

1. Principals of Organization

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1.1 Name

- 1.1.1 The official name of this district of the Synod shall be: Iowa District West of The Lutheran Church—Missouri Synod.

1.2 Membership

- 1.2.1 The membership of Iowa District West shall consist of all those members of The Lutheran Church—Missouri Synod (congregations, ordained and commissioned ministers) who have been received into Iowa District West at the time of joining the Synod, who have been transferred from another district, or who have been assigned to Iowa District West by the Synod. [Synod Bylaw 4.1.2]

1.3 Place of Business

- 1.3.1 The principal place of business of Iowa District West shall be the Iowa District West Office, 409 Kenyon Road, Suite B, Fort Dodge, Webster County, Iowa.

1.4 District Boundaries

- 1.4.1 The eastern boundary of Iowa District West shall be the eastern boundary lines of the following counties in Iowa: Winnebago, Hancock, Wright, Hamilton, Story, Polk, Warren, Clarke, and Decatur. West of that line, the northern, western, and southern boundaries of the State of Iowa shall be the northern, western, and southern boundaries of Iowa District West.

1.5 Constitution and Bylaws

- 1.5.1 The Constitution of The Lutheran Church—Missouri Synod shall be the Constitution of Iowa District West. [Synod Bylaw 4.1.1.2]

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- 1.5.2 The Bylaws of The Lutheran Church—Missouri Synod shall be primarily the bylaws of Iowa District West. [Synod Bylaw 4.1.1.2]
- 1.5.2.1 Iowa District West may adopt additional bylaws, regulations, and resolutions necessary and proper for its own administration and for effectively carrying on the work of The Lutheran Church—Missouri Synod within the geographical boundaries of Iowa District West. These bylaws, regulations, and resolutions shall not conflict with the Constitution and Bylaws of the Synod. [Synod Bylaw 4.1.1.2 (a)]
- 1.5.2.2 The bylaws and regulations of Iowa District West and any subsequent change therein shall be submitted to the Commission on Constitutional Matters of The Lutheran Church—Missouri Synod for review and approval prior to their adoption by the district convention. [Synod Bylaws 3.9.2.2.3 (a), and 4.1.1.2 (b)]
- 1.5.2.3 For amendments to the articles of incorporation and the bylaws of the district by a convention of Iowa District West without their having had prior review and approval by the Commission on Constitutional Matters, see Synod Bylaw 3.9.2.2.3 (b).

1.6 Relationship between The Lutheran Church—Missouri Synod and Iowa District West, Its Congregations, and Its Circuits

- 1.6.1 The Lutheran Church—Missouri Synod is not merely an advisory body in relation to Iowa District West (Synod Bylaw 4.1.1), but the district is the Synod itself within the geographical boundaries of Iowa District West (Synod Bylaw 4.1.1.1). Iowa District West exists to achieve more effectively the Synod’s objectives, and to carry out the Synod’s activities within the district’s jurisdiction.
- 1.6.2 The purpose and objectives of Iowa District West are the same as those of The Lutheran Church—Missouri Synod as delineated in Article III of the Constitution of the Synod and Synod Bylaw 1.1.1.
- 1.6.3 The relationship between The Lutheran Church—Missouri Synod, Iowa District West, its congregations, and its circuits shall be those defined in Synod Bylaws 1.3.1-1.3.6 and 1.4.5.
- 1.6.4 The relationship of a congregation to Iowa District West is the same as the relationship of a congregation to The Lutheran Church—Missouri Synod as defined in Article VII of the Constitution of the Synod and the Bylaws of the Synod in sections 1.3, 1.6, 1.7, and 1.8 of the *Handbook* of the Synod. [See also Synod Bylaw 4.1.6.]

1.7 Relationship between The Lutheran Church—Missouri Synod and the Conventions, Officers, Board of Directors, and Staff of Iowa District West

- 1.7.1 The relationship between The Lutheran Church—Missouri Synod and the Iowa District West conventions, officers, board of directors, and staff shall be that defined in Synod Bylaws 1.4.1-1.4.6. [See also Synod Bylaw 4.1.6.1.]
- 1.7.2 The regulations of the agencies of The Lutheran Church—Missouri Synod, as the term agency applies to Iowa District West and the district board of directors, shall be the regulations found in Synod Bylaws 1.5.1-1.5.3.5. [For the word agency as used in the Bylaws of the Synod and the district, see Synod Bylaw 1.2.1 (a).]
- 1.7.3 The officers and staff of Iowa District West shall have primary responsibility for the district implementation of decisions of the Synod at the national level as they apply at the district level and within the boundaries of Iowa District West. They shall also

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- have primary responsibility for implementation of decisions of the district convention and district agencies. [Synod Bylaw 4.1.7]
- 1.7.4 Communications between The Lutheran Church—Missouri Synod and Iowa District West at the national and district levels shall be maintained in order to carry out the most effective and coordinated programs possible. [Synod Bylaw 4.1.7.1]

1.8 Organizational Relationships within Iowa District West

- 1.8.1 The general organizational relationships between the delegate convention, the elected and appointed officers, the board of directors, the committees, the circuits (including circuit forums and circuit convocations), the circuit visitors, and the assistants to the president of Iowa District West shall be that defined in the Bylaws of the Synod and in the bylaws of the district. [See Synod Bylaws 4.1-4.9 and 5.1-5.4.2.]

1.9 Removal of Individual Members from the Board of Directors of Iowa District West

- 1.9.1 Individual members of the board of directors of Iowa District West shall discharge the duties of their offices in good faith. For the reasons that can be considered as cause for removal pursuant to this bylaw, see Synod Bylaw 1.5.7 as it may be applicable for a district board of directors.
- 1.9.2 The procedures for the removal of a member of the district's board of directors shall be those stated in Synod Bylaws 1.5.7.1 and 1.5.7.2 as they may be applicable for a district board of directors.

1.10 Removal from Office of Officers of Iowa District West

- 1.10.1 Officers of Iowa District West shall discharge the duties of their offices in good faith. For the reasons that can be considered as cause for removal from office of an officer of Iowa District West, other than the district president, pursuant to this bylaw, but not from membership in the Synod or Iowa District West, see Synod Bylaw 1.5.8.
- 1.10.2 The procedures for the removal of an officer of Iowa District West, other than the district president, shall be those stated in Synod Bylaws 1.5.8 and 1.5.8.1 as they may be applicable for an officer of Iowa District West.

2. District Conventions

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2.1 Governing Principles

- 2.1.1 The conventions of Iowa District West shall be governed by the Bylaws of The Lutheran Church—Missouri Synod, insofar as they may be applicable. [Synod Bylaw 4.2.1 (a)]
- 2.1.2 The conventions of Iowa District West receive reports and counsel from The Lutheran Church—Missouri Synod, make recommendations to the Synod, assist in implementing decisions of the Synod, and adopt or authorize programs to meet the unique needs of the district. [Synod Bylaw 1.4.2]
- 2.1.3 The conventions of Iowa District West shall afford opportunities for worship, nurture, inspiration, fellowship, and communication of vital information.
- 2.1.4 The conventions of Iowa District West are the principal legislative assemblies which
 - (a) amend the articles of incorporation and the bylaws of Iowa District West;
 - (b) consider and take action on reports, overtures, and resolutions that are proposed by convention floor committees and from the floor of the convention; and
 - (c) handle appropriate appeals.
- 2.1.5 The conventions of Iowa District West receive overtures and recommendations for synodwide mission and ministry emphases submitted by member congregations of the district and adopted by a circuit forum. [Synod Bylaw 4.2.1 (b)]
- 2.1.5.1 Following an in-depth study and discussion, the district conventions shall act on such overtures and/or resolutions, and may, as determined by the convention, submit overtures to the national convention of The Lutheran Church—Missouri Synod. [Synod Bylaw 4.2.1 (c)]
- 2.1.5.2 The district conventions shall, through delegate vote, forward to the national convention of The Lutheran Church—Missouri Synod a list of two or three triennial mission and ministry emphases for consideration by the national convention. [Synod Bylaw 4.2.1 (d)]
- 2.1.6 The district conventions may adopt other regulations and resolutions, provided these are not contrary to the Constitution and Bylaws of the Synod.

2.2 Time and Place of the District Conventions

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- 2.2.1 The conventions of Iowa District West shall be held in the fourth week of June in the year preceding the general convention of the Synod.
- 2.2.2 The district conventions shall be held at Camp Okoboji, Milford, Iowa, or at another site to be selected by the board of directors in consultation with the president and the vice-presidents of the district.
- 2.2.3 Special district conventions shall be held in accordance with the conditions specified in the Constitution of the Synod, Article XII, paragraph 15.

2.3 Organization, Agenda, Duration, and Rules of Order

- 2.3.1 The district convention shall organize at its first session based on its registration and the report of the registration and credentials committee.
- 2.3.2 The district president shall then make his presidential address and submit his official report.
- 2.3.3 The district president shall, at the first session and during the succeeding sessions of the convention, announce the order of business and the agenda for the day.
- 2.3.4 The district president shall make every effort to arrange the schedule of business so that the sessions do not exceed three business days in duration.
- 2.3.5 The district president shall conduct the sessions of the convention according to accepted parliamentary rules.

2.4 Delegates and Quorum

Voting Delegates

- 2.4.1 The voting delegates shall be the pastors and lay delegates of the congregations or multi-congregation parishes of Iowa District West that hold voting membership in the Synod.
- 2.4.2 Each congregation or multi-congregation parish is entitled to two votes, one of which is to be cast by the pastor and the other by the lay delegate. A multi-congregation parish shares one lay voting delegate. [The Constitution of The Lutheran Church—Missouri Synod, Article V A]
- 2.4.3 A voting pastoral delegate must have been called to the congregation or multi-congregation parish he is serving.

Advisory Delegates

- 2.4.4 All nonvoting ordained and commissioned members who are members of the Synod within Iowa District West shall serve as advisory delegates. They are entitled to voice and vote on a floor committee, if appointed, and to voice in the convention. Pastors who are nonvoting pastors from their congregation or multi-congregation parish shall serve as advisory delegates at the convention. All advisory members are expected to attend all sessions of the convention. [Synod Bylaws 4.2.3; 4.2.3 (a); and 4.2.3 (b)]

Selection of Lay Delegates

- 2.4.5 Each congregation or multi-congregation parish shall elect its lay delegate and alternate lay delegate, and, on the forms provided in a downloadable form on the

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district’s website (“Congregational Lay Delegate to the Convention”), shall forward their names, addresses, email addresses, etc. to the district secretary by a date set by the district office.

- 2.4.6 These forms shall be signed by the president and secretary of the congregation or multi-congregation parish.
- 2.4.7 By a date set by the district office, the district secretary shall forward, electronically or by some other means, copies of these completed forms to the district office, together with the name of the designated pastoral delegate. These forms are for preregistration, for the district’s use in preparing materials for the district convention, and for making appointments to various personnel positions and committees for the district convention.

Accreditation of Voting Delegates

- 2.4.8 The voting delegates of a voting congregation or a multi-congregation parish to the district convention shall be accredited. [Synod Bylaw 4.2.2]
- 2.4.8.1 The district office shall provide on the district website in a downloadable form the necessary forms for the accreditation of the pastoral and lay delegate as voting delegates from the congregations or multi-congregation parishes of the district (“Credentials for Voting Pastoral Delegates” and “Credentials for Voting Lay Delegates”).
- 2.4.8.2 For the voting delegates to be accredited and entitled to vote, these forms must be completed, with the appropriate signatures, and, preferably, returned to the district office by a date determined by the district. If these forms are not returned to the district office by the predetermined date, a voting delegate may be accredited and entitled to vote by presenting the form to the district secretary at the time of registration at the opening of the convention. This bylaw applies also to an alternate lay delegate whenever there is a change in lay delegates. [Synod Bylaw 4.2.2 (a)]
- 2.4.8.3 All duly elected voting delegates shall attend all sessions of the convention regularly until the close of the convention. [Synod Bylaw 4.2.2 (b)]

Quorum

- 2.4.9 At least one-third of the voting members of Iowa District West represented by at least one of their respective representatives (pastoral or lay delegate) shall constitute a quorum. [Constitution of the Synod, Article XII, paragraph 14]

2.5 Planning Committee

- 2.5.1 The planning committee for the convention shall consist of the district president, who shall serve as chairman, the vice-presidents, the secretary, and the assistants to the president.
- 2.5.2 The duties and responsibilities of this committee for the convention shall be to assist the district president, as requested, in
- (a) planning and supervising the program of the district convention;
 - (b) appointing the devotional leaders, organists, and choir directors for the convention devotions;
 - (c) appointing the various convention committees;

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- (d) appointing the assistant secretary, parliamentarian, and other personnel for various tasks at the convention;
- (e) making the necessary arrangements for the physical needs of the convention; and
- (f) any other function hereinafter designated to the district president in connection with the convention.

2.6 Room and Board

- 2.6.1 Each congregation or multi-congregation parish shall be responsible for the cost of the room and board for its ordained minister or ministers, commissioned minister or ministers, and lay delegate during the convention.
- 2.6.2 The district shall be responsible for the cost of room and board for the district president, full-time assistants to the president, and office staff of the district at the convention.
- 2.6.3 Room and board shall be provided free of charge for ordained and commissioned ministers with emeritus status staying at the facilities of Camp Okoboji during the convention. They shall be the guests of the convention, and the district shall be responsible for the cost of the room and board at the camp for these guests during the convention.
- 2.6.4 Meals shall be provided free of charge in the dining hall at Camp Okoboji for ordained and commissioned ministers with emeritus status who do not stay at Camp Okoboji during the convention.

2.7 District Convention Workbook

- 2.7.1 The office of the district president shall prepare the district *Convention Workbook*, which shall contain the following information for the delegates: the program and agenda of the convention; the convention committee appointments; the roster of delegates; the district president's report; the reports of the vice-presidents; the reports of the committees of the board of directors, the circuit visitors, the assistants to the president, as well as the reports of the various officers and committees of the district; the overtures that have been submitted and approved for consideration; the list of candidates for district president and district vice-presidents; the report of the district nominating committee; and other information pertinent and necessary for the convention business.
- 2.7.2 The contents of the district *Convention Workbook*, together with the notice of the place, day, and hour of the convention, shall be posted in a downloadable version on the district's website no later than four weeks prior to the opening date of the convention.
- 2.7.3 Any personal information regarding nominees for district offices contained in the district *Convention Workbook* such as age, address, or other protected identification shall be excluded from such posting on the district's website at the request of the nominee.
- 2.7.4 The district office shall provide, upon request, a printed copy of the district *Convention Workbook* to any designated recipient (district congregation, voting or advisory convention delegate, alternate convention delegate, district officer, board of

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directors member, district committee member) who is not able to obtain a copy by electronic communication.

- 2.7.5 Two printed copies of the district *Convention Workbook* shall be deposited in the district archives along with an electronic copy.

2.8 Overtures and Resolutions

- 2.8.1 Overtures are recommendations in the form of proposed resolutions requesting action on the part of the convention. [See Synod Bylaw 3.1.6.2 (a)]
- 2.8.2 Overtures to a district convention shall be submitted only by a member congregation of the district, the board of directors, an official district conference of ordained or commissioned ministers, a committee established by a prior convention, a circuit forum, or a committee appointed by the district president.
- 2.8.3 Overtures shall be submitted to the office of the district president no later than March 1 prior to the opening of the convention. No overture received after that date shall be approved for convention consideration unless a committee consisting of the district president and the two district vice-presidents consider it to be a matter of overriding importance and urgency that is not adequately covered by documents already before the convention.
- 2.8.4 The district president shall refer all accepted overtures to convention floor committees appointed by him from among the voting and advisory delegates of the convention.
- 2.8.5 The district president shall notify the floor committee members, including the members of other committees for the convention, of their appointment and the time and place of their first meeting no later than ten weeks before the start of the convention.
- 2.8.6 After due consideration of the matters referred to it, each floor committee shall report its proposed resolutions to the convention by means of a downloadable posting on the district website.
- 2.8.7 The district office shall provide, upon request, a printed copy of the floor committees' proposed resolutions to any designated recipient (e.g., voting or advisory convention delegate, alternate convention delegate, district officer, board of directors member) who is not able to obtain a copy by electronic communication.
- 2.8.8 If a floor committee's proposed resolution involves a change or amendment in the bylaws or regulations of the district *Handbook*, this change or amendment shall be clearly identified as such in the resolution.
- 2.8.8.1 The floor committee shall make every effort to ensure that such changes and amendments are in harmony with the Constitution, Bylaws, and resolutions of the Synod and the laws of the State of Iowa, and that they have been approved by the Synod's Commission on Constitutional Matters prior to the start of the convention.
- 2.8.8.2 The rules regarding amendments to the bylaws and regulations of the district *Handbook* shall apply to such resolutions. [See district *Handbook*, chapter 13.]

2.9 Meals and Housing Reservations at Camp Okoboji and Credentials for Delegates and Others

- 2.9.1 The district office shall post in a downloadable form on the district website a registration form for housing and meal arrangements at Camp Okoboji for the

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- pastoral and lay delegates of voting congregations or multi-congregation parishes (“Camo Okoboji Meals and Housing Reservations”). These forms are to be completed and returned by mail to Camp Okoboji by the date specified on the form.
- 2.9.2 If the convention is held at an alternate site, the district president shall specify other arrangements and procedures.
- 2.9.3 Upon registration, voting delegates, advisory delegates, ordained and commissioned ministers with emeritus status, visitors, and guests shall be supplied with a name tag identifying their status.
- 2.9.4 Only those delegates with a name tag identifying them as voting delegates shall be allowed to vote in any vote or election.

2.10 Costs of the Convention

- 2.10.1 The costs of the convention shall be covered by fees and assessments to the congregations and multi-congregation parishes of the district.
- 2.10.2 One-half of the costs shall be covered by registration fees charged to each congregation (multi-congregation parishes shall be considered as one entity for the purpose of assessing this registration fee), and one-half of the costs shall be covered by an assessment from each congregation or multi-congregation parish on a per communicant basis (based on the communicant membership contained in the latest statistical information given to the district by the Synod).
- 2.10.3 Each congregation or multi-congregation parish shall pay the registration fee and per communicant member assessment, whether or not its voting delegates attend.
- 2.10.4 The costs for the district president, full-time assistants to the president, district office staff, and ordained and commissioned ministers having emeritus status (except those serving a congregation or multi-congregation parish) attending the convention shall be included in the total costs of the convention.
- 2.10.5 The following members of the convention shall be exempt from registration fees: ordained and commissioned ministers having emeritus status (except those serving a congregation or multi-congregation parish), the advisory members as identified in the Constitution of the Synod, Article XII B, vicars, and other professional church worker interns.
- 2.10.6 The district president and the business manager shall determine the fees and assessments for each congregation or multi-congregation parish (see district bylaw 2.10.1), including revenue from other necessary fees for guests, etc. to cover the costs of the convention, and shall inform each congregation or multi-congregation parish of these amounts in sufficient time for the congregations or multi-congregation parishes to include the amounts in their budgets for the year of the convention.
- 2.10.7 If there are monies left over in this convention fund after all convention costs have been covered, they shall be placed in the district treasury; if there is a deficit in the fund, the amount shall be made up from the district treasury.

2.11 Convention Manager

- 2.11.1 The district president may appoint a convention manager to assist him with directing various details of the convention.

2.12 Convention Committees

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Floor Committees

- 2.12.1 The district president shall appoint floor committees as necessary for the convention. Each committee shall consist of at least four ordained ministers, one commissioned minister, and four laypersons, unless subsequent bylaws provide differently.
- 2.12.1.1 The district president shall appoint the chairman of each floor committees, and the committees shall name their own secretary.
- 2.12.1.2 The duties and responsibilities of these floor committees shall be to review all reports and overtures submitted to the district convention in their respective areas of responsibility and to propose resolutions to be acted upon by the convention.

Registration and Credentials Committee

- 2.12.2 The district president shall appoint a registration and credentials committee, consisting of at least three ordained ministers, one commissioned minister, and two laypersons. The duties and responsibilities of this committee shall be
- (a) to assist the district secretary in determining that all voting delegates stand accredited and eligible to vote;
 - (b) to determine that all delegates and advisory members are properly registered;
 - (c) to tabulate the registrations, report the initial tabulation at the beginning of the first session of the convention, and give a final report on attendance at the close of the convention;
 - (d) to compile the complete list of all congregations or multi-congregation parishes having pastoral and/or lay delegates registered at the convention, together with the names of the delegates from each congregation or multi-congregation parish; and
 - (e) to assist the manager of Camp Okoboji in the camp's registration process when the convention is held at the camp.
- 2.12.2.1 The district secretary shall be an *ex officio* member of the registration and credentials committee for the committee's responsibilities in the convention registration process.

Convention Minutes Review Committee

- 2.12.3 The district president shall appoint a convention minutes review committee, consisting of at least three ordained ministers, one commissioned minister, and two laypersons to review the district secretary's minutes following the convention and give their preliminary approval of the minutes at a meeting with the district secretary following the convention.

[Note to the delegates: The following note is included in both the annotated and the clean copies of the 2018 proposed bylaws and was included also in the copy that was submitted to the CCM for its information. It is meant to give some background for the proposed new bylaws for this committee.

In the 1980s and prior to those years, at the time the bylaw regarding the convention review committee was originally written, the district conventions lasted four business days, and there were

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no evening sessions or activities before breakfast. The district secretary had time in the late afternoon and evening to type up the minutes of the day's two sessions, and then meet with the convention minutes review committee and review his minutes with a convention minutes review committee the following morning and on a daily basis. With a shortened convention, lately only two days, and a fuller daily schedule, including an evening session and activities before breakfast, there is no time during the day for the district secretary or this committee to function as originally intended.

In addition, my experience has been that the recent chairmen and members of the convention minutes review committee, through no fault of their own, have not been sufficiently familiar with the nature and style of district convention minutes nor with how to fulfill their responsibilities in reviewing the convention minutes of the district secretary as was originally possible. As a member of previous convention minutes review committees (1978-1982) and a former district secretary with over thirty years of experience (1982-2012), I have written the following bylaws to outline a procedure that I think should work so that this committee can responsibly do its very necessary and important work.

According to Synod Bylaw 4.1.1.1, "A district is the Synod itself performing the functions of the Synod." Since this is the case, it seems reasonable and proper that the form of the minutes, etc. of the district convention should be patterned after the style, form, and content of the minutes of the conventions of the Synod to the extent that such a practice is feasible and applicable in a district of the Synod. The following bylaws were written with this objective in mind.

Rev. Albert H. Buelow,
Pastor Emeritus and member of the *Handbook* Revision Committee
Former district secretary and parliamentarian of Iowa District West]

Duties and Responsibilities of the Convention Minutes Review Committee Prior to the Convention

- 2.12.3.1 Prior to the convention, the members of the convention minutes review committee shall make themselves familiar with the content and style of the minutes found in the *Convention Proceedings* of the previous convention(s) of the Synod and of the district so that they can be aware of the proceedings at the district convention to which they must pay special attention and to be aware of the content and style of convention minutes.

Duties and Responsibilities of the Convention Minutes Review Committee at the Convention

- 2.12.3.2 The members of the convention minutes review committee shall take notes during the entire convention to help them remember the important aspects of the proceedings at the convention for use later in reviewing the district secretary's minutes of the convention.

Duties and Responsibilities of the Convention Minutes Review Committee Following the Convention

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- 2.12.3.3 The district secretary shall send his minutes of the convention to the members of the convention minutes review committee no later than July 20 following the close of the convention.
- 2.12.3.4 The members of the convention minutes review committee shall review the district secretary's minutes individually or in groups, if possible, to check for accuracy and completeness of the minutes, including spelling, grammar, punctuation, and style, following the content and style used for the minutes of the *Convention Proceedings* of the previous convention(s) of the Synod and the district.
- 2.12.3.4.1 This review of the convention minutes by the individual members of the convention minutes review committee shall be completed within seven days following their reception from the district secretary.
- 2.12.3.5 As soon as possible after those seven days, the members of the convention minutes review committee shall meet as a committee with the district secretary to review their findings with him and make any necessary corrections or additions to the district secretary's minutes.
- 2.12.3.6 After such review has been made, the convention minutes review committee shall vote at this meeting to give preliminary approval of the minutes as amended, if amendments were necessary.
- 2.12.3.6.1 The secretary of this committee shall record the minutes of this meeting and shall give or send these minutes to the chairman of the board of directors (or his designee) for the meeting at which the board of directors approves the final copy of the minutes.
- 2.12.3.6.2 Two copies of the official convention minutes as approved by the board of directors, in whatever forms they are published, shall ultimately be deposited in the district archives along with the other materials from the district convention.

Final Approval of the Minutes of the Convention

- 2.12.3.7 The district secretary shall make any necessary changes in the convention minutes and submit his final copy of the minutes to the board of directors seven days prior to the August meeting of the board of directors.
- 2.12.3.8 The board of directors shall review the convention minutes, as given preliminary approval by the convention minutes review committee, to prepare for its August meeting.
- 2.12.3.9 At the August meeting of the board of directors, the board of directors shall give final approval to the district secretary's minutes and authorize their publication in the district's official *Convention Proceedings*.

Other Committees

- 2.12.4 The district president shall appoint such other committees as may be needed for the conduct of the convention.

2.13 Institutional Representation

- 2.13.1 Representatives of educational and charitable institutions and representatives of societies shall be given an opportunity to address the convention at the discretion of the district president and when there will be no interference with the regular business of the convention.

2.14 The Convention Reporter

- 2.14.1 The convention reporter, appointed by the district president, shall publish daily summaries of convention sessions and make available to all congregations and delegates copies of all daily reports of the convention upon request.
- 2.14.2 Two copies of these daily summaries shall be deposited in the district archives.

2.15 District *Convention Proceedings*

- 2.15.1 The official district *Convention Proceedings* of each district convention shall be published as soon as possible after the convention.
- 2.15.2 All resolutions passed by the convention shall be printed verbatim, together with a listing of the session(s) at which action was taken on the resolutions, a summary of the action or actions that were taken on the resolutions (including amendments and any motions to amend), and the votes for and against all motions and resolutions.
- 2.15.3 The district president shall approve the manuscript of the district *Convention Proceedings* before it is published.
- 2.15.4 One copy of the official district *Convention Proceedings* shall be provided to each congregation of the district, and to every ordained minister, commissioned minister, advisory member, and elected official of the district by means of electronic communication. Any designated recipient shall be provided a printed copy of the district *Convention Proceedings* upon request, and the cost shall be paid by the district.
- 2.15.5 A copy of the official district *Convention Proceedings* shall be made available on the district's website in a downloadable version.
- 2.15.6 Two printed copies of the official *Convention Proceedings*, along with an electronic copy, shall be deposited in the district archives.

3. Administrative Provisions for Officers, Board of Directors, and Committees of the District

Outline

- 3.1 – Election or Appointment of Officers, Circuit Visitors, Board of Directors, and Committees
 - 3.1.1 – District President
 - 3.1.2 – District Vice-Presidents and Secretary
 - 3.1.3 – District Treasurer
 - 3.1.4 – Circuit Visitors
 - 3.1.6 – Board of Directors
 - 3.1.8 – Committees of the Board of Directors
 - 3.1.9 – Auxiliary Committees
- 3.2 – District Reconcilers and Dispute Resolution
- 3.3 – Terms of Office and Installation into Office
- 3.4 – Successive Terms and Tenure
- 3.5 – Vacancies
- 3.6 – Interim Authority

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- 3.7 – General Administrative Regulations
- 3.8 – Accountability of the Officers, Board of Directors, Committees, and Assistants to the President
- 3.9 – Administrative Provisions for the District President
- 3.10 – Administrative Provisions for the District Vice-Presidents
- 3.11 – Administrative Provisions for the District Secretary
- 3.12 – Administrative Provisions for the District Treasurer

3.1 Election or Appointment of Officers, Circuit Visitors, Board of Directors, and Committees

Officers Elected by the Convention: President, Vice-Presidents, Secretary, Treasurer, and Circuit Visitors

- 3.1.1 The district president shall be elected from the clergy roster of The Lutheran Church—Missouri Synod. [Synod Bylaw 4.3.1]
- 3.1.2 The first vice-president, the second vice-president, and the secretary shall be elected from the clergy roster of the district. [Synod Bylaw 4.3.1]
- 3.1.3 The treasurer shall be a layperson elected from among the laypersons who are members of the member congregations of the district. [Synod Bylaw 4.3.2]
- 3.1.4 Circuit visitors for each circuit established by the district shall be elected from the clergy roster of the district. [Synod Bylaw 4.3.1]
- 3.1.5 All officers of the district shall be members of member congregations of the district. [Synod Bylaw 4.3.3]

Board of Directors

- 3.1.6 The district board of directors shall be elected in part from the clergy roster of the district, in part from the commissioned ministers of the district, and in part from the laypersons who are members of member congregations of the district.
- 3.1.7 All members of the board of directors shall be members of member congregations of the district. [Synod Bylaw 4.3.3]

Committees of the Board of Directors

- 3.1.8 The chairmen of the following committees of the board of directors shall be elected by the delegate convention, and the members of the committees shall be appointed by the district president:
 - (a) a missions committee;
 - (b) a stewardship and finance committee;
 - (c) a human care ministries committee;
 - (d) a Christian education and family life committee; and
 - (e) a youth services committee.

Auxiliary Committees

- 3.1.9 The following committees of the district shall be appointed by the district president:

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- (a) a congregational constitutions and district *Handbook* committee;
- (b) a student financial aid committee;
- (c) a communications and technology committee;
- (d) a ministerial growth and wellness committee;
- (e) a rural and small-town ministry committee;
- (f) a worship committee; and
- (g) an endowment and legacy funds committee.

3.2 District Reconcilers and Dispute Resolution

- 3.2.1 The four members of the district roster of reconcilers shall be appointed by the board of directors in accordance with the stipulations of Synod Bylaw 1.10.10.
- 3.2.2 For the theological basis and the principles, purpose, procedures, and district reconcilers involved in the dispute resolution process, see the *Handbook* of the Synod, Section 1.10, Dispute Resolution of the Synod.
- 3.2.3 Congregations, schools, and rostered church workers, as members of The Lutheran Church—Missouri Synod, have access to the Synod’s dispute resolution process to resolve disputes and conflicts as they may arise.
- 3.2.4 The Synod’s dispute resolution process is subject to the limitations and situations described in Synod Bylaws 1.10.2 and 1.10.3.

3.3 Terms of Office and Installation into Office

- 3.3.1 The term of office for all elected district officers, for all members of the board of directors, for the circuit visitors, for all appointed members of all district committees, and for all appointed officers shall be for three years or until their successors have been elected or appointed and qualified, unless otherwise specified in the district bylaws. [Synod Bylaw 4.7.4]
- 3.3.2 The elected and reelected officers of the district, the board of directors, and the circuit visitors shall be installed into office at the close of the district convention.
- 3.3.3 All district officers, circuit visitors, and elected members of the board of directors shall begin their service immediately after their installation at the district convention, unless otherwise specified in the district bylaws.
- 3.3.4 A newly elected first-term district president shall be installed at the conclusion of the district convention, if it is possible for him to be present at that time.
 - 3.3.4.1 If it is not possible for a newly elected first-term district president to be installed at the conclusion of the district convention, he shall be installed as soon as possible after his election in a service decided upon by the newly elected district president and the board of directors, and the Office of the President of the Synod shall be consulted regarding whom he wishes to designate to perform the installation at the service.
 - 3.3.4.2 A newly elected first-term district president shall assume office on or as soon as possible after August 1 following his election. If the newly elected first-term district president cannot take office on August 1, the board of directors shall set an alternate date acceptable to both the board of directors and the newly elected first-term district president.

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- 3.3.5 The district treasurer, if present at the convention, shall be installed at the conclusion of the district convention. Otherwise, the district treasurer shall be installed at the first meeting of the board of directors following the convention.
- 3.3.5.1 The district treasurer shall assume his or her office at the first regular meeting of the board of directors following the convention.
- 3.3.6 Any elected member of the board of directors who was not able to be in attendance at the conclusion of the district convention shall be installed at the first meeting of the board of directors following the district convention.
- 3.3.7 The term of office for all appointed committee chairmen, appointed committee members, and all other appointed officers shall be from the time of their appointment until the end of the triennium in which they were appointed. The triennium ends at the conclusion of a district convention.
- 3.3.8 The terms of service of the members of the roster of district reconcilers shall be determined by the Bylaws of the Synod. [Synod Bylaw 1.10.10.1]
- 3.3.9 Incumbents shall serve until their successors have assumed office.

3.4 Successive Terms and Tenure

- 3.4.1 The offices of the president, the secretary, and the treasurer shall be limited to four consecutive three-year terms in the same position.
- 3.4.2 The offices of the first vice-president, the second vice-president, and the circuit visitors shall be without limitation as to reelection.
- 3.4.3 All other elected and appointed members of the board of directors who have served two successive three-year terms shall be ineligible for reelection or reappointment to the same position or another position on the board of directors unless otherwise provided in the bylaws and regulations of the district *Handbook*. They may become eligible again for election or appointment to the same position or another position on the board of directors after an interval of three or more years.
- 3.4.4 District bylaw 3.4.3 shall not apply to the members of the board of directors who may become candidates for the offices of president, first vice-president, or second vice-president.
- 3.4.5 Any member of the board of directors who is ineligible for reelection to the board of directors may be appointed to a committee of the district, and he or she may serve as the chairman of an auxiliary committee of the district.
- 3.4.6 There shall be no limitation as to reappointment to a committee of the district or other appointed offices in the district.
- 3.4.7 The term of service of the district reconcilers shall be six years, renewable without limit. [Synod Bylaw 1.10.10.1]
- 3.4.8 The limitation of tenure of any individual shall not apply in cases that are specifically excepted from such limitation in the bylaws of the district.
- 3.4.9 Serving more than one-half of a term shall be regarded as a full term under limited tenure rules. [Synod Bylaw 3.2.4.2 (b)]

3.5 Vacancies

- 3.5.1 Vacancies in the office of the district president and the first and second vice-presidents shall be filled in the manner prescribed in subsequent bylaws and regulations of the district *Handbook*.

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- 3.5.2 The district president, with the approval of the board of directors, shall fill any vacancy that may occur in the membership of the board of directors or in its committees.
- 3.5.3 Vacancies in any appointed committee or office shall be filled through appointment by the district president.
- 3.5.4 Vacancies on the roster of district reconcilers shall be filled in the manner prescribed in Synod Bylaws 1.10.10 and 1.10.10.1.
- 3.5.5 Vacancies that occur in the office of circuit visitor between conventions shall be filled by appointment by the district president. [Synod Bylaw 5.2.2.1]

3.6 Interim Authority

- 3.6.1 Before the successor of the outgoing district president assumes office, the outgoing president shall use the intervening time to settle the affairs of his administration and assist the newly elected district president, as requested, to become acquainted with the responsibilities of the office.
 - 3.6.1.1 The duties of the outgoing district president shall conclude on August 31 following the conclusion of the district convention. There shall be a one-month transition between the newly elected district president's assuming his office and the conclusion of the outgoing district president's duties.
- 3.6.2 The outgoing treasurer shall continue to function until his or her successor assumes office and shall acquaint his or her successor with the functions and responsibilities of the office.
- 3.6.3 The outgoing secretary shall complete the preparation of the preface, the convention minutes, and the copies of resolutions as passed by the convention for publication in the district *Convention Proceedings*, and, as requested, shall assist the newly elected secretary to become acquainted with the responsibilities of the office.
- 3.6.4 No appointments to district committees or other offices shall be made by the outgoing district president, and no new programs shall be initiated by the outgoing district president or treasurer during the remainder of their terms. Emergency action that demands immediate attention may be taken in consultation with and with the consent of the respective newly elected officers.

3.7 General Administrative Regulations

- 3.7.1 All officers of the district, members of the board of directors, and members of all district committees shall be members of member congregations of the district.
- 3.7.2 For restrictions on individuals holding two elective offices, see Synod Bylaw 1.5.1.2.
- 3.7.3 Meetings of the board of directors and the district committees shall be conducted according to accepted parliamentary rules.
- 3.7.4 The board of directors and each committee shall meet in accordance with the schedule prescribed for it in the bylaws and regulations of the district *Handbook*.
- 3.7.5 Administrative and programmatic conflicts between committees or between a committee and the assistant to the president assigned to it shall be handled by the parties concerned in a Christian manner with the assistance of the district president, and if these efforts fail, shall be decided by the board of directors.

3.8 Accountability of the Officers, Board of Directors, Committees, and Assistants to the President

- 3.8.1 Between district conventions, the board of directors, all committees, the assistants to the president, and all elected and appointed officers shall be responsible and accountable in the performance of their duties to the district president as the chief executive officer of the district.
- 3.8.2 All officers of the district, the board of directors, assistants to the president, and all committees shall be responsible and accountable ultimately to the district for all their actions, and any decision of such officers, board of directors, assistants to the president, and committees may be appealed to the delegate convention of the district.

3.9 Administrative Provisions for the District President

Powers and Duties

- 3.9.1 The district president shall be the chief executive officer of the district. [Synod Bylaw 4.4.1]
- 3.9.2 The district president shall be a full-time executive. He shall not be in charge of a congregation, but may be called as an assistant pastor, provided such services do not interfere with his official duties as president.
- 3.9.3 The district president shall have all the powers and shall discharge all the duties and responsibilities given to the office of district president by (1) the Constitution, Bylaws, and resolutions of The Lutheran Church—Missouri Synod; (2) the bylaws and regulations of Iowa District West; and (3) the resolutions of the district convention. [Synod Bylaws 4.4.1-4.4.8]
- 3.9.4 The district president shall
- (a) be a voting member of the board of directors by virtue of his office;
 - (b) represent and be the representative of the district and its board of directors when these are not in session. He shall be the final interpreter of district policies and actions and the policies and actions of the board of directors when these are not in session;
 - (c) be responsible for the supervision of the assistants to the president. Such supervision shall be in accordance with the district *Handbook*, the resolutions of the district convention, and the decisions of the district board of directors;
 - (d) approve the draft of the official district *Convention Proceedings* before it is published;
 - (e) have the right to authorize the vice-presidents to perform the duties of his office and shall hold them responsible for their performance. Accountability, however, shall always remain with the district president;
 - (f) prepare or provide theological and practical programs of study for presentation at the circuit pastors conferences of the district;
 - (g) be empowered to appoint individuals or committees to carry out special tasks as the need arises and to define their duties; and
 - (h) have the authority, in case of emergencies or situations in which it would not be possible or feasible to call a special meeting of the board of directors to vote on an issue or a call, to take action by the use of electronic ballot (i.e., e-

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mail, internet-based voting, etc.) in accordance with The Lutheran Church—Missouri Synod Board of Directors Policy Manual (February 18, 2017), Board Policy 2.4.6, provided all voting members of the board cast a vote and the result of the voting is unanimous.

- 3.9.5 Subject to the approval of the board of directors, the district president shall be empowered to hire such personal office staff and staff for the district office necessary to carry out his duties and the duties and responsibilities of the district office.

Vacancies in the Office of President

- 3.9.6 In the event of the death, resignation, or retirement of the district president while in office, the first vice-president shall serve as president on a part-time basis until the next district convention elects and installs a new president, and his duties shall be considered to be on a part-time basis only.
- 3.9.6.1 With the approval of (1) the board of directors, (2) the succeeding vice-president, and (3) the vice-president's congregation, the succeeding vice-president may serve on a full-time basis if this is possible for him, profitable for the district, and the appropriate arrangements can be made with the vice-president's congregation, until the next district convention elects and installs a new district president.
- 3.9.7 The first vice-president shall serve as acting president whenever the board of directors determines that the district president is unable to serve in that capacity because of his prolonged illness or disability, and the first vice-president shall remain as the acting president on a part-time basis until the board of directors determines that such an illness or disability has been removed.

Salary Adjustment on Termination or End of Service

- 3.9.8 If a district president does not seek reelection, his salary shall end on August 31 following the election of a new president.
- 3.9.9 If the district president standing for reelection is not reelected, he shall continue to receive his full salary for a period not to exceed 120 days from the day the newly elected district president takes office or until he finds another opportunity for service in the church, whichever is earlier. If he finds opportunity for service in the church before the end of the 120 days, his salary from the district shall end by the first of the month following his assumption of such service. He shall also receive payment for any unused vacation time for that year, plus severance pay of one month.
- 3.9.10 If the district president resigns his office, he shall be paid full salary to include the effective date of resignation. Payment shall also be made for any unused vacation time for that year.
- 3.9.11 If the district president retires while in office, he shall be paid full salary to include the last day of the calendar month in which the retirement is effective. He shall also receive payment for any unused vacation time for that year, plus severance pay of one month.
- 3.9.12 If the district president dies while in office, full salary shall be paid to include the day of death, plus full salary for ninety additional days and accrued vacation time for that year, payable to his widow and/or dependent children.
- 3.9.13 Any variation to the above regulations shall be at the discretion of the board of directors.

3.10 Administrative Provisions for the District Vice-Presidents

Duties and Responsibilities

- 3.10.1 The district vice-presidents shall
- (a) serve the district in a part-time capacity;
 - (b) be elected advisors to the district president and available at the call of the president for consultation in important matters of the district;
 - (c) assist the district president at his request in discharging his responsibilities;
 - (d) represent the district president at his request in all his functions;
 - (e) serve as nonvoting members of the board of directors by virtue of their office;
 - (f) submit a summary report of their activities to each convention of the district; and
 - (g) in order of their rank, perform the duties of the district president on a part-time basis, if the district president becomes unable to serve because of prolonged illness or disability, until the board of directors determines that such illness or disability has been removed. Any variation to this regulation shall be at the discretion of the board of directors.

Succession to the Presidency

- 3.10.2 The vice-presidents shall, in the order of their rank, assume the presidency if the office of the district president is vacated. They shall serve as president on a part-time basis until the next district convention elects and installs a district president, unless the option provided in bylaw 3.9.6.1 is available and advantageous for the district.

Vacancies in the Offices of the Vice-Presidents

- 3.10.3 A vacancy in the office of the first vice-president shall be filled by advancing the second vice-president.
- 3.10.4 A vacancy in the office of second vice-president shall be filled by appointment by the district president with the approval of the board of directors.

3.11 Administrative Provisions for the District Secretary

Duties and Responsibilities

- 3.11.1 The district secretary shall
- (a) perform the duties assigned to him in Synod Bylaws 1.10.10.2; 1.10.11.2; 2.3.2; 3.1.3.1 (a); 3.1.3.2 (a); 4.2.2 (a), and district bylaw 4.4.4.2;
 - (b) perform the duties described in Synod Bylaws 3.3.3–3.3.3.3 to the extent that they pertain to secretaries of districts;

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- (c) serve as a voting member and secretary of the board of directors of the district by virtue of his office;
- (d) record the minutes of the meetings of the board of directors and send the minutes to the members of the board of directors and to the circuit visitors within three weeks of the meetings. [For more details about the minutes of the board of directors, see also district bylaws 4.4.4-4.4.4.2.];
- (e) serve as a member of the congregational constitutions and district *Handbook* committee;
- (f) record the proceedings during the district conventions, send a copy of the minutes of the convention to the members of the convention minutes review committee by July 20 of the year of the district convention, and meet with the convention minutes review committee in accordance with district bylaws 2.12.5.3 to 2.12.5.5;
- (g) prepare the preface to the district *Convention Proceedings*, the convention minutes, and the copies of resolutions as passed by the convention for publication in the official district *Convention Proceedings* as described in district bylaw 2.15.2;
- (h) carry out responsibilities in connection with the nomination and election of the district president, vice-presidents, and other officers as detailed in district bylaws 9.1-9.3;
- (i) at the close of the convention, notify every officer and board of directors member by an electronic communication or in writing of their election if they were not present at the convention;
- (j) together with the district *Handbook* committee, keep himself informed on the resolutions passed by the conventions of the Synod and the changes in the Synod's *Handbook* that would affect the bylaws and regulations of the district *Handbook* and, after having the amendments approved by the Commission on Constitutional Matters, through the district board of directors propose to the district convention for approval the necessary changes in the district *Handbook*; and
- (k) perform such other work as the delegate convention, the district president, the district *Handbook*, or the board of directors may assign to him.

Vacancy

- 3.11.2 A temporary or permanent vacancy in the office of the district secretary shall be filled by appointment by the district president with the approval of the board of directors.
- 3.11.3 In the absence of the secretary, either from the district convention or from meetings of the district board of directors, the district president shall appoint a secretary *pro tempore*.

3.12 Administrative Provisions for the District Treasurer

Qualifications

- 3.12.1 The treasurer shall be a layperson and an accountant, bondable, familiar with good business and investment practices, a member of a member congregation of the district, and of good standing in church and community.

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Duties and Responsibilities

3.12.2 The district treasurer shall

- (a) discharge the responsibilities prescribed for the district treasurer in Synod Bylaws 3.1.9 (d) (1) and (2);
- (b) serve as a voting member of the board of directors of the district by virtue of his or her office;
- (c) serve on the stewardship and finance committee of the district;
- (d) make quarterly financial reports to the board of directors;
- (e) function as the depository for all funds in the hands of the board of directors, committees, officers, and employees who, by virtue of their office, act as custodians or trustees of district funds;
- (f) receive and disburse the district's moneys and keep an accurate account of them according to approved methods of accounting and according to the instructions of the district convention and the board of directors;
- (g) deposit moneys only in such depositories as are designated by the board of directors;
- (h) make disbursements of moneys only on vouchers properly signed by those so authorized;
- (i) arrange for an audit of the district finances to be made annually. The audit report, together with each annual report, shall be made available to the district convention;
- (j) serve as the chairman of the endowment and legacy funds committee of the district and provide oversight of all devises and bequests directly or indirectly given to the district;
- (k) keep all legacies carefully and properly invested (1) under the directions of the endowment and legacy funds committee; (2) in accordance with the wishes of the testators and donors; and (3) in compliance with the investment policy as adopted by the district board of directors;
- (l) manage all such legacies in compliance with the laws of the State of Iowa;
- (m) submit annually to the board of directors a financial statement of all the endowment and legacy funds administered by the endowment and legacy funds committee;
- (n) provide an update at the district convention on endowment and legacy gifts received by the district; and
- (o) administer his or her office in accordance with the rules and regulations adopted by the district and as directed by the district's board of directors.

Vacancy

3.12.3 A temporary or permanent vacancy in the office of the district treasurer shall be filled by appointment by the district president with the approval of the board of directors. The district president shall be authorized to sign necessary legal documents and checks on behalf of the treasurer until a replacement has been appointed.

4. Board of Directors

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Outline

- 4.1 – Role, Powers, and Duties
- 4.2 – Membership and Officers
- 4.3 – Committees of the Board of Directors
- 4.4 – Meetings, Quorum, Minutes
- 4.5 – Duties and Responsibilities in Planning, Coordination, and Review
- 4.6 – Financial Duties and Responsibilities
- 4.7 – Powers and Duties with Respect to the Property of the District
- 4.8 – Powers and Duties with Respect to the Personnel of the District
- 4.9 – Other Powers and Duties of the Board of Directors

4.1 Role, Powers, and Duties

Role

- 4.1.1 The board of directors shall function as a servant of and to the district and the congregations of the district.

Powers and Duties

- 4.1.2 The board of directors shall have all the powers and duties that have been accorded to it by
 - (a) the Constitution, Bylaws, and resolutions of The Lutheran Church—Missouri Synod;
 - (b) the laws of the State of Iowa;
 - (c) the Articles of Incorporation of Iowa District West;
 - (d) the bylaws of the district as found in the *Handbook* of Iowa District West; and
 - (e) the resolutions of the delegate conventions of Iowa District West. [See also Synod Bylaw 4.5.1]
- 4.1.3 The board of directors shall be vested with the general management and supervision of the district's business and legal affairs. It shall adopt policies and require procedures which assure that said management and supervision are effected. [Synod Bylaw 4.5.1 (b)]
- 4.1.4 The board of directors shall have the authority to appoint to its membership up to three voting lay members from the district's congregations to obtain additional skill sets (legal, finance, investment, administration, etc.). [Synod Bylaw 4.5.1]
- 4.1.5 The board of directors, in consultation with each committee of the board of directors and the assistants to the president with responsibility for such committees, shall develop an outline of duties and responsibilities for the assistants to the president responsible for the various committees of the board. Such outline of duties and responsibilities shall be in keeping with the duties and responsibilities of the assistants to the president prescribed in chapter 8 of the district *Handbook*, but not limited to them.
- 4.1.6 In fulfilling its functions and in coordinating its work with the Synod, the board of directors shall be guided generally by the functions of the Board of Directors of the

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Synod as defined in Synod Bylaws 3.3.4-3.3.4.9 as these may apply to districts.
[Synod Bylaw 4.5.1 (c)]

- 4.1.7 Between district conventions the board of directors shall provide for implementation within the district of the decisions of the conventions of the Synod and the district and allocate necessary funds for the support of the national and district budgets.
[Synod Bylaw 4.5.1 (d)]
- 4.1.8 The board of directors shall have all powers necessary and incidental to the discharge of the duties assigned to it in this or any section of the district *Handbook*, or the *Handbook* of the Synod, or by a resolution of a district convention.

4.2 Membership and Officers

Membership of the Board of Directors

- 4.2.1 The board of directors shall consist of fourteen voting members elected by the delegate convention of the district:
- (a) the district president (ordained minister);
 - (b) the district secretary (ordained minister);
 - (c) the chairman of the board (layperson);
 - (d) the district treasurer (layperson);
 - (e) the chairman of the missions committee (ordained minister);
 - (f) the chairman of the stewardship and finance committee (ordained minister);
 - (g) the chairman of the human care ministries committee (ordained minister);
 - (h) the chairman of the Christian education and family life committee (ordained minister);
 - (i) the chairman of the youth services committee (ordained minister);
 - (j) one ordained minister member-at-large;
 - (k) one commissioned minister member-at-large; and
 - (l) three layperson members-at-large.
- 4.2.2 The eight voting ordained ministers on the board of directors shall be:
- (a) the president of the district;
 - (b) the secretary of the district;
 - (c) the chairman of the missions committee;
 - (d) the chairman of the stewardship and finance committee;
 - (e) the chairman of the human care ministries committee;
 - (f) the chairman of the Christian education and family life committee;
 - (g) the chairman of the youth services committee; and
 - (h) one ordained minister member-at-large.
- 4.2.3 The five voting laypersons on the board of directors shall be:
- (a) the chairman of the board of directors;
 - (b) the treasurer of the district; and
 - (c) the three layperson members-at-large.

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- 4.2.4 The commissioned minister on the board of directors shall be a member-at-large.
- 4.2.5 The number of laypersons on the board of directors may be supplemented with the appointment of up to three additional voting lay members as permitted in district bylaw 4.1.4 and Synod Bylaw 4.5.1.
- 4.2.6 The first vice-president, the second vice-president, and the assistants to the president shall be nonvoting members of the board of directors by virtue of their office.
- 4.2.7 No more than two board members shall be elected from the same congregation or multi-congregation parish.

Officers of the Board of Directors

- 4.2.8 The chairman of the board of directors shall be a layperson elected to that position by the delegate convention of the district.
- 4.2.9 The secretary of the district shall be the secretary of the board of directors.

4.3 Committees of the Board of Directors

- 4.3.1 The work of the board of directors shall be divided into the following five committees:
- (a) missions;
 - (b) stewardship and finance;
 - (c) human care ministries;
 - (d) Christian education and family life; and
 - (e) youth services.

Appointment

- 4.3.2 The board of directors shall be empowered to appoint from its own members and from the ordained ministers, commissioned ministers, and laypersons of member congregations of the district the five necessary committees to direct and carry out the work of the various ministry areas.
- 4.3.3 Each of the five committees shall include on its membership either the district president or one of the vice-presidents.
- 4.3.4 The district president, in consultation with the vice-presidents, assistants to the president, and the chairmen of the various committees, shall select the members of the board of directors to serve on its committees, and at the first meeting of the board of directors following the district convention shall submit his recommendations to the board of directors for approval. The additional members of these committees who are not from the board of directors shall also be approved at this meeting.
- 4.3.5 The committees of the board of directors may appoint, with the approval of the board of directors, individuals, special subcommittees, and/or task forces to perform certain specific responsibilities and tasks of those committees as needed.

General Powers and Responsibilities

- 4.3.6 The committees into which the board of directors organizes itself shall have policy recommending and evaluating functions, as well as administrative and service functions to carry out the responsibilities in their assigned ministry areas.

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- 4.3.7 The committees of the board of directors shall have the responsibility to carry out an annual evaluation of the assistant to the president responsible for their area of ministry and to submit such report to the district president prior to the end of the calendar year.

4.4 Meetings, Quorum, Minutes

Regular Meetings

- 4.4.1 The board of directors shall meet quarterly.
- 4.4.1.1 At the regular quarterly meetings of the board of directors for which the place, date, and hour of future meetings have been announced and recorded in the minutes, the majority of the voting members of the board shall constitute a quorum.
- 4.4.1.2 The secretary of the board of directors shall send to all voting and nonvoting members of the board a reminder of each forthcoming, regular meeting at least one month in advance of the meeting.

Special Meetings

- 4.4.2 Special meetings may be called by the district president himself or by the district president at the written request of three members of the board of directors when either the president or three members of the board deem it necessary.
- 4.4.2.1 For such special meetings of the board of directors, the district office shall notify all board members regarding the place, day, and hour of the meeting, and supply a description of the specific purpose of the meeting at least five business days prior to the date of the scheduled special meeting day. The district president shall determine the type of notification to be given to ensure that each member has been notified.
- 4.4.2.2 The majority of the voting members of the board of directors shall constitute a quorum, provided all members shall have been notified in compliance with district bylaw 4.4.2.1.

Electronic Meetings

- 4.4.3 When necessary and feasible, the board of directors may conduct its meetings electronically using audio, video, or internet-based conferencing technologies in accordance with the rules of the conduct of electronic meetings found in the latest edition of *Robert's Rules of Order* and in accordance with state law.
- 4.4.3.1 In such cases, the technology must allow for each board member to participate fully (hear, speak, have or been given access to documents and other materials as appropriate), including the opportunity for voting members to vote.
- 4.4.3.2 Members must be given a reasonable opportunity to access the electronic meeting. If a board member does not have access to the technology to be used, arrangements must be made for the member to participate in person by coming to the district office or some other mutually agreed upon location where the member has secure access to such technology.
- 4.4.3.3 As with any regular or special meeting of the board of directors, minutes shall be kept that record the names of those in attendance, a summary of the major points of discussion, and any action(s) taken.

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- 4.4.3.4 All persons only listening or watching shall acknowledge their presence to the meeting. These names, along with the names of those actively participating in the meeting, shall be recorded in the minutes of the meeting. [See also The Lutheran Church—Missouri Synod Board of Directors Policy Manual (Adopted February 17, 2018), Board Policies 5.7.8-5.7.8.5]

Minutes

- 4.4.4 The secretary of the board of directors shall keep an accurate record of all meetings of the board, and copies of the minutes of the meetings of the board shall be sent, within three weeks following the meetings of the board, to each voting and nonvoting member of the board of directors. [See also district bylaw 3.11.1 (d).]
- 4.4.4.1 The secretary of the board of directors shall send copies of the minutes of the regular meetings of the board of directors within three weeks following the meetings of the board of directors to the circuit visitors only for their information for reports at their circuit pastors conference meetings. Copies of these minutes sent to the circuit visitors shall indicate clearly that they are not the official minutes of the board of directors meetings because they have not yet been approved by the board of directors.
- 4.4.4.2 The secretary of the board of directors shall send or give two copies of the official, board-approved minutes of all meetings of the board of directors to the district archivist for deposit in the district archives. The written reports submitted to the board of directors at its meetings shall also be sent or given to the district archivist for deposit in the district archives.

4.5 Duties and Responsibilities in Planning, Coordination, and Review

- 4.5.1 The board of directors shall
- (a) receive reports from the chairman of each committee regarding short-range and long-range plans. The board shall review all plans with regard to scope, function, structure, balance, coordination, and feasibility, and shall determine whether they are in harmony with the resolutions, policies, and directives of the district;
 - (b) provide for the coordination of the policies and directives of the district authorized by the district Articles of Incorporation, the district *Handbook*, and the resolutions of the district conventions. It shall evaluate plans and policies, and communicate to the appropriate committees suggestions for improvement;
 - (c) have the right to call up for review, criticism, or suggestion any policy, program, or activity of a committee of the district; and
 - (d) receive all minutes and reports of all district committees responsible to it to keep informed of their activities, plans, and projects, and to offer suggestions.

4.6 Financial Duties and Responsibilities

- 4.6.1 The board of directors shall administer the finances of the district according to principles of Christian stewardship, wisdom, and good order.

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- 4.6.2 At its February meeting, the board of directors shall set the spending budget for the fiscal year based on a budget proposed by the district treasurer, the business manager, and the stewardship and finance committee. The budget shall consider the needs of the district, the congregational commitments or pledges, and other district income sources.
- 4.6.3 The board of directors shall set the total dollar commitment for the Synod, and through the district president shall instruct the treasurer to make monthly remittances to the Synod based on the receipts from the congregations.
- 4.6.4 The board of directors shall balance the budget as nearly as possible by carefully regulating disbursements in keeping with receipts and shall be authorized to do any and all things necessary or expedient to bring about a balanced budget.
- 4.6.5 In its disbursements, the board of directors shall be held to the limit of the adopted budget and shall make no deviations or additional appropriations, except for those which become necessary because of unforeseen and pressing emergency situations.
- 4.6.6 It shall be incumbent upon the board of directors through the stewardship and finance committee to guide and instruct the congregations of the district in biblical and Gospel-oriented principles of Christian giving, and to encourage congregations and their members to give out of love for their Savior, in recognition of the work of the district and the Synod, and in thanksgiving for God’s material and spiritual blessings.
- 4.6.7 The board of directors shall supervise the activities of all officers serving the district in a fiduciary capacity and employ a public accountant to audit their books annually.
- 4.6.8 Every contemplated district-wide appeal for funds shall be presented to the board of directors for approval before the individual congregations are approached. This does not apply to appeals for funds by The Lutheran Church—Missouri Synod or by a district convention.
- 4.6.9 The board of directors shall be authorized to draw on the treasury of the district for its expenses. Annual allowances and mileage reimbursement shall be granted by the district to its officers and to the voting and nonvoting members of the board of directors, and this amount shall be reviewed periodically as conditions may demand.

4.7 Powers and Duties with Respect to the Property of the District

- 4.7.1 The board of directors shall have such authority and responsibility with respect to the property of the district as is generally vested in and imposed upon the board of directors of a corporation. The board of directors shall supervise the property of the district as trustees and custodians thereof.
- 4.7.2 The board of directors shall be responsible to file a claim for tax exemption for all properties for which the district holds title.

4.8 Powers and Duties with Respect to the Personnel of the District

- 4.8.1 The board of directors shall be empowered to call or appoint men or women to such positions as assistants to the president, chaplaincy, or other positions as have been established by the board of directors or a district convention.

4.9 Other Powers and Duties of the Board of Directors

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- 4.9.1 The board of directors shall be authorized to engage legal counsel for its guidance and for advice to its officers and committees in the performance of their duties.
- 4.9.2 The committees of the board of directors shall submit to the district convention a summary report of their activities. It shall be the duty of the chairman of each committee to be present when the report of the committee is being considered by the convention.
- 4.9.3 The secretary of the board of directors shall submit a summary report to the district convention through the district's *Convention Workbook* concerning the meetings of the board of directors, any changes in membership that have taken place in the past triennium, and any major decisions that have been made in policy or practice in the past triennium.
- 4.9.4 The Board of Directors shall appoint members to serve on the district Lutheran Church Extension Fund Loan Committee to conduct Lutheran Church Extension Fund—Missouri Synod business in the district according to Lutheran Church Extension Fund—Missouri Synod policy.
- 4.9.5 The board of directors shall faithfully discharge all duties specifically assigned to it in this or any section of the district *Handbook* or by a resolution of the district convention.

5. Committees of the Board of Directors

Outline

- 5.1 – Missions Committee
- 5.2 – Stewardship and Finance Committee
- 5.3 – Human Care Ministries Committee
- 5.4 – Christian Education and Family Life Committee
- 5.5 – Youth Services Committee

5.1 Missions Committee

Membership and Meetings

- 5.1.1 The missions committee shall consist of at least three members of the board of directors and two members who are not from the board of directors. These members shall be voting members of the committee.
- 5.1.1.1 Three of the members of the board of directors on the missions committee shall be as follows:
- (a) the chairman of the missions committee;
 - (b) either the district president or one of the vice-presidents of the district; and
 - (c) one member of the board of directors appointed by the district president.
- 5.1.1.2 The district president may appoint, as voting members of the missions committee, additional members from the board of directors as needed.
- 5.1.1.3 The two voting members not from the board of directors shall be an ordained minister and a layperson appointed by the district president in consultation with the chairman

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of the missions committee and the assistant to the president with responsibilities for the mission ministries of the district.

- 5.1.1.4 With the approval of the board of directors, the missions committee may add one or two nonvoting members for special tasks and/or to gain specific skill sets (e.g., to provide and promote educational literature and programs in such areas as personal missions or outreach, outreach to communities, and reports on district, national, and international missions).
- 5.1.1.5 The assistant to the president with responsibilities for the mission ministries of the district shall be a nonvoting member of the missions committee, and shall fulfill, for the missions committee, the duties and responsibilities of an assistant to the president as those duties and responsibilities are delineated in chapter 8 of the district *Handbook*.
- 5.1.1.6 The vice-president for the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod shall be a nonvoting member of the missions committee by virtue of his or her office. [district bylaw 7.3.2.1]
- 5.1.1.7 A Lutheran Women’s Missionary League representative, a Mission Central representative, the IOWAY Director, and other persons who are members of other Lutheran mission-oriented organizations may be appointed as nonvoting members of the committee with the approval of the board of directors.
- 5.1.1.8 All members of the missions committee, voting and nonvoting, shall be approved by the board of directors.
- 5.1.1.9 The missions committee shall meet quarterly.

Chairman of the Missions Committee

- 5.1.2 The chairman of the missions committee shall
- (a) be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
 - (b) be responsible for directing the missions committee in formulating, evaluating, and administering the missions emphases and programs of the district; and
 - (c) submit any suggested new emphasis, or change in emphasis, or new programs, together with the report of the work and plans of the committee, to the quarterly meeting of the board of directors for approval.

Duties and Responsibilities of the Missions Committee

- 5.1.3 The missions committee shall
- (a) encourage and assist the congregations of the district in carrying out the Great Commission as they seek to make disciples in their communities;
 - (b) formulate and review the district’s missions emphases and programs, make recommendations to the board of directors regarding the district’s missions emphases and programs, and supervise and administer the total missions program of the district;
 - (c) make provisions for and supervise the ministry to students at college and university campuses in the district;

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- (d) report its activities to the board of directors at its regular meetings and report to the district in convention, sharing such statistics that will give the convention a comprehensive picture of the mission work of the district;
- (e) cooperate with the Synod's Board for National Mission and provide leadership in developing programs that support congregations in the district [See Synod Bylaw 3.8.2];
- (f) with the approval of the board of directors and as the need arises, appoint subcommittees to focus on special projects in the areas of, but not limited to, individual/personal and community missions, as well as publicizing district, national, and international mission work;
- (g) review and promote effective methods and pertinent literature in the areas of outreach and evangelism that are in keeping with Lutheran theology and suitable for personal and congregational use; and
- (h) inform the circuit cabinet missions representatives of current efforts in the area of district missions and meet with them annually to keep them aware of programs and resources in the areas of missions, outreach, and evangelism both in the district and in the Synod and encourage their use.

Campus Ministries

- 5.1.4 The district shall be responsible for campus ministries within its boundaries, and the board of directors shall administer this work through its missions committee.
- 5.1.4.1 The objectives of the campus ministries shall be
 - (a) to provide opportunities for worship, fellowship, and counseling for Lutheran students at colleges and universities in the district;
 - (b) to invite and encourage students to make use of these opportunities while away from home so that they may continue to grow in their Christian faith and in service to their Lord; and
 - (c) to seek to gain the lost, reclaim the erring, and win new members for Christ and His Church.
- 5.1.4.2 The congregation nearest the campus becomes the responsible agent of the district in campus ministry to students. The missions committee and the assistant to the president with responsibilities for the mission ministries of the district shall, as requested, assist those congregations to carry out the objectives of campus ministries.

5.2 Stewardship and Finance Committee

Membership and Meetings

- 5.2.1 The stewardship and finance committee shall consist of at least three members of the board of directors and two members who are not from the board of directors. These members shall be voting members of the stewardship and finance committee.
- 5.2.1.1 Three of the members of the board of directors on the stewardship and finance committee shall be as follows:
 - (a) the chairman of the stewardship and finance committee;
 - (b) either the district president or one of the vice-presidents of the district; and

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(c) the district treasurer.

- 5.2.1.2 The district president may appoint, as voting members on the stewardship and finance committee, additional members from the board of directors as needed.
- 5.2.1.3 The two voting members on the stewardship and finance committee not from the board of directors shall be an ordained minister and a layperson appointed by the district president in consultation with the chairman of the stewardship and finance committee and the assistant to the president with responsibilities for the stewardship and finance ministries of the district.
- 5.2.1.4 With the approval of the board of directors, the stewardship and finance committee may add one or two nonvoting members in special situations and/or to gain specific skill sets.
- 5.2.1.5 All members of the stewardship and finance committee, voting and nonvoting, shall be approved by the board of directors.
- 5.2.1.6 The assistant to the president with responsibilities for the stewardship and finance ministries of the district, together with the district's business manager, shall be nonvoting members of the stewardship and finance committee.
- 5.2.1.7 The assistant to the president with responsibilities for the stewardship and finance ministries of the district shall fulfill, for the stewardship and finance committee, the duties and responsibilities of an assistant to the president as those duties and responsibilities are delineated in chapter 8 of the district *Handbook*.
- 5.2.1.8 The stewardship and finance committee shall meet quarterly.

Chairman of the Stewardship and Finance Committee

- 5.2.2 The chairman of the stewardship and finance committee shall
 - (a) be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
 - (b) be responsible for directing the stewardship and finance committee and the stewardship and finance ministries of the district in formulating, evaluating, and administering the stewardship emphases and programs of the district; and
 - (c) submit any suggested new emphasis, or change in emphasis, or new programs, together with the report of the work and plans of the committee, to the quarterly meeting of the board of directors for approval.

Duties and Responsibilities of the Stewardship and Finance Committee

- 5.2.3 Guided by scriptural principles of stewardship and mindful of both the needs of the district and the district's financial commitment to the Synod, the stewardship and finance committee shall encourage each congregation to make a definite commitment for the work of the district and the Synod.
- 5.2.4 The stewardship and finance committee shall
 - (a) follow the directives for district stewardship promotion in Synod Bylaw 4.6.1;
 - (b) be responsible for developing the comprehensive stewardship program of the district;

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- (c) advise and assist the pastors and congregations of the district in promoting, developing, and carrying out ongoing stewardship education and programs;
- (d) encourage and assist all congregations of the district to motivate their members to support with time, talents, and treasure the work of the district and the Synod;
- (e) sponsor regional stewardship meetings throughout the district to provide stewardship education and training at the congregational level;
- (f) assess the stewardship performance of the district and report its findings to the board of directors and to the congregations of the district quarterly, and to the district in convention;
- (g) cooperate with the Synod's Board for National Mission and support its programs for stewardship in the district [See Synod Bylaw 3.8.2];
- (h) assist the district treasurer and the district business manager in the formation of the proposed yearly district budget for approval by the board of directors;
- (i) prepare the compensation and benefit recommendations for professional church workers for presentation and approval at the triennial district conventions; and
- (j) work with the circuit cabinet stewardship and finance representatives and meet with them annually to keep them informed of stewardship programs in both the Synod and the district and to assist them in furthering the principles of Christian stewardship in their circuits.

5.3 Human Care Ministries Committee

Membership and Meetings

- 5.3.1 The human care ministries committee shall consist of at least three members of the board of directors and two members who are not from the board of directors. These members shall be voting members of the human care ministries committee.
 - 5.3.1.1 Three of the members of the board of directors on the human care ministries committee shall be as follows:
 - (a) the chairman of the human care ministries committee;
 - (b) either the district president or one of the vice-presidents of the district; and
 - (c) one member of the board of directors appointed by the district president.
 - 5.3.1.2 The district president may appoint, as voting members of the human care ministries committee, additional members from the board of directors as needed.
 - 5.3.1.3 The two voting members on the human care ministries committee not from the board of directors shall be an ordained minister and a layperson appointed by the district president in consultation with the chairman of the human care ministries committee and the assistant to the president with responsibilities for the human care ministries of the district.
 - 5.3.1.4 With the approval of the board of directors, the human care ministries committee may appoint one or two nonvoting members in special situations and/or to gain specific skill sets.
 - 5.3.1.5 The assistant to the president with responsibilities for the human care ministries of the district and a representative from the Lutheran Family Service organization shall be nonvoting members of the human care ministries committee.

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- 5.3.1.6 The assistant to the president with responsibilities for the human care ministries of the district shall fulfill, for the human care ministries committee, the duties and responsibilities of an assistant to the president as those duties are delineated in chapter 8 of the district *Handbook*.
- 5.3.1.7 All members of the human care ministries committee, voting and nonvoting, shall be approved by the board of directors.
- 5.3.1.8 The human care ministries committee shall meet quarterly.

Chairman of the Human Care Ministries Committee

- 5.3.2 The chairman of the human care ministries committee shall
- (a) be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
 - (b) be responsible for directing the human care ministries committee in formulating, evaluating, and administering the human care ministry emphases and programs of the district; and
 - (c) submit any suggested new emphasis, or change in emphasis, or new programs, together with the report of the work and plans of the committee, to the quarterly meeting of the board of directors for approval.

Duties and Responsibilities of the Human Care Ministries Committee

- 5.3.3 The human care ministries committee shall
- (a) promote interest in human care and domestic mercy ministries work throughout the district;
 - (b) encourage the presentation and study of human care and domestic mercy ministry matters at pastors conferences;
 - (c) encourage regular human care ministries and domestic mercy reports on the circuit level through the circuit human care ministries representatives;
 - (d) develop new projects that meet existing needs in the area of human care and domestic mercy ministries;
 - (e) encourage congregations to establish programs for the aging, the impoverished, and all others in need of spiritual and charitable services, and give advice and direction, as requested, to assist congregations in these endeavors;
 - (f) prepare and make available a directory of existing social service agencies in the district, such as state, county, and church-supported institutions, prolife groups, marriage and pregnancy counseling services, rehabilitation for individuals with addictions, etc.;
 - (g) keep congregations informed about the latest legislation in the field of human care and domestic mercy ministry;
 - (h) formulate plans to meet emergency relief situations on a congregational and district level and assist in their execution;
 - (i) assist in the recruitment of young people for human care ministries work, particularly in the church;
 - (j) coordinate the human care and domestic mercy ministries work of the district with the total human care ministries of the Synod;

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- (k) cooperate with the Synod's Board for National Mission and support its programs for human care and domestic mercy ministries in the district [See Synod Bylaw 3.8.2];
- (l) report its activities to the board of directors at its regular meetings and to the district in convention;
- (m) work with the circuit cabinet human care ministries representatives and meet with them annually to keep them informed of the human care and domestic mercy ministries programs in both the Synod and the district, and to assist them in furthering the programs of human care and domestic mercy ministries in their circuits.

5.4 Christian Education and Family Life Committee

Membership and Meetings

- 5.4.1 The Christian education and family life committee shall consist of at least three members of the board of directors and two additional members who are not from the board of directors. These members shall be voting members of the Christian education and family life committee.
- 5.4.1.1 Three of the members from the board of directors shall be as follows:
- (a) the chairman of the Christian education and family life committee;
 - (b) either the district president or one of the vice-presidents of the district; and
 - (c) one member of the district board of directors appointed by the district president.
- 5.4.1.2 The district president may appoint, as voting members of the Christian education and family life committee, additional members from the board of directors as needed.
- 5.4.1.3 The two voting members not from the board of directors shall be an ordained minister and a commissioned minister appointed by the district president in consultation with the chairman of the Christian education and family life committee and the assistant to the president with responsibilities for the Christian education and family life ministries of the district.
- 5.4.1.4 With the approval of the board of directors, the Christian education and family life committee may add one or two nonvoting members in special situations and/or to gain specific skill sets.
- 5.1.4.5 All members of the committee shall be approved by the board of directors.
- 5.1.4.6 The assistant to the president with responsibilities for the Christian education and family life ministries of the district shall be a nonvoting member of the committee, and shall fulfill, for the committee, the duties and responsibilities of an assistant to the president as those duties and responsibilities are delineated in chapter 8 of the district *Handbook*.
- 5.4.1.7 The Christian education and family life committee shall meet quarterly.

Chairman of the Christian Education and Family Life Committee

- 5.4.2 The chairman of the Christian education and family life committee shall

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- (a) be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
- (b) be responsible for directing the Christian education and family life committee and the Christian education and family life ministries of the district in formulating, evaluating, and administering the Christian education and family life emphases and programs of the district; and
- (c) submit any suggested new emphasis, or change in emphasis, or new programs, together with the report of the work and plans of the committee, to the quarterly meeting of the board of directors for approval.

Duties and Responsibilities of the Christian Education and Family Life Committee

5.4.3 The Christian education and family life committee shall

- (a) recommend and evaluate emphases and develop objectives, goals, and programs for Christian education and family life for all age levels in the district;
- (b) assist pastors, teachers, and congregations in developing and conducting effective and comprehensive programs of Christian education and family life in congregations and schools;
- (c) recommend policies and procedures and give guidance to the director of student financial aid and the student financial aid committee in the performance of their duties;
- (d) through workshops, seminars, conferences, retreats, rallies, and the like, offered both on site and electronically, provide opportunities for Christian education and family life enrichment for church professionals and volunteers, as well as for various age groups in congregations;
- (e) provide assistance in the development, maintenance, and improvement of early childhood, preschool, and elementary school ministries in the congregations of the district;
- (f) provide leadership, encouragement, and resources, as requested, for families that wish to homeschool or are homeschooling their children;
- (g) maintain and promote on the district website a list of helpful resources for Christian education and family life;
- (h) through the worship committee give assistance to congregations, pastors, organists, choir directors, etc. in the area of worship education;
- (i) be alert to federal and state laws and legislation concerning early childhood centers, preschools, and elementary schools operated by congregations, and keep the district informed;
- (j) arrange for representation at state, county, and city meetings which may affect family ministry, children's welfare, and educational agencies;
- (k) cooperate with and foster the objectives and programs of partner Christian education agencies and departments of the Synod [See also Synod Bylaw 3.8.2];
- (l) serve as a resource for Christian education reference and resource materials in the areas of Sunday school, vacation Bible school, confirmation, adult education, family life ministry, and other areas of Christian education and family life;

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- (m) report its activities to the board of directors at its regular meetings and to the district in convention; and
- (n) work with the circuit cabinet Christian education and family life representatives and meet with them annually to keep them informed of educational and family life policies and programs at both the Synod and district levels and to assist them in furthering the cause of Christian education and family life ministries in their circuits.

5.5 Youth Services Committee

Membership and Meetings

- 5.5.1 The youth services committee shall consist of at least three members of the board of directors and six additional members who are not from the board of directors. These members shall be voting members of the committee.
- 5.5.1.1 Three of the members from the board of directors shall be as follows:
 - (a) the chairman of the youth services committee;
 - (b) either the district president or one of the vice-presidents of the district; and
 - (c) one member of the board of directors appointed by the district president.
- 5.5.1.2 The district president may appoint, as voting members of the youth services committee, additional members from the board of directors as needed.
- 5.5.1.3 The six voting members not from the board of directors shall be an ordained minister, a commissioned minister, and four youth who are members of member congregations of the district and who are below college age, appointed by the district president in consultation with the chairman of the youth services committee and the assistant to the president with responsibilities for youth services ministries of the district.
- 5.5.1.4 The four youth members on the youth services committee shall be chosen from four different regions of the district, if possible, and shall be appointed for a term of two years.
- 5.5.1.5 With the approval of the board of directors, the youth services committee may add one or two nonvoting members in special situations and/or to gain specific skill sets.
- 5.5.1.6 The assistant to the president with responsibilities for the youth services ministries in the district shall be a nonvoting member of the youth services committee, and shall fulfill, for the youth services committee, the duties and responsibilities of an assistant to the president as those duties and responsibilities are delineated in chapter 8 of the district *Handbook*.
- 5.5.1.7 All members of the committee, voting and nonvoting, shall be approved by the board of directors.
- 5.5.1.8 The youth services committee shall meet quarterly.

Chairman of the Youth Services Committee

- 5.5.2 The chairman of the youth services committee shall
 - (a) be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;

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- (b) be responsible for directing the youth services committee and the youth ministries of the district in formulating, evaluating, and administering the youth services emphases and programs in the district; and
- (c) submit any suggested new emphasis, or change in emphasis, or new programs, together with the report of the work and plans of the committee, to the quarterly meeting of the board of directors for approval.

Duties and Responsibilities of the Youth Services Committee

5.5.3 The youth services committee shall

- (a) sponsor youth gatherings and other forms of district-wide activities for the youth of the district;
- (b) sponsor leadership training workshops and seminars for congregational youth counselors;
- (c) encourage and assist circuits in planning circuit-wide activities for the youth of the circuit;
- (d) encourage and assist congregations in developing and maintaining their own youth organizations and programs, and provide guidance in this area on an individual congregational basis as requested;
- (e) cooperate with the Synod's Board for National Mission and support its programs for youth ministry in the district [See Synod Bylaw 3.8.2];
- (f) provide leadership in student recruitment, and encourage and assist congregations in the recruitment of students for full-time church work;
- (g) report its activities to the board of directors at its regular meetings and report to the district in convention; and
- (h) work with the circuit cabinet youth services representatives and meet with them annually to keep them informed of youth ministry programs in both the Synod and the district, to assist them in furthering the programs of youth ministry in their circuits, and to elicit their comments on and suggestions for the total youth services program in the district.

6. Auxiliary Committees

Outline

- 6.1 – Congregational Constitutions and District *Handbook* Committee
 - 6.1.2 – Duties and Responsibilities of the Congregational Constitutions and District *Handbook* Committee Regarding Congregational Constitutions and Bylaws
 - 6.1.3 – Duties and Responsibilities of the Congregational Constitutions and District *Handbook* Committee Regarding the District *Handbook*
- 6.2 – Student Financial Aid Committee
- 6.3 – Communications and Technology Committee
- 6.4 – Ministerial Growth and Wellness Committee
- 6.5 – Rural and Small-Town Ministry Committee
- 6.6 – Worship Committee
- 6.7 – Endowment and Legacy Funds Committee

6.1 Congregational Constitutions and District *Handbook* Committee

Membership, Meetings, and Tenure

- 6.1.1 The chairman and members of the congregational constitutions and district *Handbook* committee shall be appointed by the district president with the approval of the board of directors.
- 6.1.1.1 The appointment of the chairman of the congregational constitutions and district *Handbook* committee shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.
- 6.1.1.2 The congregational constitutions and district *Handbook* committee shall consist of the district president (or his designee), the district secretary, and three ordained ministers appointed from among the active and/or ordained ministers with emeritus status of the district.
- 6.1.1.3 The committee shall meet as needed at the call of the district president (or his designee) or the chairman of the committee.
- 6.1.1.4 This committee shall submit a report of its activities to the board of directors at a regularly scheduled meeting. The committee may also submit a report of its activities to a convention of the district upon the recommendation of the district president.
- 6.1.1.5 There shall be no limitation on the number of terms a member may serve.

Duties and Responsibilities of the Congregational Constitutions and District Handbook Committee Regarding Congregational Constitutions and Bylaws

- 6.1.2 The congregational constitutions and district *Handbook* committee shall follow the required procedures for standing committees on congregational constitutions and bylaws as found in Synod Bylaws 2.1.1-2.4.2.

Duties and Responsibilities of the Congregational Constitutions and District Handbook Committee Regarding the District Handbook

- 6.1.3 The members of the congregational constitutions and district *Handbook* committee shall
 - (a) be familiar with the Constitution of The Lutheran Church—Missouri Synod in the most recent edition of the *Handbook* of the Synod since the Constitution of the Synod is also the constitution of Iowa District West [Synod Bylaw 4.1.1.2];
 - (b) be familiar with the Bylaws of The Lutheran Church—Missouri Synod in the most recent edition of the *Handbook* of the Synod since the Bylaws of The Lutheran Church—Missouri Synod are also primarily the bylaws of Iowa District West [Synod Bylaw 4.1.1.2];
 - (c) be familiar with the articles of incorporation and bylaws of Iowa District West as contained in the most recent edition of the district *Handbook*;
 - (d) be familiar with the documents of the Synod’s Commission on Constitutional Matters pertaining to the articles of incorporation and the

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bylaws of districts as provided on the website of the Commission on Constitutional Matters;

- (e) be familiar with the minutes of the Synod's Commission on Constitutional Matters, especially those parts that include comments on districts' articles of incorporation and bylaws that have been presented to the Commission on Constitutional Matters for approval;
- (f) be familiar with the total operation of the district, as much as possible, to be able to identify changes in offices, board of directors, committees, policies, and practices that may necessitate amendments to the bylaws of the district *Handbook*;
- (g) keep informed on the resolutions and bylaw changes passed by conventions of The Lutheran Church—Missouri Synod that may necessitate amendments in the district's *Handbook*;
- (h) keep informed on the resolutions and bylaw changes passed by conventions of the district that necessitate amendments in the district's *Handbook*; and
- (i) propose any necessary changes and amendments of the district's *Handbook* to the district board of directors for approval, and submit those approved changes and amendments to the Synod's Commission on Constitutional Matters for approval prior to their presentation to a district convention for adoption in accordance with Article X of the district's Articles of Incorporation, and in accordance with chapter 13 of the bylaws of the district, and in accordance with Synod Bylaw 3.9.2.2.3.

6.1.4 In the event that it had not been possible to present the amendments to the bylaws and regulations of the district *Handbook* adopted by a district convention to the Commission on Constitutional Matters prior to a district convention, the committee shall submit the amended bylaws to the Commission on Constitutional Matters for review and approval as soon as possible following the district convention, and the changes and amendments become effective upon, and only upon, approval by the Commission on Constitutional Matters in accordance with Synod Bylaw 3.9.2.2.3 (b).

6.1.5 The congregational constitutions and district *Handbook* committee shall place two printed copies of each revised district *Handbook* in the district archives.

6.2 Student Financial Aid Committee

Administration of Student Financial Aid

6.2.1 The board of directors shall administer a student financial aid program through the director of student financial aid and the student financial aid committee.

Director of Student Financial Aid

6.2.2 The director of student financial aid shall be an ordained or commissioned minister appointed by the district president with the approval of the board of directors.

6.2.2.1 The appointment of the director of student financial aid shall be for a term of three years from the time of his or her appointment until the board of directors meeting following the next district convention.

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- 6.2.2.2 There shall be no limit to the number of terms the director of student financial aid may serve.

Student Financial Aid Committee

- 6.2.3 The members of the student financial aid committee shall be appointed by the district president with the approval of the board of directors.
- 6.2.3.1 The student financial aid committee shall consist of the director of student financial aid and at least one ordained minister, one commissioned minister, and one layperson who is a member of a member congregation of the district.
- 6.2.3.2 The student financial aid committee shall meet at the call of the director of student financial aid.
- 6.2.3.3 The district business manager shall serve as a resource person for this committee.
- 6.2.3.4 There shall be no limit to the number of terms the members of the student financial aid committee may serve.

Status

- 6.2.3.5 The student financial aid committee shall be a standing committee under the Christian education and family life committee of the board of directors.

Duties and Responsibilities of the Director of Student Financial Aid

- 6.2.4.1 The director of student financial aid shall be the chairman of the student financial aid committee.
- 6.2.4.2 The director of student financial aid shall
- (a) make annual reports to the board of directors regarding the amount of funding available for grants-in-aid to students for the upcoming school year, and the amount of the award granted to each applicant;
 - (b) make a comprehensive report to the triennial district convention regarding the total student financial aid program; and
 - (c) maintain and keep permanent records of all grants-in-aid awarded to students.

Duties and Responsibilities of the Director of Student Financial Aid and the Student Financial Aid Committee

- 6.2.4.3 The director of student financial aid, with the assistance of the student financial aid committee, shall
- (a) process the students' applications for student financial aid;
 - (b) handle all official correspondence related to the student grants-in-aid program;
 - (c) present all student applications for grants-in-aid, together with the amount recommended for each student by the student financial aid committee, to the board of directors for approval; and
 - (d) notify each student of his or her award.

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Grants-in-Aid for Students Preparing to Become Full-time Professional Church Workers in The Lutheran Church—Missouri Synod

- 6.2.5 Grants-in-aid for students preparing to become full-time professional church workers in The Lutheran Church—Missouri Synod shall be awarded only to applicants who meet the following qualifications:
- (a) are members of a congregation that is a member of Iowa District West of The Lutheran Church—Missouri Synod;
 - (b) have been accepted by or are attending as full-time students a recognized college, university, or seminary of The Lutheran Church—Missouri Synod; and
 - (c) whose first assignment will be under the Board of Assignments of The Lutheran Church—Missouri Synod.
- 6.2.5.1 Grants-in-aid shall be awarded for not more than one school year at a time, and only when the student has completed and signed the application form and has met the criteria contained in the application form.
- 6.2.5.2 Additional policies governing grants-in-aid for students preparing to become full-time professional church workers in The Lutheran Church—Missouri Synod may be developed from time to time by the student financial aid committee and approved by the Iowa District West board of directors.

Vocational Grants-in-Aid for Students Preparing for Secular Vocations

- 6.2.6 Vocational grants-in-aid for students preparing for secular vocations shall be awarded only to applicants who meet the following qualifications:
- (a) are members of a congregation that is a member of Iowa District West of The Lutheran Church—Missouri Synod;
 - (b) have been accepted by or are attending as full-time students a recognized college or university of The Lutheran Church—Missouri Synod; and
 - (c) are undergraduate students at such recognized colleges or universities of The Lutheran Church—Missouri Synod.
- 6.2.6.1 Vocational grants-in-aid shall be awarded for not more than one school year at a time, and only when the student has completed and signed the application form and meets the criteria contained in the application form.
- 6.2.6.2 Additional policies governing vocational grants-in-aid may be developed from time to time by the student financial aid committee and approved by the Iowa District West board of directors.

Continuing Education Grants-in-Aid

- 6.2.7 Continuing education grants-in-aid shall be awarded only to applicants who are members of a congregation that is a member of Iowa District West of The Lutheran Church—Missouri Synod and who meet one of the two following criteria:

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- (a) have been accepted by or are attending a recognized college, university, or seminary of The Lutheran Church—Missouri Synod or some other accredited college or university, and are pursuing a postgraduate degree that enhances their ministry to the church; or
- (b) are enrolled in an approved colloquy program of The Lutheran Church—Missouri Synod to become an ordained or commissioned minister in the Synod, and whose first assignment will be under the Board of Assignments of The Lutheran Church—Missouri Synod in accordance with Synod Bylaws 2.7.2-2.7.5 regarding colloquy students.

- 6.2.7.1 Continuing education grants-in-aid shall be made for not more than one school year at a time, and only when the student has completed and signed the application form and meets the criteria contained therein and the criteria outlined in district bylaws 6.2.7 (a) or (b).
- 6.2.7.2 Additional policies governing continuing education grants-in-aid may be developed from time to time by the student financial aid committee and approved by the Iowa District West board of directors.

Awarding of Grants

- 6.2.8 Upon the recommendation of the student financial aid committee and with the annual approval of the Iowa District West board of directors, student grants-in-aid shall be made payable to the educational institution the student will be or is attending.

6.3 Communications and Technology Committee

Membership, Meetings, and Tenure

- 6.3.1 The chairman and members of the district's communications and technology committee shall be appointed by the district president with the approval of the board of directors.
- 6.3.1.1 The appointment of the chairman of the communications and technology committee shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.
- 6.3.1.2 The committee shall consist of two ordained ministers, one commissioned minister, and one lay person, each of whom have special competence in the areas of communications and technology.
- 6.3.1.3 The district's technology support specialist shall be an advisory member of the committee.
- 6.3.1.4 The committee shall meet at the call of the chairman and shall meet quarterly.
- 6.3.1.5 There shall be no limitation on the number of terms a member may serve.

Duties and Responsibilities

- 6.3.2 The communications and technology committee shall
- (a) develop practices and procedures to assure that the work and ministry of the district are publicized throughout the congregations of the district;

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- (b) review and oversee, on a continuing basis, the ways and means in which information is communicated throughout the district, especially as it pertains to the ministry objectives and work of the committees of the board of directors and any auxiliary or additional committee of the district, and suggest and/or implement methods that would improve such communication;
- (c) provide periodic evaluation of Iowa District West’s use of the district supplement entitled “District News” published in *The Lutheran Witness*, the official periodical of The Lutheran Church—Missouri Synod.
- (d) provide periodic evaluation of the direction of the district’s website and the district’s use of Facebook, Twitter, and other similar formats;
- (e) provide training and resources for congregations of the district in the use of social media and technology to enhance their ministry within their congregations and communities; and
- (f) maintain communication with the Synod’s communication department and implement practices and procedures useful for the dissemination of information that would be helpful to the congregations in the district.

Status

- 6.3.3 The district president shall assign one of the assistants to the president or another designee of his choosing to assist him in the oversight of this committee and to keep him informed on its activities.

6.4 Ministerial Growth and Wellness Committee

Membership, Meetings, and Tenure

- 6.4.1 The ministerial growth and wellness committee shall consist of the following five members who shall be appointed by the district president with the approval of the board of directors:
- (a) two ordained ministers;
 - (b) one commissioned minister; and
 - (c) two laypersons, at least one of whom shall be a healthcare professional.
- 6.4.1.1 The chairman shall be appointed by the district president with the approval of the board of directors.
- 6.4.1.2 The appointment of the chairman of the ministerial growth and wellness committee shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.
- 6.4.1.3 The ministerial growth and wellness committee shall meet quarterly at the call of the chairman.
- 6.4.1.4 There shall be no limitation on the number of terms a member may serve.

Duties and Responsibilities

- 6.4.2 The ministerial growth and wellness committee exists to provide opportunities for the continuing education and vocational growth of church workers, to advocate and

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facilitate care and counsel for church workers to support them in the performance of their official duties, and to advocate and facilitate support for the personal well-being of church workers and their family members.

6.4.3 The ministerial growth and wellness committee shall

- (a) assist and encourage the church workers in the district in planning their continuing educational and vocational growth;
- (b) assist and encourage the church workers in the district in maintaining and improving their personal well-being and the well-being of their families;
- (c) assist and encourage congregations and schools in the district in assessing and promoting the continuing educational and vocational growth of their church workers, as well as the personal well-being of their workers and of their family members;
- (d) provide opportunities and settings for the church workers in the district to continue to grow in Christ and in the knowledge, attitudes, skills, and personal well-being they need to serve Him in His church;
- (e) develop, sponsor, and coordinate continuing educational and vocational growth and personal well-being initiatives for the church workers of the congregations and schools in the district; and
- (f) provide training workshops for district workers to encourage and assist them in their financial planning in the areas of spending, saving, debt management, and retirement planning.

Status

6.4.4 The ministerial growth and wellness committee shall be a standing committee under the human care ministries committee of the board of directors.

6.5 Rural and Small-Town Ministry Committee

Membership, Meetings, and Tenure

6.5.1 The chairman and members of the district's rural and small-town ministry committee shall be appointed by the district president with the approval of the board of directors.

6.5.1.1 The appointment of the chairman of the rural and small-town ministry committee shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.

6.5.1.2 The committee shall consist of ordained ministers, commissioned ministers, and laypersons (not to exceed eight members) from various geographical areas of the district, with ordained ministers and commissioned ministers never outnumbering laypersons.

6.5.1.3 The assistant to the president with responsibility for missions shall be a resource person for this committee.

6.5.1.4 The rural and small-town ministry committee shall meet at least two times a year at the call of the chairman.

6.5.1.5 There shall be no limitation on the number of terms a member may serve.

Duties and Responsibilities

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- 6.5.2 The rural and small-town ministry committee shall
- (a) periodically determine ministry needs of individuals, families, ordained and commissioned ministers, and congregations situated in rural areas and small towns in Iowa District West;
 - (b) based on those determined ministry needs, conduct seminars and/or workshops to provide help for rural and small-town congregations and/or their ordained and commissioned ministers;
 - (c) highlight, enhance, and strengthen the ministry to rural and small-town congregations in Iowa District West;
 - (d) help inform ordained and commissioned ministers, especially those who are new to rural and small-town ministry, about the rural and small-town ministry needs in Iowa District West; and
 - (e) be available to provide counsel and advice upon request to ordained and commissioned ministers and congregations regarding specific concerns in rural and small-town congregations in Iowa District West.

Status

- 6.5.3 The rural and small-town ministry committee shall be a standing committee under the missions committee of the board of directors.

6.6 Worship Committee

Membership, Meetings, and Tenure

- 6.6.1 The chairman and members of the district's worship committee shall be appointed by the district president with the approval of the board of directors.
- 6.6.1.1 The appointment of the chairman of the worship committee shall be for a term of three years from the time of his appointment until the board of directors meeting following the next district convention.
- 6.6.1.2 The worship committee shall consist of at least one ordained minister, one commissioned minister, and one layperson who have special competence in the areas of liturgics and church music.
- 6.6.1.3 One of the assistants to the president of the district shall be an advisory member of the committee.
- 6.6.1.4 The committee shall meet at least two times a year at the call of the chairman.
- 6.6.1.5 There shall be no limitation on the number of terms a member may serve.

Duties and Responsibilities

- 6.6.2 The worship committee shall
- (a) be available to serve in an advisory capacity to furnish guidance and resources for worship services at district conventions and conferences, and especially for the worship and communion services held by the auxiliary organizations on the district level;

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- (b) conduct institutes, seminars, and workshops on worship and all phases of church music for organists, musicians, and choir directors to assist them in increasing their knowledge and improving their skills in the area of church music;
- (c) give counsel and advice, upon request, to congregations regarding various aspects of worship, liturgies, and church music, with a view to improving the understanding, practice, and appreciation of worship in general and Lutheran forms of worship in particular on the local level; and
- (d) develop outlines and suggestions for special worship services, such as extra-congregational communion services on the district level, ordination and installation services, church dedications and church anniversary services, keep an active file of such services, and share them upon request.

Status

- 6.6.3 The worship committee shall be a standing committee under the Christian education and family life committee of the board of directors.

6.7 Endowment and Legacy Funds Committee

Membership and Meetings

- 6.7.1 The Iowa District West endowment and legacy funds committee shall consist of the following members:
- (a) the district president;
 - (b) the district first vice-president;
 - (c) the district treasurer;
 - (d) the district Christian estate planning counselor;
 - (e) one ordained minister;
 - (f) at least three laypersons; and
 - (g) the district business manager.
- 6.7.1.1 The district president shall appoint the members of the committee with the approval of the board of directors.
- 6.7.1.2 The district president, with the approval of the board of directors, may appoint at least two additional members to provide specific skill sets and abilities necessary for the work of this committee.
- 6.7.1.3 The district treasurer shall serve as the chairman of the committee, and the district business manager shall serve as the secretary.
- 6.7.1.4 There shall be no limitation on the number of terms a member may serve.
- 6.7.1.5 The assistant to the district president responsible for stewardship and finance shall be a resource person for the committee.
- 6.7.2 The committee shall meet quarterly.

Duties and Responsibilities

- 6.7.3 This committee shall promote and manage the gifts given to Iowa District West.

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- 6.7.4 The committee shall, with the approval of the board of directors, use the proceeds of said gifts in ways that carry out the ministries of Iowa District West.
- 6.7.5 The district treasurer, as chairman of the committee, shall make an annual report to the district board of directors and report on the endowment and legacy funds to each regular district convention.

7. Financial Matters

Outline

- 7.1 – The District Budget and Congregational Remittances
- 7.2 – Mission Expansion Fund
- 7.3 – The Lutheran Church Extension Fund Program of the District
- 7.4 – Benevolent Institutions

7.1 The District Budget and Congregational Remittances

Budget

- 7.1.1 The responsibility for setting and managing the district budget shall rest with the board of directors.
- 7.1.2 The district budget shall include the work of the Synod and the district and shall show the actual needs of each ministry or activity area.
- 7.1.3 The fiscal year of Iowa District West shall begin on February 1 of one year and end on January 31 of the following year. The treasurer shall close the books on January 31 of each year.
- 7.1.4 The district recommends that its congregations end their fiscal year on December 31 of each year.

Congregational Remittances

- 7.1.5 Congregations are urged to employ a financial system in which a steady flow of contributions for district and Synod needs will be encouraged throughout the year, and to instruct their congregational treasurers to remit these moneys to the district treasurer by the twentieth of each month to enable the district to meet its monthly obligations.
- 7.1.6 The board of directors shall have such forms printed and distributed to the congregations that will
- (a) simplify procedures;
 - (b) maintain uniformity among congregations in making remittances to the district; and
 - (c) ensure cooperation by all concerned in the handling of district funds and the transaction of official business.

7.2 Mission Expansion Fund

Authorization and Purpose

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- 7.2.1 Iowa District West shall maintain an adequate mission expansion fund available to the board of directors to use for startup funds to acquire properties and/or equipment in promising mission areas. The mission expansion fund may also be used to invest in mission personnel and/or programs which expand the outreach initiatives of the district.

Administration and Management

- 7.2.2 The administration of the mission expansion fund, the management and care of the properties acquired and held, the calling of mission expansion staff, and the supervision of programs initiated through the fund shall be entrusted to the board of directors of the district.
- 7.2.2.1 All uses of funds shall be discussed in a regular meeting of the board of directors.
- 7.2.2.2 The information presented to guide the board of directors in the uses of the mission expansion fund in the acquisition of properties shall include a demographic study and mission analysis of the area.
- 7.2.2.3 Any property acquired shall be held in the name of Iowa District West of The Lutheran Church—Missouri Synod, and the board of directors shall exercise great care that the title to the properties be and remain clear and free of encumbrances.

Transfer of Property

- 7.2.3 Properties acquired by the mission expansion fund and placed at the disposal of mission congregations do not constitute a gift to a congregation subsequently organized.
- 7.2.3.1 Approximately one year after the mission congregation is organized, incorporated, and its constitution is approved, its indebtedness to the mission expansion fund shall become a loan to the congregation from Iowa District West, and the title to the property shall be transferred to said congregation.

7.3 The Lutheran Church Extension Fund Program of the District

Objectives and History

- 7.3.1 The Lutheran Church Extension Fund—Missouri Synod for Iowa District West is established to assist in financing the acquisition of sites, the construction and renovation of facilities, and provisions for professional church worker loans so that the effective programs of the ministry, outreach, and service of the congregations of Iowa District West may be expanded.
- 7.3.1.1 On September 1, 1998, Iowa District West transferred the assets of its church extension fund, subject to the liabilities, to the Lutheran Church Extension Fund—Missouri Synod.
- 7.3.1.2 Iowa District West now conducts its church extension fund activity through the Iowa District West program of the Lutheran Church Extension Fund—Missouri Synod in accordance with Lutheran Church Extension Fund—Missouri Synod’s policies and procedures.

Vice-President

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- 7.3.2 Iowa District West, acting through its board of directors, nominates, and the Lutheran Church Extension Fund—Missouri Synod Board elects an individual to serve as the vice-president of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod.
- 7.3.2.1 The vice-president of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod shall be a member of the missions committee of the board of directors by virtue of his or her office.
- 7.3.2.2 The vice-president of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod shall fulfill his or her duties according to the expectations provided by the Lutheran Church Extension Fund—Missouri Synod and the Iowa District West board of directors.

Loans from the Lutheran Church Extension Fund

- 7.3.3 Loans are made to provide (1) the financing for operations, (2) real estate acquisition, (3) construction, (4) renovation, and (5) relocation.
- 7.3.3.1 The Lutheran Church Extension Fund—Missouri Synod also finances new ministry opportunities by providing eligible borrowers lines of credit and short-term loans for project start-up and soft-cost expenses.
- 7.3.3.2 Applications for loans or correspondence regarding church extension loans shall be directed to the vice-president of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod.
- 7.3.3.3 The loans are approved by the Iowa District West board of directors and are written in accordance with Lutheran Church Extension Fund—Missouri Synod underwriting guidelines.

Notes and Support Dollars Payable

- 7.3.4 The vice-president of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod is responsible for marketing and coordinating the promotion of Lutheran Church Extension Fund—Missouri Synod investments within the district.
- 7.3.4.1 Iowa District West investors may invest in any of the investments offered by the Lutheran Church Extension Fund—Missouri Synod. All such investments are credited to Iowa District West.
- 7.3.4.2 Such funds credited to Iowa District West provide funds for loans to churches within Iowa District West and throughout the Synod.
- 7.3.4.3 Interest paid to investors and charged to borrowers within Iowa District West is determined by the Lutheran Church Extension Fund—Missouri Synod in accordance with Lutheran Church Extension Fund—Missouri Synod policies and procedures.

Church Extension Fund Related Expenses

- 7.3.5 The Lutheran Church Extension Fund—Missouri Synod and Iowa District West sign an annual agreement to provide for the reimbursement of expenses (primarily salaries and office space) required to carry out church extension activity within Iowa District West.

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District Representation

- 7.3.6 The affairs of the Lutheran Church Extension Fund—Missouri Synod are governed by its Articles of Incorporation and Bylaws, which provide for district representation through the election of district members.
- 7.3.6.1 Iowa District West, acting through an appropriate board or committee, appoints, in accordance with a formula identified in the bylaws of the Lutheran Church Extension Fund—Missouri Synod, one or more individuals (excluding the vice-president for the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod) within the district to serve as members of the Lutheran Church Extension Fund—Missouri Synod.
- 7.3.6.2 The members attend an annual meeting, elect the Lutheran Church Extension Fund—Missouri Synod’s Board of Directors, and vote on amendments to the Lutheran Church Extension Fund—Missouri Synod’s Articles of Incorporation and Bylaws.

Funds Available for Lending

- 7.3.7 The amount of funds available for lending within Iowa District West is determined by a formula which takes into consideration Iowa District West’s investments, its outstanding loans and loan commitments, liquidity, and operating reserves.
- 7.3.7.1 There is opportunity for Iowa District West to borrow excess funds from other districts within the Lutheran Church Extension Fund—Missouri Synod if there are not sufficient funds available based on the above-mentioned formula.

Distribution of Operating Results

- 7.3.8 The Lutheran Church Extension Fund—Missouri Synod distribution of the previous year’s income will be made available to Iowa District West in accordance with Lutheran Church Extension Fund—Missouri Synod policies and procedures.
- 7.3.8.1 The distributions, if made, occur in the following year for district related activities.

7.4 Benevolent Institutions

Approval for Support

- 7.4.1 To receive approval for continued financial support from the congregations of the district or support for special projects, all benevolent institutions within the district must submit their budgets to the board of directors annually.

8. Assistants to the District President

Outline

- 8.1 – Call, Appointment, and General Requirements
- 8.2 – Tenure and Termination
- 8.3.2 – Duties and Responsibilities in Relation to the District President
- 8.3.3 – Duties and Responsibilities in Relation to the Board of Directors and the Committees of the Board of Directors

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- 8.3.4 – Duties and Responsibilities in Relation to the Congregations, Circuits, and Circuit Cabinet Representatives of the District
- 8.3.5 – Additional Duties and Responsibilities

8.1 Call, Appointment, and General Requirements

- 8.1.1 Full-time assistants to the president shall be issued a solemn call by the board of directors to the position of full-time assistant to the president to serve in one or more ministry areas of the district. [Synod Bylaw 3.11.1 (a)]
- 8.1.2 Part-time assistants to the president shall be issued a contract by the board of directors to the position of part-time assistant to the president to serve in one ministry area of the district.
- 8.1.3 The full-time and part-time assistants to the president shall be appointed by the district president with the approval of the board of directors to serve as advisers and resource persons for the various committees of the board of directors and/or various auxiliary committees of the district.
- 8.1.4 Full-time and part-time assistants to the president shall be members of member congregations of Iowa District West of The Lutheran Church—Missouri Synod and reside within the geographic boundaries of Iowa District West.
- 8.1.5 Full-time assistants to the president shall have regular office hours in the Iowa District West district office in Fort Dodge. The office hours shall be agreed upon by the district president and the assistants to the president.
- 8.1.6 Full-time and part-time assistants to the president shall participate in executive staff meetings with the district president. The schedule of meetings shall be determined by the district president.

8.2 Tenure and Termination

- 8.2.1 For full-time assistants to the president, the first period of appointment shall be from the time of their call until the board of directors meeting following the next district convention. Thereafter each appointment shall be for a three-year term with no limitation of successive reappointments to the same or different committees of the board of directors, auxiliary committees of the district, ministry areas, and/or other positions.
- 8.2.2 For part-time assistants to the president, the first period of appointment shall be from the time of their appointment until the board of directors meeting following the next district convention. Thereafter each appointment shall be for a three-year term with no limitation of successive reappointments to the same or a different position.
- 8.2.3 The assistants to the president shall serve at the pleasure of the president and the board of directors, subject to annual review and evaluation. They may normally expect to continue in their position if their work is satisfactory, as evidenced by the annual review and evaluation, and if there is a continuing need for their services.
- 8.2.4 If the district president and the board of directors decide not to renew an appointment of a full-time assistant to the president, a 120-day written notice shall be given to the assistant to the president and said period shall begin on the first day of the following month. If the 120-day period should extend beyond the date for reappointment, full salary shall continue to be paid for services rendered until the end of the 120-day period.

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- 8.2.5 During the 120-day period, the district president and the board of directors shall assist the full-time assistant to the president, if requested, in his or her efforts to find another opportunity for service in the church. Full salary shall continue to be paid for services rendered until the earlier of the date of obtaining new employment or the expiration of the 120 days. An additional month's salary shall be paid as severance pay on termination of full salary.
- 8.2.6 Termination may be made by majority vote of the board of directors.
- 8.2.7 Termination of appointment of a full-time or part-time assistant to the president may be made at any time for adherence to false doctrine, conduct unbecoming a Christian, neglect of office, or refusal to perform the duties of his or her office. In such cases, none of the foregoing financial arrangements shall apply except for one month's severance pay.
- 8.2.8 The board of directors shall have the authority to determine at which point a full-time assistant to the president becomes unable to serve because of illness or disability, and to take appropriate measures to ensure that the necessary functions of the assistant to the president's position will be fulfilled in his or her absence. In the event of the assistant to the president's prolonged illness or disability, full salary shall be paid until the provisions of the Concordia Plan Services become operative, but not for more than sixty days.
- 8.2.9 If a full-time assistant to the president resigns his or her office or accepts another position, the board of directors may either secure, on a temporary basis, part-time assistants to the president from among the ordained or commissioned ministers of the district to serve the needs of the district, or, when such an arrangement is not feasible, the board of directors may make other arrangements.

8.3 Duties and Responsibilities

Duties and Responsibilities of the Assistants to the President

- 8.3.1 Each full-time and part-time assistant to the president shall carry out his or her duties and responsibilities in good faith.

Duties and Responsibilities of the Assistants to the President in Relation to the District President

- 8.3.2 The full-time and part-time assistants to the president shall
- (a) maintain close communication with the district president regarding their areas of responsibility so that there may be a free flow of information between themselves and the president and a joint sharing of ideas and plans about how best to promote the Lord's work in the district in the areas of their responsibility;
 - (b) seek the advice, criticism, support, and approval of the district president before significant changes and initiatives are undertaken in their areas of responsibility;
 - (c) assist the district president in planning and carrying out the programs and resolutions of the conventions of the district and the resolutions of the conventions of the Synod as they pertain to the district; and
 - (d) be responsible to the district president in the performance of their duties.

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Duties and Responsibilities of the Assistants to the President in Relation to the Board of Directors and the Committees of the Board of Directors

8.3.3 The full-time and part-time assistants to the president shall

- (a) maintain close communication with the chairmen of the committees of the board of directors to which they are responsible so that there may be a free flow of information and mutual plans about how best to promote the Lord's work in the district in their areas of responsibility;
- (b) serve as a liaison between themselves and their committees and the staff of the Synod in their areas of responsibility;
- (c) assist the various committees of the board of directors to which they are responsible in developing their policies, executing their programs, and supervising their budgets;
- (d) implement decisions of the board of directors and of the committees of the board of directors to which they are responsible in accordance with the directives of the district *Handbook*;
- (e) develop and implement procedures to carry out the programs in their assigned ministry areas;
- (f) coordinate the planning, programs, and budgets within each ministry area for which they are responsible and in keeping with the total program and budget of the district;
- (g) in consultation with the chairmen of the committees in their areas of responsibility, prepare agendas for the meetings and send the agendas to the committee members at least one week prior to the scheduled meetings;
- (h) record the minutes of the meetings of the committees for which they are responsible, and send the minutes of the meetings to the committee members and to the circuit cabinet representatives for that respective committee within two weeks of the meeting;
- (i) prepare programs and policy recommendations for action by the committees and ministry areas for which they are responsible;
- (j) assist in the preparation of reports and recommendations from the committees for which they are responsible for presentation to the board of directors, the district president, and the district convention;
- (k) draft annually for committee and board of directors' approval short-range and long-range plans and budget requests for programs, and evaluate program budget performance against agreed-upon criteria;
- (l) stay up-to-date on the latest research and the most effective methods for achieving the desired outcomes in the ministry areas of the committees for which they are responsible;
- (m) report their activities in the various ministry areas for which they are responsible to the quarterly meeting of the board of directors; and
- (n) serve in an advisory capacity to the board of directors and any committee of the district to which they have been assigned.

Duties and Responsibilities of the Assistants to the President in Relation to the Congregations, Circuits, and Circuit Cabinet Representatives of the District

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- 8.3.4 The full-time and part-time assistants to the president shall
- (a) provide counsel and advice, as requested, to the ordained and commissioned ministers of the district in matters pertaining to the ministry areas for which they are responsible;
 - (b) keep the members of the circuit cabinets informed of policies, programs, and activities in their respective ministry areas through the minutes of meetings and monthly highlights of the various committees of the board of directors in their areas of responsibility;
 - (c) plan and organize an annual meeting with circuit cabinet representatives in the ministry area or areas for which they are responsible to share information, receive feedback, and develop plans for the future. Such planning and organizing shall be in consultation with the chairman of the ministry area committee of the board of directors for which they are responsible; and
 - (d) plan and organize, in cooperation with the chairman of the respective committee of the board of directors for which they are responsible, regional training events for congregations to equip congregations in carrying out the objectives of their respective committee.

Additional Duties and Responsibilities of the Assistants to the President

- 8.3.5 The assistants to the president shall carry out special duties and responsibilities as may from time to time be assigned to them by the district president and the board of directors.

9. NOMINATIONS AND ELECTIONS

Outline

- 9.1 – Nomination and Election of the District President
- 9.2 – Nomination and Election of the District Vice-Presidents
- 9.3 – Nominations for Members of the Board of Directors and Other Positions
 - 9.3.1 – Nominating Committee
 - 9.3.2 – Solicitation of Nominations for Members of the Board of Directors and Other Positions
- 9.4 – Duties and Responsibilities of the Nominating Committee Prior to the Convention
- 9.5 – Report of the Nominating Committee at the Convention
- 9.6 – Elections
 - 9.6.1 – Judge of Elections
 - 9.6.2 – Electronic Voting
 - 9.6.3 – The Ballot
 - 9.6.4 – Schedule for the Elections on the Comprehensive Ballot
 - 9.6.5 – Order of Elections
- 9.7 – Election of the Circuit Visitors

9.1 Nomination and Election of the District President

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Nominations for District President

- 9.1.1 Each member congregation of the district shall be entitled to nominate from the clergy roster of The Lutheran Church—Missouri Synod two ordained ministers as candidates for the office of district president. [Synod Bylaw 4.3.1]
- 9.1.1.1 On or about September 1 in the year prior to the district convention, the district secretary shall solicit from all member congregations of the district nominations for the office of district president. The district secretary, through the district office, shall post on the district website a downloadable ballot that each voting congregation of the district shall use to nominate one or two candidates for the office of district president.
- 9.1.1.2 Each nominating ballot shall be signed by the president and secretary of the member congregation and returned to the district secretary no later than February 1 in the year of the district convention.
- 9.1.1.3 By April 15 in the year of the district convention, the district secretary shall tabulate the nominating ballots and shall make the results known to the district office in preparation for publication in the district *Convention Workbook* and to post on the district website. The names and tallies of all ordained ministers who have received nominations for the office of district president shall be reported, and the report shall identify the top three names (or more in case of a tie for the third position) of those who have agreed to serve if elected. This report shall also indicate the names of those who have declined nomination, if any have declined nomination.
- 9.1.1.4 The district secretary shall retain all nominating ballots until the close of the convention, after which they shall be destroyed.

Candidates for District President

- 9.1.1.5 Candidates for the office of district president shall be the three (or more in case of a tie for the third position) ordained ministers receiving the highest number of nominating ballots from the member congregations of the district, and who have consented to serve if elected.
- 9.1.1.6 The district secretary shall notify each potential candidate and shall secure in writing his decision either to include his name on the convention ballot, or his decision to decline the nomination.
- 9.1.1.7 Each candidate shall reply to the district secretary either in writing or by email within ten days as to his willingness to serve if elected, or his decision to decline the nomination.
- 9.1.1.8 In the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of nominating ballots shall become the candidate, and the district secretary shall secure his approval in writing to include his name on the convention ballot, or his decision to decline the nomination. This procedure shall be followed also, if needed, for any additional candidates.
- 9.1.1.9 In the event of a tie for the third position among the candidates, all names involved in the tie shall be listed as candidates.
- 9.1.1.10 The district secretary shall publish in the district *Convention Workbook* brief biographies of the candidates for district president, giving adequate information on each candidate.

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- 9.1.1.11 This report shall contain such pertinent information as residence; age; number of years in the Synod and in the district; present position; district offices previously held; year of ordination; former pastorates; significant involvement in community, government, or inter-church affairs that would relate to service as district president; advanced academic or honorary degrees; and any other specific administrative, executive, or church-related experience and qualifications pertaining to the office of district president.

Nominations from the Floor at the District Convention

- 9.1.2 At the district convention, after the district secretary has announced the slate of candidates for the office of district president, the convention shall have the right to alter the slate by amendment from the floor.
- 9.1.2.1 Any delegate making a nomination from the floor shall have secured the prior written consent of the candidate being nominated and shall immediately submit to the district secretary this document along with the required written information concerning the nominee as detailed in bylaw 9.1.1.11 of the district *Handbook*.
- 9.1.2.2 After all such amendments have been made, the convention shall ratify the slate of candidates prior to the election.
- 9.1.2.3 The required biographical information on those nominated from the floor shall be made available to the delegates as quickly as possible after the ratification of the candidates and prior to the session in which the election is to take place.
- 9.1.2.4 If there have been no nominations from the floor, the election shall take place immediately following the ratification of the slate of candidates.

Election of the District President

- 9.1.2.5 Each voting delegate shall be entitled to vote for one of the candidates for district president.
- 9.1.2.6 If there are three candidates on the ballot, the candidate receiving the majority of the votes cast on the first ballot shall be declared elected.
- 9.1.2.7 If none of the three candidates receive a majority of the votes cast on the first ballot, the two candidates receiving the highest number of votes shall be retained on the ballot, and another vote shall be taken.
- 9.1.2.8 If there were more than three candidates on the ballot, the candidate receiving the fewest votes shall be eliminated on each subsequent ballot until one candidate receives a majority of the votes cast.
- 9.1.2.9 The candidate receiving a majority of the votes cast shall be declared elected.

9.2 Nomination and Election of the District Vice-Presidents

Nominations for the District Vice-Presidents

- 9.2.1 Each member congregation of the district shall be entitled to nominate from the clergy roster of Iowa District West two ordained ministers as candidates for the office of first vice-president and two ordained ministers as candidates for the office of second vice-president.
- 9.2.1.1 Each nominee for first vice-president and second vice-president shall be a member of a member congregation of Iowa District West.

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- 9.2.1.2 On or about September 1 in the year prior to the convention, the district secretary shall solicit from all member congregations of the district nominations for the offices of first vice-president and second vice-president. The district secretary, through the district office, shall post on the district website a downloadable ballot that each voting congregation of the district shall use to nominate one or two candidates for the offices of first and second vice-president of the district.
- 9.2.1.3 Each nominating ballot returned shall be signed by the president and secretary of the member congregation of the district and shall be sent to the district secretary no later than February 1 in the year of the convention.
- 9.2.1.4 By April 15 in the year of the district convention, the district secretary shall tabulate the nominating ballots and shall make the results known to the district office in preparation for publication in the district *Convention Workbook* and to post on the district website. The names and tallies of all ordained ministers who have received nominations for the offices of first vice-president and second vice-president shall be reported, and the report shall identify the top three names (or more in case of a tie for the third position) of those who have agreed to serve if elected. This report shall also indicate the names of those who have declined nomination, if any have declined nomination.
- 9.2.1.5 The district secretary shall retain all nominating ballots until after the close of the convention, after which they shall be destroyed.

Candidates for District Vice-Presidents

- 9.2.1.6 Candidates for the offices of first vice-president and second vice-president shall be in each instance the three ordained ministers receiving the highest number of nominations from the member congregations of the district and who have agreed to serve if elected.
- 9.2.1.7 The district secretary shall notify each potential candidate and shall secure in writing either his decision to include his name on the convention ballot, or his decision to decline the nomination.
- 9.2.1.8 Each candidate shall reply to the district secretary either in writing or by email within ten days as to his willingness to serve if elected, or his decision to decline the nomination.
- 9.2.1.9 In the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of nominations shall become the candidate, and the district secretary shall secure his approval in writing or by email to include his name on the convention ballot, or his decision to decline the nomination. This procedure shall be followed also, if needed, for any additional candidates.
- 9.2.1.10 In the event of a tie for the third position among the candidates, all names involved in the tie shall be listed as candidates.
- 9.2.1.11 The district secretary shall publish in the district *Convention Workbook* and on the district website brief biographies of the candidates for first vice-president and the candidates for second vice-president, giving adequate information on each candidate.
- 9.2.1.12 This report shall contain such pertinent information as residence; office to which nominated; age; number of years in the Synod and in the district; present position; district offices previously held; year of ordination; former pastorates; significant involvement in community, government, or inter-church affairs that would relate to service as district vice-president; advanced academic or honorary degrees; and any other specific administrative, executive, or church-related experience and

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qualifications pertaining to the office of district vice-president. [See also district bylaw 9.1.1.11.]

Election Procedures at the Convention

- 9.2.2 After the results of the presidential election have been announced, the district secretary shall announce the slate of candidates for the office of first vice-president.
- 9.2.2.1 After the district secretary has announced the slate of candidates for the office of first vice-president, the convention shall have the right to alter the slate of candidates by amendment from the floor.
- 9.2.2.2 The convention shall then take action as outlined in district bylaws 9.1.2.1 and 9.1.2.3 on the slate of candidates for first-vice president and shall then elect the first vice-president according to the procedure outlined for the election of the district president in district bylaws 9.1.2.4 to 9.1.2.9.
- 9.2.2.3 After the results of the election for first vice-president have been announced, the district secretary shall announce the slate of candidates for the office of second vice-president.
- 9.2.2.4 After the district secretary has announced the slate of candidates for the office of second vice-president, the convention shall have the right to alter the slate of candidates by amendment from the floor.
- 9.2.2.5 The convention shall then take action as outlined in district bylaws 9.1.2.1 and 9.1.2.3 on the slate of candidates for second vice-president and shall then elect the second vice-president according to the procedure outlined for the election of the district president in district bylaws 9.1.2.4 to 9.1.2.9.

9.3 Nominations for Members of the Board of Directors and Other Positions

Nominating Committee

- 9.3.1 The nominating committee shall be elected by the district convention to serve for the next three years and the following convention.
- 9.3.1.1 The committee shall consist of three ordained ministers, one commissioned minister, and three laypersons, each elected by majority vote.
- 9.3.1.2 The ordained minister receiving the majority of votes or the highest majority vote on the first ballot in the election shall serve as chairman. The committee shall name its own secretary.
- 9.3.1.3 The nominating committee is to be regarded as an *ad hoc* committee, to which limitations on holding multiple offices do not apply.
- 9.3.1.4 The district secretary shall not serve as a member of the nominating committee or attend its meetings but shall be informed as to the date and place of the meetings and shall be available, upon request, for consultation if necessary.

Solicitation of Nominations for Members of the Board of Directors and Other Positions

- 9.3.2 On or about September 1 in the year prior to the district convention, the district secretary, by means of a letter and downloadable forms on the district convention website, shall solicit from all member congregations of the district the names of persons who are regarded as suitable candidates for election to the board of directors and other district offices.

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- 9.3.2.1 The names and required information of persons who are regarded as suitable candidates for election to the board of directors and other district offices shall be recorded on the downloadable forms provided on the district convention website and shall be returned to the district secretary, with the required information and signatures, by the congregations of the district no later than February 1 in the year of the district convention. These forms shall be signed by the president and secretary of the congregation.
- 9.3.2.2 As the names of persons who are nominated by the congregations as suitable candidates for election to the board of directors and other district offices are being received, the district secretary shall obtain both their approval to be considered for nomination by the nominating committee and the information required of nominees as specified in district bylaw 9.5.1.5.
- 9.3.2.3 Each candidate shall reply in writing or by email to the district secretary within ten days as to his or her willingness to serve if nominated and elected, or his or her declination.
- 9.3.2.4 The district secretary shall give the nominations and the information required of nominees as specified in district bylaw 9.5.1.5 to the nominating committee no later than February 15 in the year of the district convention.
- 9.3.2.5 The selection of the circuit visitors shall take place according to Synod Bylaw 5.2.2.

9.4 Duties and Responsibilities of the Nominating Committee Prior to the Convention

- 9.4.1 The nominating committee shall prepare for the comprehensive ballot a slate of at least three candidates for each of the following voting-member positions on the board of directors:
- (a) district secretary (ordained minister);
 - (b) district treasurer (layperson);
 - (c) chairman of the board of directors (layperson);
 - (d) chairman of the missions committee (ordained minister);
 - (e) chairman of the stewardship and finance committee (ordained minister);
 - (f) chairman of the human care ministries committee (ordained minister);
 - (g) chairman of the Christian education and family life committee (ordained minister);
 - (h) chairman of the youth services committee (ordained minister);
 - (g) one ordained minister member-at-large; and
 - (h) one commissioned minister member-at-large.
- 9.4.1.1 The nominating committee shall prepare for the comprehensive ballot a slate of the required number of candidates for each of the following positions:
- (a) six candidates for the voting lay members-at-large on the board of directors, of whom three are to be elected, each by majority vote;
 - (b) six ordained ministers, two commissioned ministers, and six laypersons to the district nominating committee, of whom three, one, and three respectively are to be elected, each by majority vote; and

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(c) according to the schedule stipulated in Synod Bylaw 3.12.3.1 and announced by the Secretary of the Synod, four candidates for the position of the member from Iowa District West on the Synod's Committee for Convention Nominations, of whom one shall be elected as the member and one as the alternate, each by majority vote.

- 9.4.1.2 The nominating committee shall secure from each candidate it nominates both the written consent to serve if elected and the necessary information concerning each candidate as specified in district bylaw 9.5.1.5, if such consent and information had not already been received and provided by the district secretary.
- 9.4.1.3 Each prospective candidate shall reply in writing or by email within ten days to the chairman of the nominating committee as to his or her willingness to serve if elected.
- 9.4.1.4 All incumbents eligible for reelection shall normally be considered to be candidates, provided that in their previous service they have faithfully carried out their duties, and if their service has conformed to the accepted standards for the positions in which they have served.
- 9.4.1.5 The nominating committee shall finalize its complete slate of candidates and give its final report, including the biographical information specified in district bylaw 9.5.1.5, to the district president or his administrative assistant by April 15 in the year of the convention. This report shall be made available in the district's *Convention Workbook* and on the district website.
- 9.4.1.6 Any personal information in the *Convention Workbook* such as age, address, or other protected identification may be excluded from such posting on the district's website at the request the nominee. [See also district bylaw 2.7.2.1.]
- 9.4.1.7 If the nominating committee was not able to complete its slate of candidates at the time of its first meeting following February 15, members of the committee shall, following their meeting, continue to seek out candidates to complete the list of candidates until the required number of candidates has been obtained.

9.5 Report of the Nominating Committee at the Convention

- 9.5.1 The chairman of the nominating committee shall present the committee's report in person to the convention at one of its earliest sessions, and immediately thereupon, the convention may amend the slate of candidates by nominations from the floor.
- 9.5.1.1 Floor nominations shall be brought individually before the convention for approval before the nominee is added to the ballot. No floor nominations shall be accepted that would preclude, by virtue of election limitations, election of any pending nominee already on the slate of candidates received from the nominating committee, without disclosing such potential effect immediately to the convention. As stated in district bylaw 4.2.7, no more than two board of directors members shall be elected from the same congregation or multi-congregation parish. [See also Synod Bylaw 1.5.1.2.]
- 9.5.1.2 Any delegate making a nomination from the floor shall have secured the prior written consent of the candidate being nominated and shall immediately submit to the chairman of the nominating committee this document along with the required pertinent written information concerning the nominee as specified in district bylaw 9.5.1.5.
- 9.5.1.3 After all nominations have been received, nominations shall be closed. No further nominations shall thereafter be accepted, unless the district in convention creates a

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new elective office, board, or committee for which no candidates have previously been nominated. In the case of a pastor who was elected both to an elective office and selected as a circuit visitor and decides to serve in the elective office, see district bylaw 9.7.3.

9.5.1.4 After all such amendments have been voted on, the convention shall ratify the slate of candidates.

9.5.1.5 At the convention session prior to the one in which the voting on the comprehensive ballot is to take place, the nominating committee shall make available to all the voting delegates the following information concerning the candidates whose names did not already appear on the comprehensive ballot list of candidates and whose biographical information was not given on the district website and in the district *Convention Workbook*:

(a) ordained ministers:

- (1) name and post office address;
- (2) office to which nominated;
- (3) age;
- (4) present congregation;
- (5) former pastorates and church services rendered;
- (6) year of ordination;
- (7) number of years in the district and the Synod;
- (8) advanced academic or honorary degrees; and
- (9) present incumbent and/or district offices previously held.

(b) commissioned ministers:

- (1) name and post office address;
- (2) office to which nominated;
- (3) age;
- (4) present congregation;
- (5) former congregations served and church services rendered;
- (6) year of commissioning;
- (7) number of years in the district and the Synod;
- (8) advanced academic or honorary degrees; and
- (9) present incumbent and/or district offices previously held.

(c) laypersons:

- (1) name and post office address;
- (2) office to which nominated;
- (3) age;
- (4) congregation where membership is held;
- (5) offices held in the congregation;
- (6) formal education;
- (7) advanced academic or honorary degrees;
- (8) business or occupation (past and present);
- (9) employed or self-employed; and
- (10) present incumbent and/or district offices previously held.

9.5.1.6 During the convention, the nominating committee shall present the slate of candidates for circuit visitor positions for ratification by the convention.

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- 9.5.1.7 Since it is not feasible for all candidates to be present at the convention, it shall be the policy not to introduce to the convention the candidates who may be present in person.

9.6 Elections

Judge of Elections

- 9.6.1 The district president shall appoint a judge of elections for the convention and shall announce the appointment in the first business session of the convention. The judge of elections may select and appoint any necessary assistants.
- 9.6.1.1 The judge of elections shall announce the results of the elections to the convention and, if requested by the district secretary, shall file a written report of the tabulation of votes of each election with the convention chairman and the district secretary. The written report shall include for each election the office or position being voted on, the number of ballots cast, the total needed for election (majority), the tally and percent of votes cast for each candidate, and the results of the voting.

Electronic Voting

- 9.6.2 The district convention manager and/or the district business manager shall make arrangements with an electronic voting system company to manage the electronic voting at the district convention.
- 9.6.2.1 The electronic voting devices provided shall be programmed so that each section of a ballot is treated as if it were a separate ballot, and so that the number of votes cast and percentages of votes cast for each office, resolution, or motion can be ascertained.
- 9.6.2.2 Preparations for the election shall be made in consultation with the person in charge of installing the devices, so that all adjustments required by the particular conditions of the election can be provided.
- 9.4.2.3 Following the convention, the electronic voting system company shall send to the district secretary for his records a copy showing the results of the voting on each ballot and the voting on each motion.
- 9.6.2.4 The report of the judge of elections on each ballot for the elections for the various district officers, board of directors, committees, etc. shall include, according to accepted parliamentary rules, the number and percentages of votes cast, the number of votes necessary for election (majority), and the number of votes for each candidate.
- 9.6.2.4.1 The report on the electronic voting on a motion shall include, according to accepted parliamentary rules, the number of votes cast, the number of votes necessary for adoption (majority or two-thirds majority), the number and percentage of votes in favor of the motion, and the number and percentage of votes against the motion.
- 9.6.2.4.2 The results of each ballot for elections and the results of each ballot or vote on a motion shall be announced by the chair.
- 9.6.2.4.3 The results of each ballot, both for elections and on motions, shall be entered in full in the minutes, becoming a part of the official records of the convention.
- 9.6.2.4.4 A majority of all votes cast by a district convention shall be required in every election to all elective offices and elective board of directors' positions. Except in the election of the district president and the vice-presidents, the following regulations shall apply:
- (a) candidates receiving a majority on the first ballot shall be declared elected;

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- (b) when a second or succeeding ballot is required for a majority, the candidate receiving the fewest votes shall be dropped from the ballot on the second ballot or succeeding ballots until one candidate receives a majority of the votes cast; and
- (c) in every election, balloting shall continue until every position has been filled by majority vote.

The Ballot

- 9.6.3 Each ballot shall designate the office to be filled and the number of candidates to be elected.
- 9.6.3.1 In all elections, the names of the candidates shall be placed on the election ballot in alphabetical order. All names shall be listed without any distinct mark. [Synod Bylaw 3.12.4.1]

Schedule for the Elections on the Comprehensive Ballot

- 9.6.4 The district president shall determine and announce in advance a period of time during the convention for the election of those on the comprehensive ballot.

Order of Elections

- 9.6.5 The district president, the first vice-president, and the second vice-president shall be elected in that order and in the manner herein provided.
- 9.6.5.1 The comprehensive ballot of those listed in district bylaws 9.4.1 and 9.4.1.1.
- 9.6.5.2 The ratification of the circuit visitors.
- 9.6.5.3 No other convention business shall be transacted during the balloting.

9.7 Election of Circuit Visitors

- 9.7.1 The election of the circuit visitors shall be carried out in accordance with Synod Bylaws 5.2.2 (e), (f), (g), and (h).
- 9.7.2 Selection to the office of circuit visitor shall not exclude the person from consideration for another office.
- 9.7.3 If an ordained minister who was selected as circuit visitor (1) was also elected to another office and chose to serve in that other office, or (2) for some other reason is no longer available on the slate of candidates for circuit visitor, or (3) a circuit failed to select a circuit visitor, the district president shall make the selection for the replacement, and this selection shall be included in the convention slate of circuit visitors. [Synod Bylaw 5.2.2 (f)]
- 9.7.4 The convention shall have the right to alter the slate of circuit visitors by amendment with nominations from the floor. [Synod Bylaw 5.2.2 (g)]
- 9.7.5 The convention shall ratify the slate of candidates for circuit visitor, which ratification shall constitute election. [Synod Bylaw 5.2.2 (h)]

10. Official District Conferences

Outline

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- 10.1 – Official Iowa District West District Conferences of Ordained and Commissioned Ministers
- 10.2 – Official Iowa District West Conference of Ordained Ministers
- 10.3 – Annual Iowa Lutheran Teachers Conference (Iowa District West and Iowa District East)

10.1 Official Iowa District West Conferences of Ordained and Commissioned Ministers

(Synod Bylaws, Section 4.8)

Purposes, Minutes, and Essays

- 10.1.1 Official district conferences of ordained and commissioned ministers of Iowa District West shall be held for the spiritual and professional growth of their members and to provide a means for attendees to relate to each other on a regular basis. A partial list of concerns that could be addressed includes matters pertaining to Bible study, Christian doctrine and practice, professional growth and ethics, the welfare of the respective congregations and schools, and the work of the Synod and Iowa District West. [Synod Bylaws 4.8.1 (a) and (b)]
- 10.1.2 Proper minutes of the conferences must be kept, including copies of the essays and studies presented (or a reasonably comprehensive summary of them). Within one month following such conferences, these materials shall be sent to the office of the district president for review and for the district's records. [Synod Bylaw 4.8.1 (c)]

Meetings

- 10.1.3 Official conferences for all ordained and commissioned ministers on the rosters of Iowa District West shall meet, if possible, in plenary sessions at least once each year, unless otherwise specified in these district bylaws. [Synod Bylaw 4.8.2]

Attendance

- 10.1.4 All ordained and commissioned ministers on the rosters of Iowa District West are expected to attend meetings of their official conferences or present a valid excuse.
- 10.1.5 Attendance at the official conferences shall be obligatory for ordained and commissioned ministers serving in congregations and multi-congregation parishes. [Synod Bylaws 4.8.2 (d) and 4.8.2 (d) (1)]

Overtures

- 10.1.6 The plenary conferences of the ordained ministers and of the commissioned ministers of Iowa District West may adopt and submit overtures to conventions of the Synod and the conventions of Iowa District West. [Synod Bylaw 4.8.3]

10.2 Official Iowa District West Conference of Ordained Ministers

Membership and Meeting Schedule

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- 10.2.1 The Iowa District West ordained ministers conference shall consist of all active and inactive ordained ministers of the district.
- 10.2.2 The Iowa District West ordained ministers conference shall meet at least once annually and in accordance with the Bylaws of the Synod pertaining to district ordained ministers conferences.

Members of the Planning Committee

- 10.2.3 The Iowa District West ordained ministers conference shall elect the following officers and committee to serve for a term of three years:
- (a) a chairman who shall assist in the planning of each conference and be the person in charge of the sessions of each conference;
 - (b) a secretary/treasurer who shall assist in the planning of each conference, record the minutes, keep the financial books of the conference, and carry out other normal responsibilities of a secretary and treasurer for the conference;
 - (c) two additional members who with the chairman and the secretary/treasurer shall serve as the planning committee to plan and make all necessary arrangements for each conference.
- 10.2.3.1 The first and second vice-presidents of the district shall be *ex officio* and voting members of the planning committee for each conference.

Duties and Responsibilities of the Planning Committee

- 10.2.4 The planning committee shall be empowered to set and collect the necessary registration fees to cover the cost of each conference. The cost of the registration fees for those mentioned in district bylaw 10.2.4.2 shall be included in the cost of each conference.
- 10.2.4.1 Each congregation (multi-congregation parishes shall be considered as one entity for the purpose of assessing this registration fee) shall pay the registration fee whether the pastor(s) attend(s) or not.
- 10.2.4.2 Ordained ministers with emeritus status and their wives, district missionaries, Lutheran Family Service counselors, and commissioned ministers shall be considered as guests of the conference and shall not be charged a registration fee.
- 10.2.4.3 The conference planning committee, in consultation with the district president, shall set the date, place, time, and length of each conference.
- 10.2.4.4 The meetings of the conference shall be conducted according to accepted parliamentary rules.

Nominations, Elections, and Successive Terms

- 10.2.4.5 At least two nominees for each office and committee position shall be made by the officers and members of the planning committee of the conference.
- 10.2.4.6 Additional nominees for each office and committee position may be made from the floor of the conference at an appropriate time in the conference schedule.
- 10.2.4.7 The election shall be by ballot with a majority of the votes cast needed for election.

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- 10.2.4.8 No officer or committee member shall normally succeed himself more than once in the same office. The planning committee may make allowances to this bylaw when necessary.
- 10.2.4.9 At the discretion of the planning committee, any officer or committee member may be nominated to a different office or committee membership position after serving one or two terms in his current position.

Other Matters

- 10.2.4.10 Sufficient time shall be set aside in the program of the conference for the district president, assistants to the president, and others, as determined by the district president and the chairman of the conference, to make reports to the conference on the work of the district.
- 10.2.4.11 The secretary of the conference shall inform the district office of the names of the various officers and committee members of the conference.
- 10.2.4.12 Other matters concerning the conduct, minutes, purposes, and attendance relative to official conferences of ordained ministers are found in Section 4.8 of the *Handbook* of the Synod.

10.3 Annual Iowa Lutheran Teachers Conference
(Iowa District West and Iowa District East)

Membership

- 10.3.1 The Annual Iowa Lutheran Teachers Conference shall consist of all the rostered and non-rostered teachers of Christian day schools of the congregations that are members of The Lutheran Church—Missouri Synod in Iowa District West and Iowa District East.
- 10.3.1.1 Administrators of the Lutheran day schools in Iowa District West and Iowa District East shall be included in the conference.

Meetings

- 10.3.2 The Annual Iowa Lutheran Teachers Conference shall meet in October in the two years in which there is no national Lutheran Education Association convocation.
- 10.3.2.1 In the year of the Lutheran Education Association convocation, the Annual Iowa Lutheran Teachers Conference does not meet. The Lutheran school staffs are encouraged to attend the Lutheran Education Association convocation.
- 10.3.2.2 At the meetings of the Annual Iowa Lutheran Teachers Conference, sufficient time shall be set aside for each district to have a district meeting separately to discuss matters and share announcements concerning its own district.
- 10.3.2.3 The meetings of the Annual Iowa Lutheran Teachers Conference shall be two days in length.
- 10.3.2.4 The conference planning committee shall set the date, place, time, and length of the conference.

Planning Committee

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- 10.3.3 The Iowa District West assistant to the president for education and the Iowa District East education executive shall appoint two members from each district to serve along with the Iowa District West assistant to the president for education and the Iowa District East education executive on the planning committee for the conference.
- 10.3.3.1 The two members from each district shall serve on the planning committee for two conferences.
- 10.3.3.2 The Iowa District West assistant to the president for education shall appoint the chair of the planning committee for one conference, and the Iowa District East education executive shall appoint the chair of the planning committee for the following conference.
- 10.3.3.3 The members of the planning committee shall appoint one of the members of the planning committee to serve as the secretary of the committee and the conference.
- 10.3.3.4 The conference planning committee shall set the agenda and schedule the speakers for the meetings.
- 10.3.3.5 Ministry anniversaries shall be recognized at each conference.

Registration Fees

- 10.3.4 The planning committee shall be empowered to set and collect the necessary registration fees to cover the costs of each conference.
- 10.3.4.1 Each school shall pay the registration fee based on the number of staff attending.
- 10.3.4.2 Retired teachers shall be charged only one-half of the cost of the registration fee to attend the conference.
- 10.3.4.3 The Iowa District West business manager shall serve as the treasurer for the conference, and the monies for the conference shall be handled by that office.

Other Matters

- 10.3.5.1 The secretary of the conference shall inform the respective district offices of the names of the various offices and committee members of the conference.
- 10.3.5.2 Only rostered commissioned ministers of Iowa District West are permitted to vote in official business involving Iowa District West matters contained in Synod Bylaw 4.8.3.

11. Circuits of the District

Outline

- 11.1 – Visitation Circuits
- 11.2 – Circuit Visitors
- 11.3 – Circuit Pastors Conferences
- 11.4 – Circuit Cabinet Representatives
- 11.5 – Circuit Forums
- 11.6 – Circuit Convocations

11.1 Visitation Circuits

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11.1.1 The congregations of Iowa District West are divided into seventeen visitation circuits for the purposes set forth in Synod Bylaw 5.1.1, and as established by the district in convention. [Synod Bylaw 5.1.2]

11.1.2 The arrangement of the congregations into visitation circuits shall be as follows:

1) Adair Circuit – Circuit number 1

Adair, Immanuel	Greenfield, Immanuel
Adair, St. John	Guthrie Center, Immanuel
Anita, Holy Cross	Panora, St. Thomas
Atlantic, Zion	Winterset, Faith
Casey, St. John	Wiota, First
Dexter, Zion	

2) Algona Circuit – Circuit number 2

Algona, Trinity	Livermore, Immanuel
Ayrshire, Zion	Lone Rock, Immanuel
Burt, St. John	Lu Verne, Zion
Cylinder, St. Luke	Mallard, Trinity
Emmetsburg, St. Paul	Swea City, Our Savior
Fenton, St. John	West Bend, Peace
Garner, St. John	Whittemore, St. Paul
Garner, St. Paul	

3) Boone Circuit – Circuit number 3

Ames, Memorial	Dayton, Trinity
Ames, St. Paul	Jefferson, Trinity
Boone, St. Paul	Ogden, Zion
Boone, Trinity	Perry, Trinity
Bouton, Christ	

4) Carroll Circuit – Circuit number 4

Arcadia, Zion	Glidden, Peace
Audubon, St. John	Lidderdale, Immanuel
Carroll, St. Paul	Manilla, Trinity
Coon Rapids, Trinity	Manilla, Zion

5) Cherokee Circuit – Circuit number 5

Aurelia, St. Paul	Paullina, St. John (Germantown)
Cherokee, Trinity	Paullina, Zion
Marcus, Peace	Quimby, Pilgrim
Marcus, Trinity	Sutherland, Bethel

6) Council Bluffs Circuit – Circuit number 6

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Council Bluffs, Faith	Honey Creek, St. John
Council Bluffs, St. Paul's	Logan, Immanuel
Council Bluffs, Timothy	Missouri Valley, First
Glenwood, Trinity	Oakland, St. Paul
Harlan, Peace	Persia, Trinity
Hastings, St. John	Walnut, Our Savior

7) Denison Circuit – Circuit number 7

Deloit, Faith	Dow City, Bethlehem
Denison, Amigos en Cristo	Kiron, St. John
Denison, Our Savior	Schleswig, Immanuel
Denison, Zion	

8) Des Moines East Circuit – Circuit number 8

Altoona, Christ the King	Des Moines, Hope
Ankeny, St. Paul	Des Moines, Our Saviour
Carlisle, Holy Cross	Des Moines, Peace
Des Moines, Calvary	Indianola, Mt. Calvary

9) Des Moines West Circuit – Circuit number 9

Adel, Faith	Norwalk, Christ our Savior
Clive, Living Faith	Polk City, Beautiful Savior
Des Moines, Asian	Urbandale, Gloria Dei
Des Moines, Mount Olive	Van Meter, Trinity
Des Moines, Sudanese	West Des Moines, Hispanic
Des Moines, Trinity	West Des Moines, Shepherd of the Valley
Johnston, Messiah	

10) Fort Dodge – Circuit number 10

Eagle Grove, Mt. Calvary	Humboldt, Zion
Farnhamville, Holy Trinity	Knierim, Trinity
Fort Dodge, Good Shepherd	Pomeroy, Immanuel
Fort Dodge, Prince of Peace	Rockwell City, Immanuel
Fort Dodge, St. Paul	Rowan, Immanuel
Fort Dodge, Trinity	Webster City, St. Paul

11) Le Mars Circuit – Circuit number 11

Hawarden, Trinity	Kingsley, First
Hinton, Trinity	Le Mars, Grace
Ireton, St. John	Orange City, Faith
Ireton, St. Paul	Remsen, Christ

12) Mapleton Circuit – Circuit number 12

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Anthon, Trinity	Correctionville, Grace
Battle Creek, St. John	Ida Grove, St. Paul
Battle Creek, St. Paul	Mapleton, St. Matthew
Charter Oak, Immanuel	Ricketts, St. Luke
Charter Oak, St. John	Ute, St. Paul
Charter Oak, St. Paul	

13) Spencer Circuit – Circuit number 13

Estherville, Immanuel	Rock Rapids, Peace
Hartley, St. Paul	Sanborn, St. John
Lake Park, Concordia	Sheldon, Our Savior
Larchwood, English	Spencer, Christ the King
May City, St. John	Spencer, First English
Ocheyedan, St. Peter	Spirit Lake, Immanuel
Ocheyedan, Zion	Terril, Immanuel

14) Sac City Circuit – Circuit number 14

Auburn, Zion	Odebolt, Trinity
Early, Faith	Sac City, St. Paul's
Fonda, First	Sac City, St. Peter
Lake City, Pilgrim	Schaller, St. Paul
Lake View, Emmanuel	Wall Lake, Peace

15) Sioux City Circuit – Circuit number 15

Climbing Hill, St. John	Sioux City, Concordia
Lawton, Bethel	Sioux City, Faith
Sergeant Bluff, Shepherd of Peace	Sioux City, Redeemer
Sioux City, Bethany	Sioux City, St. Paul
Sioux City, Calvary	

16) Southwest Circuit – Circuit number 15

Bedford, St. Timothy	Creston/Mt. Ayr, Trinity
Clarinda, Immanuel	Leon, Our Savior
Clarinda, St. John	Osceola, Immanuel
Clarinda, St. Paul	Shenandoah, Trinity
Corning, Redeemer	Villisca, Mt. Calvary

17) Storm Lake Circuit – Circuit number 17

Alta, St. John	Storm Lake, Grace
Alta, St. Paul	Storm Lake, St. John
Galva, St. John	Storm Lake, Zion
Newell, St. Peter	

11.2 Circuit Visitors

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Duties, Responsibilities, Election, and Tenure

- 11.2.1 The circuit visitor is the principal officer of the circuit and serves in accordance with the duties assigned to this position in the Constitution and Bylaws of the Synod and the bylaws of the district. [Synod Bylaws 5.2.1]
- 11.2.2 The circuit visitor shall hold his position by virtue of his selection by the circuit forum and ratification by the district convention. [Synod Bylaw 5.2.2]
- 11.2.3 Vacancies in the office of circuit visitor between conventions shall be filled by appointment by the district president. [Synod Bylaw 5.2.2.1]
- 11.2.4 There shall be no limitation on the number of successive terms a circuit visitor may serve.
- 11.2.5 For the responsibilities and service of the circuit visitors, see Synod Bylaws 5.2.3-5.2.3.3.

Meetings

- 11.2.6 The circuit visitors, together with the district president, vice-presidents, and assistants to the president, shall meet annually at the call of the president to discuss the work of the district, the Synod, and the work and welfare of the congregations of the district.

11.3 Circuit Pastors Conferences

Organization and Meetings

- 11.3.1 The ordained ministers of each circuit shall organize under their circuit visitor and maintain regular monthly (except during the summer months) circuit pastors conference meetings.
- 11.3.2 The date, time, and place of the meetings shall be determined by each circuit individually, and each circuit shall inform the district office of its schedule of meetings.
- 11.3.3 If circumstances make it more desirable and advantageous, two circuits may be combined into one conference for these circuit pastors conference meetings.
- 11.3.4 The circuit pastors conferences shall be empowered to maintain a circuit treasury and collect moneys needed for various circuit expenses.
- 11.3.5 There shall be circuit cabinet positions in the areas of missions, stewardship and finance, human care ministries, Christian education and family life, youth services, and communications and technology appointed by the circuit visitor. [See district bylaw section 11.4]

Purposes of the Conference

- 11.3.6 The circuit pastors conferences shall be conducted for the spiritual and professional growth of their members. Special attention shall be given to exegetical and doctrinal study, discussion of practical matters relating to the pastoral ministry, sharing information from the district and Synod in various areas covered by the cabinet positions, and circuit business, including the circuit forums and convocations.
- 11.3.7 The members of the circuit conferences shall aim to cultivate a brotherly relationship, be mutually helpful in any way possible, and encourage, instruct, and admonish one another in a spirit of sincerity and Christian love.

11.4 Circuit Cabinet Representatives

Membership and Meetings

- 11.4.1 Each circuit of the district shall appoint from among its ordained or commissioned ministers a representative for each of the ministry areas of the district: missions, stewardship and finance, human care ministries, Christian education and family life, youth services, and communications and technology.
- 11.4.1.1 Two or more circuits meeting together on a regular basis may share an appointed representative for each ministry area.
- 11.4.1.2 The circuit visitor shall make such appointments and submit the names, addresses, and email addresses of the appointees to the district office for the purpose of communication.

Duties and Responsibilities of the Circuit Cabinet Representatives

- 11.4.2 The circuit cabinet representatives shall
- (a) serve as a liaison to the district ministry committee assigned to them. Minutes and monthly highlights shall be electronically communicated to the circuit cabinet representatives through the assistant to the president overseeing that ministry area;
 - (b) report at each circuit pastors conference regarding the ministry work being carried out in the district in their ministry area;
 - (c) promote district events and programs related to their ministry areas within the circuit and its congregations;
 - (d) meet annually with the assigned district ministry committee to keep informed of policies and programs in both the Synod and the district;
 - (e) coordinate and facilitate circuit activities in their assigned ministry areas;
 - (f) work with other circuit cabinet representatives from neighboring circuits to create and coordinate joint efforts in their region; and
 - (g) develop leadership skills in their ministry service areas and encourage congregational participation when appropriate.

11.5 Circuit Forums

- 11.5.1 The definition of the circuit forum, the representation at its meetings, and the functions of the circuit forums shall be those stated in Synod Bylaws 5.3.1-5.3.5.
- 11.5.2 The circuit forum shall meet triennially to select a circuit visitor. [Synod Bylaws 5.2.2 and 5.3.3]
- 11.5.3 Circuit forums are encouraged to meet at least twice a year and for the purposes prescribed in Synod Bylaw 5.3.1.

11.6 Circuit Convocations

- 11.6.1 Each circuit of the district, under the leadership of its circuit visitor, shall meet in a circuit convocation in the year in which there is no district or Synod convention.

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- 11.6.2 The definition, function, purpose, and emphases of the circuit convocations of Iowa District West shall be those stated in Synod Bylaws 5.4.1 and 5.4.2.

12. The District Archives

Outline

- 12.1 – Establishment of the Archives
- 12.2 – Archivist-Historian
- 12.3 – Duties and Responsibilities of the Archivist-Historian
- 12.4 – Scope of the Archives
- 12.5 – Transfer of Records
- 12.6 – Site of the Archives
- 12.7 – Financial Support of the Archives and the Archivist-Historian

Establishment of the Archives

- 12.1 The district shall establish the office of archivist-historian in accordance with the regulations of Synod Bylaw 3.6.2.2.3 (a). It shall also establish and maintain a district archives for the collection, preservation, and use of the materials of historical value for the district.

Archivist-Historian

- 12.2 The district archivist-historian shall be appointed by the district president with the approval of the board of directors. The appointment shall be for a term of three years running concurrently with the district president's and there shall be no limitation on the number of terms the archivist-historian may serve.

Duties and Responsibilities of the Archivist-Historian

- 12.3 The district archivist-historian shall
- (a) receive as property of the district archives, or as a loan to the district archives, such archival materials as fall within the scope of the district archives and keep a file of receipts establishing clearly the property rights involved;
 - (b) register such materials according to accepted archival accessioning procedures, prepare inventories, indexes, or other aids to the location of materials, and store such archival materials in an environmentally safe and secure place;
 - (c) assist individuals and organizations in research and in locating materials, and supervise the use by others of the materials in the archives; and
 - (d) report the activities of the office of archivist-historian to each district convention and to the district president and board of directors as requested.

Scope of the Archives

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- 12.4.1 The district archives are established to receive, process, and preserve books, printed materials, documents, and artifacts that relate geographically and chronologically to Iowa District West and its congregations.
- 12.4.2 The district archives are also the depository for the correspondence, records, minutes, reports, and other files of the various offices, board of directors, committees, and other entities related to the district.
- 12.4.3 The district archives may be used to store the archival materials of the auxiliary organizations of the district. Other materials offered may be referred or transferred to other appropriate archival depositories.

Transfer of Records

- 12.5.1 The district president, vice-presidents, secretary, treasurer, and district assistants to the president; the board of directors and its officers and committees; district committees, conferences, and all other entities related to the district shall transfer correspondence, records, minutes, reports, and other files from their respective offices to the archives when they are no longer of current operational value.
- 12.5.2 Temporary committees and other entities serving the district shall immediately upon their dissolution transfer to the archives all their files containing their correspondence, records, minutes, and reports relating to their work.
- 12.5.3 Congregations, schools, ordained ministers, commissioned ministers, and others are urged to deposit in the archives anniversary books, special service folders and bulletins (e.g., church dedications, anniversaries, ordinations and installations of pastors and teachers), congregational histories, biographies, and other materials pertinent to the history of individuals and congregations of the district.
- 12.5.4 Congregations permanently disbanding and not merging with another congregation are urged to transfer all their records, such as registers of official acts, minutes, and other historical materials to the archives of Iowa District West or to the Concordia Historical Institute of the Synod.
- 12.5.5 The congregations permanently disbanding and not merging with another congregation are urged to inform the archivist-historian if their records are being transferred to the Concordia Historical Institute of the Synod instead of to the district archives so that the archivist-historian of the district has a record of the location in which the records are housed.

Site of the Archives

- 12.6 The district archives shall be located in the district office in Fort Dodge, Webster County, Iowa.

Financial Support of the Archives and the Archivist-Historian

- 12.7 The board of directors shall make available to the district archivist-historian an annual appropriation sufficient to cover such expenses of the archivist-historian as purchases of supplies and equipment, payment for photo-duplication, travel allowance, membership in professional archival organizations, and expenses for attendance at archival and related conferences and conventions.

13. Amendments to the Bylaws of the District *Handbook*

Outline

- 13.1-4 – Requirements
- 13.5 – Procedures
- 13.6 – Adoption
- 13.7 – Amendments from the Floor of the Convention

Requirements

- 13.1 Amendments to the bylaws of Iowa District West may be made by a district convention provided the amendments are in harmony with the Constitution, Bylaws, and resolutions of The Lutheran Church—Missouri Synod, the laws of the State of Iowa, and have been examined and approved by the Commission on Constitutional Matters of the Synod.
- 13.2 Overtures to amend the bylaws of Iowa District West may be submitted by electronic means or in writing by a member congregation of the district, the district board of directors, an official district conference of ordained ministers or commissioned ministers, a circuit forum, the district *Handbook* committee, a committee established by a prior district convention, or a committee appointed by the district president.
- 13.3 Overtures to amend the bylaws of Iowa District West shall be submitted initially to the office of the district president, which shall then assign the overtures to the appropriate committee for action.
- 13.4 The district's intention to amend the bylaws of Iowa District West shall be made known to the Commission on Constitutional Matter of the Synod, and the district shall have received approval in advance to make such amendments. [Synod Bylaw 3.9.2.2.3 (a)]

Procedures

- 13.5 All amendments to the bylaws of Iowa District West shall be
 - (a) submitted initially to the office of the district president, in accordance with district bylaw 13.3;
 - (b) reviewed by the district *Handbook* committee;
 - (c) reviewed and approved by the district board of directors;
 - (d) submitted to the Synod's Commission on Constitutional Matters for its review and approval prior to their consideration by a floor committee of the district;
 - (e) submitted to a floor committee of the district to be included in a resolution to be presented to the district convention;
 - (f) published in an electronic version (or printed version upon request) of the district *Convention Workbook* and in downloadable form on the district's website; and
 - (g) specified as bylaw amendments in the versions of the *Convention Workbook* and in the resolution from the floor committee presented to the district convention.

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Adoption

- 13.6 Resolutions to amend the bylaws of Iowa District West which have met the previously stated requirements in bylaws 13.5 (a) to (g) may be adopted by a vote of a majority of the convention delegates present and voting.

Amendments from the Floor of the Convention

- 13.7 Motions to amend parts of such resolutions proposed by the floor committee to amend the bylaws of the district may be made from the floor of the district convention.
- 13.7.1 Such amendments from the floor must be adopted by a majority vote of the convention delegates present and voting.
- 13.7.2 Such amendments, if adopted, become effective only following examination and approval by the Commission on Constitutional Matters of the Synod as described in Synod Bylaw 3.9.2.2.3 (b).
- 13.7.3 If such adopted amendments are not approved initially by the Synod's Commission on Constitutional Matters, the district board of directors may vote to modify the amendments to comply with the Commission on Constitutional Matters requirements. Such a vote by the board of directors must be by a two-thirds majority, and, if approved, the amendments may be made in the district bylaws. [Synod Bylaw 3.9.2.2.3 (b)]