

# **LCJE RULES and PROCEDURES**

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## PURPOSE

The reason for having clear debating rules and voting procedures is to facilitate clear expression of the will of the LCJE membership. Rules and established procedures provide for the orderly and just conduct of committees, business meetings and selection arrangements.

## 1. MEMBERSHIP

### **1.1. Full Membership.**

The LCJE membership is made up of agencies directly involved in Jewish evangelism, congregations which have applied themselves to a ministry which includes Jewish evangelism, scholars who have done work in the field of Jewish evangelism, and writers who have written on subjects which reflect on Jewish evangelism.

Membership of LCJE is open to any agency, congregation or person involved in Jewish ministry who has been recommended by two or more members, who is in substantial agreement with the Lausanne Covenant, and agrees to pay the annual membership dues.

Full members have voting rights and are entitled to receive material circulated by the International Coordinating Committee (ICC).

### **1.2. Associate Members.**

For those who cannot become full members of LCJE associate membership is available for those who are in general sympathy with the aims and objects of LCJE, are recommended by two LCJE or LCWE members, and who pay an annual service charge as fixed from time to time. Associate members are entitled to receive material circulated by the International Coordinating Committee (ICC) as appropriate.

### **1.3. Annual Dues.**

Annual membership dues are fixed from time to time and are required to be paid by 1st February each year. Failure to pay dues will result in the loss of all membership rights.

(a) Agency, group and congregational dues operate on a sliding scale based on annual income.

(b) Individual annual dues are set on a flat rate basis.

### **1.4. Allocation of votes**

Individuals and members of agencies and congregations attending the International Conference and the General Meeting are entitled to vote. The principle which governs allocation of votes is that of "One person, one vote". Where an individual member is also a member of an agency or congregation he or she is still only entitled to a single vote.

### **1.5. Registration of voters**

The Procedures and Nominations committee shall be responsible for drawing up a roll of voters prior to a General Meeting. Voting cards will be distributed at registration at the International Conference for an ordinary General Meeting and no later than three months before an extraordinary General Meeting. Only members who have paid their dues in the calendar year prior to an International Conference are eligible to vote in elections at the General meeting held during the Conference. Only registered voters may vote.

On production of their voting card at the General Meeting registered voters will be issued with either a voting paddle (to register an open vote) or an official ballot paper (for a secret vote).

## 2. STANDING ORDERS FOR THE GENERAL MEETING

### **2.1. Frequency.**

The ordinary General Meetings shall be held during an international conference of LCJE. Extraordinary General Meetings may be called as necessary, from time to time.

### **2.2. Extraordinary General Meetings.**

Extraordinary General Meetings may be called to deal with major issues of concern to the general membership of LCJE. The ICC is authorised to call such meetings after consultation with all area coordinators.

### **2.3. Notification.**

LCJE members shall be notified in writing of the date, time and place of the General Meeting not less than three months in advance.

### **2.4. Chairman.**

The Chairman of the General Meeting shall be the President.

In the absence of the President the ICC shall arrange for one of its members to take the chair.

If any question comes before the General Meeting in which the President has a direct interest he must, of necessity, vacate the chair for the duration of that debate.

The Chairman cannot move, second or speak to any proposition from the chair.

The Chairman is entitled to one vote.

To secure a decision in the case of a tied vote the chairman also has a "casting vote". (see appendix 3)

### **2.5. Officers.**

In accordance with LCJE Rules and Procedures members shall, at the General Meeting, elect its officers:

- (a) President
- (b) International Coordinator

### **2.6. Committees.**

Every General Meeting shall, in accordance with LCJE Rules and Procedures, elect its committees. The standing committees of LCJE are:

- (a) The International Coordinating Committee
- (b) The Procedures and Nominations Committee

Other committees may be appointed by the General Meeting as required from time to time. Only full members of LCJE are eligible to be elected as members of committees. The General Meeting

shall appoint the chairperson of committees. Each committee is empowered to co-opt up to three non-voting members.

### **2.7. Agenda.**

The International coordinator shall receive items to be considered for inclusion on the agenda not less than two months before a General Meeting. After discussion with the President, the International coordinator shall circulate the agenda, in writing, to all members not less than two weeks prior to the General Meeting.

Items for the agenda received by the International coordinator less than one month in advance of a General Meeting may, unless withdrawn, be considered as notices of motion for debate at the next but one General Meeting. Notices of motion will be indicated on the agenda of the next General Meeting. The International coordinator may be asked to provide the Procedures and Nominations committee with proof of the late arrival of agenda items if so required.

Items for the agenda requiring a decision (proposals) must be submitted with the name of both proposer and seconder.

### **2.8. Quorum.**

Three quarters (3/4) of all registered voting members attending an International Conference shall constitute a quorum.

### **2.9. Opening.**

A General Meeting will not be deemed constitutional unless properly opened by the reading of scripture and by prayer, duly recorded in the minutes.

### **2.10. Debates.**

Debates on competent motions will be conducted in the following way:

- (a) The proposer shall be given opportunity to present the motion.
- (b) The seconder shall be given opportunity to support the motion.
- (c) The chairman shall ask for any questions or clarification.
- (d) The debate shall be opened to the members.
- (e) The proposer will briefly sum up and present the proposal.
- (f) Amendments, if any, shall be voted on in the order proposed before voting on the substantive proposition.

### **2.11. Procedural devices.**

In a body such as LCJE complicated procedural devices are probably inappropriate. However the following may prove helpful in dealing with problems.

- (a) To avoid prolonged discussion the debate may be brought to a conclusion by it being moved, seconded and carried that, "the vote be taken".

(b) For such purposes as e.g. obtaining additional information, the debate may be adjourned by a procedural motion, duly seconded and carried that "the debate be adjourned".

(c) To avoid the needless polarisation of the membership the debate may be closed without voting on the substantive proposal by it being moved, seconded and carried that "we move from the question".

#### **2.12. Committee proposals.**

A recommendation from a committee should normally be generally accepted (i.e. without major amendment), rejected outright, or referred back to the committee for reconsideration.

#### **2.13. Matters for committees.**

The recording secretary shall ensure that every matter referred to a committee is properly included in the agenda of that committee.

#### **2.14. Reports.**

Committees or persons responsible to submit reports shall clearly specify any recommendations or conclusions.

#### **2.15. Accounts.**

The International Co\_ordinator shall prepare and circulate (usually by publishing in the Bulletin) an annual statement of accounts and a report on the financial affairs of LCJE. Copies of such accounts for the period between General Meetings shall be circulated to full members with the agenda prior to a General Meeting.

#### **2.16. Annual Reports.**

Area coordinators shall submit a brief annual report to the International Coordinator by December 30th. After consultation with the President, the International Coordinator shall publish in the Bulletin a brief annual report of the activities of LCJE. Collected annual reports from the International Coordinator for the years between General Meetings shall be available, on request, at each General Meeting.

#### **2.17. Voting.**

Votes shall be registered either by:

- (a) The use of coloured paddles.
- (b) The use of ballot papers and a secret vote.

The chairman, with the guidance of the Procedures and Nominations Committee, shall decide as to which procedure is most appropriate, except in an election of officers where a secret ballot shall be the means adopted.

#### **2.18. Counting of votes.**

The Procedures and Nominations Committee, shall arrange for tellers to count the number of votes cast either in an open vote or through a secret vote.

#### **2.19. Recorded dissent.**

After the General Meeting has reached a decision, which has not been unanimous, a member who dissents from it has the right to have his dissent recorded in the minutes, with or without reasons. This dissent must be tendered immediately after the decision has been pronounced, and before the General Meeting proceeds to any other business. (see appendix 4.)

### **2.20. Decision and action.**

In the record of each General Meeting decision, it shall be clear which committee or person is responsible for implementing that decision.

### **2.21. Minutes.**

The recording secretary shall prepare a summary account of the discussions and decisions of each General Meeting (including a list of registered voters present), obtain the chairman's approval of the draft, and circulate them to each member within a month of the meeting.

## **3. OFFICERS AND COMMITTEES**

### **3.1. President.**

The President is a senior member of LCJE whose main tasks are to chair the General Meeting and to act as a public representative of the movement. The President shall be elected at the General Meeting.

### **3.2. International Coordinator.**

The International Coordinator is a senior member of LCJE, reporting to the ICC, whose main tasks are, inter alia, to oversee the functioning of the network, secure new members, keep an account of all international expenditure, supervise the production and dispatch of the Bulletin, to coordinate the international meetings of the consultation and to oversee the implementation of the decisions taken by the General Meeting.

### **3.3. Area Coordinators.**

Each regional chapter shall, from time to time, elect an area coordinator. They shall be responsible to promote the aims and objects of LCJE in each area and serve the interests of local LCJE members. They are subject to election on the following basis.

- (a) The first term requires a simple majority.
- (b) The second term requires a 60% majority.
- (c) The third and subsequent terms requires a 75% majority.

A term of office is understood to be the period of time elapsing between International Conferences, normally four years.

### **3.4. Tenure of Office**

The President, International Coordinator, and members of the ICC shall be subject to election by the General Meeting on the following basis:

- (a) The first term requires a simple majority.
- (b) The second term requires a 60% majority.
- (c) The third and subsequent terms requires a 75% majority.

A term of office is understood to be the period of time elapsing between International Conferences, normally four years.

### **3.5. Subscription**

All officers, committee members and area coordinators of LCJE, when elected or re-elected, shall subscribe to the Lausanne Covenant.

### **3.6. International Coordinating Committee.**

#### *3.6.1. Terms of Reference.*

The International Coordinating Committee, (ICC) shall promote the aims and objects of LCJE, implement the decisions of the General Meeting, and transact the business of LCJE between the General Meetings.

#### *3.6.2. Members.*

The President and the International Coordinator shall be members of the ICC.

The General Meeting shall elect two members to serve on the ICC.

Area Coordinators may attend meetings of the ICC as non-voting participants.

### **3.7 Procedures and Nominations Committee.**

#### *3.7.1. Terms of Reference.*

The Committee's task, inter alia, is to produce and circulate the electoral roll, advise the President on matters of procedure in the conduct of the General Meeting, supervise the conduct of elections and other voting procedures, recommend to the ICC amendments and alterations to business procedures and standing orders, and to receive nominations, scrutinise candidates suitable for election as officers and investigate complaints against officers.

#### *3.7.2. Members*

The Procedures and Nominations Committee shall be made up of one member selected by the ICC, and two members elected by the General Meeting, the members to serve until the election of the new committee at the General Meeting.

## **4. ALTERATION OR SUSPENSION OF RULES AND PROCEDURES**

### **4.1. Alteration of Rules and Procedures.**

None of these rules and procedures (including standing orders) shall be amended or rescinded without the approval of two thirds of registered voters.

### **4.2. Suspension of Standing Orders.**

In exceptional circumstances, a standing order governing the procedure of the General Meeting (but not 3.8. Quorum) may be suspended for the duration of a particular General Meeting, provided that a formal resolution is approved by two thirds of the registered voters present at the meeting.