community member and is required for those who will serve as Walk Lay Director within 15 months of completion. However, training requirement for Walk Lay Director within 15 months of completion may be waived at the discretion of the GDE Executive Committee.