

BYLAWS

THE NORTHERN ILLINOIS DISTRICT THE LUTHERAN CHURCH—MISSOURI SYNOD

*“For there is a proper time and
procedure for every matter.”*

Ecclesiastes 7:25

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I. ADMINISTRATION

A. Constitution and Bylaws

The affairs of The Northern Illinois District of The Lutheran Church—Missouri Synod shall be administered according to the Constitution and Bylaws of The Lutheran Church—Missouri Synod, the Articles of Incorporation of the District, the Illinois Not-For-Profit Corporation Act, and these Bylaws.

B. Basic Principles of District Administration

1. The Board of Directors shall have overall responsibility for the affairs of the district. Major plans, policies, and program changes of commissions, and committees shall not become effective until approved by the Board of Directors. All commissions and committees are responsible to the Board of Directors, except as otherwise provided in these Bylaws. Any commission or committee shall have the right to appeal to the next district convention any matter on which it may disagree with the Board of Directors. Initiative for new programs may come from either the Board of Directors or another commission, or committee.
2. In accordance with the Constitution and Bylaws of the Synod, the President represents the Synod in the Northern Illinois District. The President shall supervise the doctrine and life of all rostered professional church workers and congregations of the district. He shall also oversee the work of the district. In discharging his duties, the President shall be assisted by the vice-presidents, the Secretary of the District, and the circuit visitors.
3. District executives are assigned by the President to assist in carrying out the objectives of the district. They shall perform duties as the President shall from time to time prescribe.
4. All boards, commissions, and committees shall make reports and, if need be, recommendations to each district convention.
5. All district officers, boards, commissions, and committees shall be accountable to the district convention.

C. District Geographical Division

The district shall be divided geographically into four regions; each region shall be composed of approximately the same number of circuits. Unless changed by convention action, membership in regional pastoral conferences shall coincide with the regions.

D. Officers and Board of Directors

1. The officers of the district shall be the President, four vice-presidents, the Secretary, the Treasurer, and the circuit visitors.
2. The Board of Directors may elect such assistant secretaries and assistant treasurers as it shall deem necessary for the efficient operation of the district.
3. All commissions and committees of the district shall be accountable to the President and the Board of Directors between conventions.

E. Principles Governing the Organization and Activities of the Board of Directors.

1. The Board of Directors shall meet at least six times a year.
2. Special meetings of the board may be called by the chairperson or upon the request of four members unless otherwise specified in these bylaws.
3. A majority of the total voting membership of the board shall constitute a quorum.

4. The board may form standing committees. At least one member of the board shall serve on each committee. Subject to the provision of Section I B.1. of these Bylaws, a standing committee may be empowered to act in accordance with its assignment.
 5. The board shall be ready to advise and cooperate with all auxiliary and recognized service organizations of the Synod.
 6. The board shall actively seek opportunities to provide and receive information, resources, and reports from conferences of professional church workers regarding ministry needs and opportunities in the district.
- F. Principles Governing the Organization and Activities of Appointed Commissions and Committees
1. Except as otherwise provided in these Bylaws, commission and committee members shall be appointed by the District Board of Directors in consultation with the District President following the solicitation of nominees from the district. (see III, A, 4, b)
 2. Except as otherwise provided in these Bylaws, each commission and committee shall consist of not less than eight and no more than twelve members. No more than half its membership shall be ordained and commissioned ministers.
 3. Following an appointment or election, the District President or his designee, except as provided elsewhere in these Bylaws, shall convene the first meeting of each commission or committee for the purpose of organizing itself. The members of each commission or committee shall elect from their own group such officers as they deem necessary or as required in these Bylaws.
 4. Each commission or committee shall meet at least four times a year.
 5. Meetings of a commission or committee may be called by the chairperson or upon request of four members.
 6. A majority of the total voting membership of a commission or committee shall constitute a quorum.
 7. The chairperson or his or her designee shall conduct the meetings and be responsible for the agenda.
 8. Each commission or committee may form sub-committees. At least one member of the commission or committee shall serve on each sub-committee. Subject to the provision of Section I B.1. of these Bylaws, a sub-committee may be empowered by the commission or committee which formed it to act in accordance with its assignment.
 9. In the event of a vacancy on a commission or committee, the remaining members shall present a list of candidates from which a successor shall be appointed in the same manner as the commission or committee itself was formed.
 10. Each commission or committee shall actively seek opportunities to provide and receive information, resources, and reports from conferences of professional church workers regarding ministry needs and opportunities in the district.

II. DIRECTIVES FOR OFFICERS

A. General Directives

1. All officers shall be elected or appointed as provided in the Constitution and Bylaws of the Synod and the District.
2. All officers shall discharge the duties assigned to them in the Constitution and Bylaws of the Synod and the Bylaws of the District.

B. Specific Directives

1. The President

- a. He shall be the chief executive officer of the district. As such he is responsible for managing the affairs of the district, and for administering the district office, including his executive staff and all other staff members.
- b. He shall be an ex officio advisory member of all commissions, and committees.
- c. He shall serve as the chairman of the Board of Directors and shall preside at meetings of the circuit visitors.
- d. He may serve on a full-time, salaried basis.

2. The Vice-Presidents

- a. The vice-presidents shall be the immediate advisors of the President.
- b. Upon the request of the President, they shall represent him in any of his functions.
- c. Vice-presidents shall be advisory members of the Board of Directors and of such other commissions, and committees as designated from time to time by the President.

3. The Secretary

- a. The Secretary shall serve as the secretary at district conventions, at meetings of the Board of Directors, and at meetings of the circuit visitors. As such he shall keep an accurate, official record of their proceedings.
- b. The Secretary shall be an advisory member of the Constitution Committee and of such other committees and commissions as designated from time to time by the President. He shall also carry out any other duties as assigned by the President.
- c. The Secretary is ineligible to serve as Chairman of the Board of Directors.

4. The Treasurer

- a. The Treasurer shall be the custodian of monies, securities, and funds of the district. He shall exercise such custodial functions personally and may delegate functions only with the approval of the Board of Directors.
- b. The Treasurer shall be responsible for keeping accurate records of all receipts and disbursements, according to methods of accounting approved by the Synod or Board of Directors.
- c. The Treasurer shall submit or publish financial reports at such intervals as the Board of Directors shall determine and shall report the financial status of the district at each district convention.
- d. The Treasurer shall be elected by the Board of Directors following each district convention and may serve on a full-time or part-time, salaried or volunteer basis, as determined by the Board of Directors.

5. The Circuit Visitors

- a. The circuit visitors shall have such duties as are prescribed by the Constitution and Bylaws of the Synod (*Handbook*, 5.2).
- b. The circuit visitors together with the District President, vice-presidents, and Secretary shall meet at least twice each year at the call of the President and in the interest of the work and welfare of the Synod, the district and its congregations.

III. DIRECTIVES FOR BOARDS, COMMISSIONS, AND COMMITTEES

A. The Board of Directors

1. Voting Members

The Board of Directors shall have the following eighteen voting members:

President of the District

Secretary of the District

Four ordained ministers (one from each region)

Four commissioned ministers (one from each region)

Eight laypersons (two from each region)

2. Advisory Members

The Board of Directors shall have the following advisory members:

Vice-presidents

Treasurer

Business Manager

District executives

Chairperson of the Administrative Services Committee

Chairperson of the Constitution Committee

3. Powers

a. The Board of Directors shall have such authority over and responsibility for the property of the district as is generally vested in and imposed upon the Board of Directors of a corporation.

b. The Board of Directors shall have the power to borrow money in the corporate name of the district, to issue and sell the district's obligations and evidences of indebtedness, and to exercise such power within and without the State of Illinois.

c. The Board of Directors shall be legal representative and custodian of all properties and documents of the district, maintain an accurate inventory of all properties, legacies, and valuable documents, and provide for the adequate safekeeping of such documents and negotiable securities.

d. The Board of Directors shall have all powers necessary or incidental to the full exercise of the foregoing powers and to the discharge of its duties in these Bylaws, the Bylaws of the Synod or duties assigned to it by the district convention.

e. The Board of Directors shall in all actions be accountable to the district convention.

4. Duties

The Board of Directors shall carry out all duties which have been accorded to it by the laws of the State of Illinois, the Articles of Incorporation of the District, the Constitution and Bylaws of the Synod and District, and the resolutions of the district conventions. In particular, the Board of Directors shall have the specific duties listed below.

a. **District Mission:** The Board of Directors and President shall develop a Long-range Plan for approval by the district convention and shall implement it through the officers and executives of the district as well as other district commissions and committees. The long-range plan shall take into consideration the mission and ministry emphases adopted by the Synod in its most recent national convention.

- b. Appointment of Committees: The Board of Directors shall appoint the members of the Administrative Services Committee. Before appointing members of committees, the Board of Directors shall solicit recommendations from the membership of the district. Such recommendations should name individuals having the necessary experience and expertise required to carry out the duties of such committees as assigned by the Bylaws and the Board of Directors. Appointments should strive to provide regional representation and to include ordained ministers, commissioned ministers, and laypersons.
- c. Fiscal Matters: The Board of Directors shall supervise the administration of all district funds; elect the Treasurer; secure an independent audit of all financial records of the district annually, or as often and at any time as it deems advisable, by a certified public accountant; provide fidelity bonds for all personnel receiving and handling district monies; strive to maintain a balanced budget through regularly monitoring the financial condition of the district to make sure that disbursements are in keeping with current receipts; alert the district convention to all explicit or implicit financial commitments contained in all resolutions presented to it together with their effect on subsequent budgets.
- d. Research: The Board of Directors shall study the trends and developments affecting the work of the district and its congregations such as population trends, sociological developments, community planning, charitable endeavors, education, economic trends, and financial projections.
- e. District Executives: The Board of Directors shall fill executive positions authorized by these bylaws, the district convention, and action of the Board, using procedures which are consistent with the Bylaws of Synod and of the District.
- f. Public Relations: The Board of Directors shall maintain a general and continuing public relations program for the district to the end that The Lutheran Church—Missouri Synod, her message, and her purpose may be adequately presented to the public.
- g. Program: The Board of Directors shall do all things necessary to ensure the proper initiation, execution, and coordination of the district's program.
- h. Conventions: The Board of Directors shall report regularly to the convention of the district.
- i. Monitoring and Evaluation: The Board of Directors shall monitor and evaluate the work of all committees, and commissions, taking appropriate action where the Board deems it advisable and making recommendations to the convention.
- j. Church Extension: The Board of Directors shall promote the support of The Lutheran Church Extension Fund—Missouri Synod, and shall see that appropriate procedures and staff support is available within the district office to process applications for loans and to administer the district's participation in the fund.
- k. Personnel: The Board of Directors shall establish and implement personnel policies that define compensation, terms and conditions of employment for all district staff members, its administrative personnel, and workers in parishes that receive financial assistance from the district. The Board of Directors shall disseminate information about the Synod's Board of Managers - Worker Benefit Plans. The Board shall accept applications of those who ask for financial

assistance from the Support Program of the Synod and shall investigate and evaluate such requests.

1. Student Aid: The Board shall receive and process applications for financial aid to students from funds provided by the district.
- B. The Administrative Services Committee
1. General duties: The Administrative Services Committee shall serve as a standing committee of the Board of Directors. It shall plan, monitor, evaluate, and implement the policies and procedures of the district in matters of personnel, church extension, budgeting, and administrative and financial affairs. It shall report regularly its activities to the Board of Directors and shall make recommendations to the Board of Directors for action whenever it is appropriate or is required by law or by these Bylaws.
 2. Qualifications: The members of the Administrative Services Committee shall be selected from those working in service professions such as human resources or financial planning, and from professional church workers recognized by their peers in the district as being skilled in the various administrative aspects of ministry. The committee shall consist of not less than eight and no more than twelve members. No more than half its membership shall be ordained and commissioned ministers. It shall include at least one parish pastor, one school principal, and one commissioned minister who is not a principal. The District Business Manager and Treasurer shall be advisory members.
 3. Specific duties: The Administrative Services Committee may form sub-committees as it deems appropriate. It shall be responsible to plan, implement and monitor the following matters on behalf of the district's Board of Directors:
 - a. Personnel: Develop personnel policies, including compensation, terms and conditions of employment, employee benefits, and compensation scales for district employees and workers in parishes which receive financial assistance from the district. These policies shall be approved by the District President and Board of Directors prior to their implementation. The committee shall monitor and evaluate the implementation of such policies by the District President and his staff.
 - b. Church Extension Fund: Monitor and evaluate the district's participation in the Lutheran Church—Missouri Synod Extension Fund and make recommendations to the Board of Directors for appointment of members to the district's Church Extension Fund Committee. This committee shall be a standing subcommittee of the Administrative Services Committee that is charged to act in accordance with the bylaws, policies and procedures of The Lutheran Church—Missouri Synod Extension Fund with respect to loan applications and promotion.
 - c. Endowment Fund: Monitor and evaluate the work of the district's Endowment Committee. Make recommendations to the Board of Directors for appointment to the district's Endowment Committee, which shall be a standing subcommittee of the Administrative Services Committee. The district's Endowment Committee shall act in accordance with the Bylaws of the Endowment Committee adopted from time to time by the Board of Directors.
 - d. Fiscal Planning and Budgeting: Working with the District President, Business Manager, Treasurer, district executives, commissions, and committees of the

district, develop for presentation to the Board of Directors each year a proposed annual budget and long-term financial plan that reflects the district's mission and ministry plan. Monitor the implementation of the annual budget and financial plan and report regularly to the Board of Directors on the financial health and prospects of the district.

- e. Gift Planning: Make recommendations to the Board of Directors concerning the district's participation with the Synod and the LCMS Foundation in providing gift planning services within the district and monitor gift planning activities.
 - f. Other Matters: Providing support for the administrative functions of the district by conducting activities and fulfilling responsibilities that may be assigned to it from time to time by the Board of Directors.
- C. Reconcilers
Reconcilers shall be chosen and function according to the Bylaws of the Synod (Synod Bylaw section 1.10).
- D. The Constitution Committee
- 1. Membership: The Constitution Committee shall consist of a minimum of five to a maximum of fifteen members (whether ordained ministers, commissioned ministers, or laypersons) who are to be appointed by the President in consultation with the circuit visitors for a term of three years. The District Secretary shall be an advisory member of the committee.
 - 2. Duties
 - a. Shall review all proposals affecting the Bylaws of the District and make pertinent recommendations regarding such proposed changes to the duly constituted floor committees of the district convention. The Constitution Committee shall refer all such proposals to the Synod's Commission for Constitutional Matters for approval prior to presentation to the convention in order to determine that they are not in conflict with the Constitution and Bylaws of the Synod.
 - b. Embody in the District Bylaws such changes as are necessitated by convention actions of the district or the Synod.
 - c. Print and distribute the Bylaws to all district congregations in their corrected, current form.
 - d. Act in an advisory capacity to the District President in interpreting the Bylaws.
 - e. Function either directly or through a committee under its immediate supervision as the committee appointed to review new and revised constitutions and bylaws of member and applicant congregations, as provided for in the *Handbook* of the Synod, 2.2.1; 2.3.1; 2.4.1; 2.4.2.
 - f. Review and either provide written feedback to a congregation's submission or resubmission for a constitution and bylaws revision or forward the constitution and bylaws revision for approval to the District Board of Directors within four months of receipt of the document.
 - g. Notify such member and applicant congregations of the status of their constitutions and bylaws through the District Secretary.
 - h. File a copy of all new and revised constitutions of district member congregations with the archivist.

- i. Maintain a file on each district member congregation with the official constitution and bylaws of said congregations with all pertinent committee, district, and member congregation's correspondence.

IV. DIRECTIVES FOR DISTRICT EXECUTIVES

A. District Executives

1. District executives shall include one Business Manager, one Executive for Education, and no more than four (4) other executives as may be needed to carry out the responsibilities of the district.
2. Nominations for district executives shall be solicited from congregations of the district as well as from other Synod sources.
3. The Board of Directors shall be responsible to provide a position description to each district executive.
4. The Board of Directors shall be responsible to determine that a district executive chosen to fill any vacancy shall have the necessary competency and qualifications to meet current, specific district needs, to the end that all aspects of the district's work shall be executed efficiently.
5. The Business Manager shall be appointed by the Board of Directors from a slate of candidates solicited in the manner provided in these bylaws and after review by the boards, committees, or commissions with which the Executive will be primarily associated.
 - a. The Business Manager shall be an advisory member of the Administrative Services Committee.
 - b. The Business Manager shall perform such duties as are assigned by the President.
 - c. The Business Manager may serve as the district's Lutheran Church Extension Fund Vice-President.
 - d. The Business Manager may serve as the district's Treasurer.
6. The Executive for Education shall be appointed by the Board of Directors from a slate of candidates solicited in the manner provided in these bylaws and after review by the committees, or commissions with which the Executive will be primarily associated. The Executive for Education shall serve as the district's Superintendent of Schools and perform such duties as are assigned by the President.
7. Other district executives shall be appointed by the Board of Directors from a slate of candidates solicited in the manner provided in these bylaws and upon the recommendation from a nominating committee appointed by the District President consisting of the District President, two vice-presidents and two circuit visitors. The district executives shall perform such duties as are assigned by the President.

B. Tenure and Termination

1. Unless otherwise specified in the Bylaws, the term of office of all district executives and their equivalents (as determined by position classifications approved by the Board of Directors) shall be four years. Appointees may normally expect reappointment if their work proves satisfactory and there is a continuing need for their services, but every appointment shall be subject to mandatory review and decision on or before reappointment every four years.
2. If the Board of Directors decides not to renew an appointment, a 90-day notice beginning on the first day of the month following such notice shall be given to the

individual. If the 90-day period extends beyond the expiration of the individual's regular four-year term, full salary shall continue to be paid for services rendered until the expiration of the 90-day period. During the 90-day period the affected individual may request and shall receive assistance in efforts to find other opportunities for service in the church. If the individual succeeds in obtaining other employment before the expiration of the 90-day period, the district's obligation to pay the salary shall cease on the first day of the week following the individual's commencement of employment in the new position. In addition to the foregoing provisions, an additional one month's salary shall be paid as severance pay on actual termination of service.

3. The Board of Directors may also by majority vote, terminate for cause the services of any district executive before the end of the individual's four-year term. Valid causes for dismissal are adherence to false doctrine, conduct unbecoming a Christian, neglect of office or incompetency. In such instances none of the financial arrangements shall apply. One month's salary and benefits or more may be paid as severance pay.
4. The Board of Directors shall have the authority to determine at which point a district executive becomes unable to serve because of illness or incapacity. Full salary shall be continued until the individual becomes eligible for benefits under the district's disability plan or 30 days after the commencement date of such illness or incapacity.

V. ELECTION PROCEDURES

A. General Provisions

1. The following shall be elected at each convention:
 - a. President, vice-presidents, Secretary, and circuit visitors.
 - b. One ordained minister, one commissioned minister and two laypersons from each of the four regions to the Board of Directors.
 - c. One ordained minister, one commissioned minister, and one layperson from each of the four regions to the Committee for Convention Nominations.
 - d. One ordained minister, one commissioned minister, and two laypersons to the Board of Regents, Concordia University Chicago.
 - e. Any others as prescribed in the *Handbook* of the Synod.
2. All appointive offices shall be filled following each district convention.
3. All terms of office shall be for three years unless otherwise provided in these bylaws.

B. Committee for Convention Nominations

1. The Committee for Convention Nominations shall be convened and oriented for its work by the Secretary of the District any time following each district convention.
 - a. The committee shall elect its own chairperson, vice-chairperson, and secretary, and shall organize its work in whatever way it deems necessary.
 - b. The committee may begin to solicit names of potential nominees whenever it deems appropriate, but no later than eight (8) months preceding each district convention.
 - c. The committee shall circulate to the congregations and ordained ministers of the district a request for the names and qualifications of ordained ministers, commissioned ministers, and laypersons eligible for elective office. All rostered professional church workers and laypersons who hold membership in good standing in a district congregation shall be eligible to serve the district.

- d. The committee shall study all information obtained, and shall send to all potential candidates a form requesting their response to questions concerning their qualifications and experience, as well as their attitudes toward district and Synod. The responses by those individuals the committee intends to place into nomination shall be sent to all delegates in advance of the convention. No other material providing information about any nominee shall be distributed in the convention hall without prior consent of the chair of the convention.
2. The Committee for Convention Nominations shall nominate at least two candidates for each elective office on boards or commissions, with the exception of the President, the vice-presidents, and the circuit visitors.
 - a. No one individual, either in the Synod or the district, or combining the Synod and the district, shall ever (i) hold more than one elective office; or more than two offices, although one or both be appointed; or (ii) two offices of which one is directly responsible for the work done by the other.
 - b. An individual may be nominated by the Committee for Convention Nominations or from the convention floor for more than one elective office.
 - c. An office shall be regarded as elective only if it is an office filled through election by a national or district convention, even though a vacancy in such an office may be filled by appointment.
 - d. The Committee for Convention Nominations is to be regarded as an ad hoc committee to which limitations on holding multiple offices do not apply.
3. Members of the committee are eligible for nomination by the committee.
4. Nominations for the office of President and vice-president of the district shall be made according to the following procedure:
 - a. Each voting congregation shall be entitled to nominate from the ordained minister roster of the Synod one ordained minister as candidate for President and one ordained minister as candidate for vice-president. A congregation may nominate only an ordained minister from its own region for the office of vice-president.
 - b. Candidates for the office of President shall be the five ordained ministers receiving the highest number of votes on the nominating ballots of the congregations. Only those candidates for the office of President who have received at least five votes on the nominating ballots shall be considered for listing on the ballot of the district convention. All others receiving nominations shall be listed by the Secretary of the District in the convention workbook together with the number of votes each received.
 - c. Candidates for the office of vice-president shall be the ordained ministers from each region receiving at least two votes on the nominating ballots. They shall be considered for listing on the ballot of the district convention. All others receiving nominations shall be listed by the Secretary of the District in the convention workbook.
5. The convention shall ratify the election of the circuit visitors in the manner set forth in the *Handbook* of the Synod (5.2.2 g)
- C. Convention Floor Committee on Elections
 1. Membership: A Committee on Elections, consisting of members from each region, shall be appointed by the President.
 2. Duties

- a. The committee shall conduct and supervise all elections of the district according to these bylaws. The committee may choose from the advisory members of the convention a sufficient number of assistants to assure an efficient election process. The chairperson shall give the list of assistants to the Secretary of the District, who shall announce them to the convention. The committee shall be authorized to interrupt any business of the convention for the purpose of conducting the election.
- b. The elections shall proceed according to the following order: President, vice-presidents, Secretary, Board of Directors, circuit visitors, all other elective offices.
- c. Any paper election ballots distributed during any session shall be collected before that session ends.
- d. For the election of the President, the vice-presidents, the Secretary, the-circuit visitors, and board members, a majority of votes cast shall be required (*Handbook of the Synod* 4.7.3). For the election of commissions and committees, a simple plurality shall be required.
- e. If any additional candidates for elective district office are nominated from the floor of the convention, the nominees shall complete the same form as all other candidates for elective district office, and this information shall be made available to the convention.
- f. The election of the District President shall take place in the first business session of the convention according to the following procedure:
 - (1) Each voting delegate shall be entitled to vote for one of the candidates for President.
 - (2) The candidate receiving a majority of the votes cast shall be declared elected.
 - (3) If no candidate receives a majority of the votes cast, the candidate receiving the smallest number of votes shall be eliminated on each subsequent ballot until one candidate receives a majority of the votes cast.
- g. The election of the district vice-presidents, one from each of the four regions, shall take place after the results of the presidential election have been announced according to the following procedure:
 - (1) If more than two candidates from any region have been nominated, either in the nominating ballots of the congregations or from the convention floor, a primary ballot shall be distributed to delegates from that region. On this ballot shall be printed the names of those regional nominees from the congregational nominating process and those nominated from the convention floor (if any).
 - (2) In the event of a tie for the second position among the nominees, all names in that position shall be listed on the ballot.
 - (3) The nominees from each region receiving the highest number of votes in primary balloting shall be listed on the final ballot. All voting delegates shall then have the privilege of voting for one candidate from each region.
 - (4) After the election of the vice-presidents, ballots shall be cast to determine the First Vice-President. The candidate receiving the highest number of votes shall be the First Vice-President. The candidate receiving the second highest number of votes shall be the Second Vice-President. The candidate receiving the third highest number of votes shall be the Third Vice-President and the

remaining vice-president shall be the Fourth Vice-President. A majority of votes shall not be necessary for the ranking of the vice-Presidents.

- h. At the close of the convention the Secretary of the District shall notify each individual of his or her election.
- D. Limitation of Terms: No individual may hold the same elective office for more than three consecutive terms of three years each, with the exception of the President who may serve four consecutive terms of three years each. Service for a period of one-half or more of an expired term shall be counted as a full term for purposes of term limitations.
- E. Vacancies
1. If the office of President becomes vacant, the First Vice-President shall succeed to this office and shall serve for the remainder of the unexpired term. If for any reason the office of any vice-president becomes vacant, the other vice-presidents shall move up in rank and the Board of Directors shall fill the remaining vacancy by appointment from the region having the vacancy. The appointed vice-president shall serve for the remainder of the unexpired term.
 2. If the President becomes incapacitated, the duties and responsibilities of the office of President shall be assumed by the First Vice-President whenever the Board of Directors determines that the President is unable to serve in that capacity because of prolonged illness or disability, and the First Vice-President shall remain as the acting president until that board determines that such illness or disability has been removed (*Handbook* of Synod 3.3.1.4). The first order of business at such a meeting shall be to elect a chairperson from among the Board of Directors.
 3. If an individual is placed on the ballot for more than one elected office, he or she may ask the convention to remove his or her name from subsequent ballots following the election of that person to a previous office.
 4. If an individual is elected to more than one position at any convention, he or she must choose which position he or she will serve and the remaining vacancy shall be filled, if at all possible before adjournment, by election from a slate proposed by the Committee for Convention Nominations.
 5. In the event of any subsequent vacancy on the Board of Directors, office of District Secretary, or Committee for Convention Nominations, the remaining members of the Board of Directors shall elect a successor to fill the unexpired term of office from a slate proposed by the President and vice-presidents.
 6. In the event of a subsequent vacancy on any other board, committee, or commission, the remaining members of that board, committee, or commission shall present a list of candidates to the Board of Directors, who shall elect a successor from this slate to fill the unexpired term.
 7. When the office of circuit visitor becomes vacant, the District President shall appoint a successor.
- F. Induction into Office
1. All those elected into office at the Northern Illinois District Convention shall assume office as of the first day of the third month, subsequent to the convention.
 2. Induction into office of those elected at the Northern Illinois District Convention shall be on a date on or subsequent to the first day of the third month subsequent to the district convention.

3. The initial meeting of the boards and commissions shall ordinarily be held in association with the induction and shall begin with a combined orientation program conducted under the direction of the President.

G. Presidential Succession

1. A newly elected District President would begin district employment the first day of the second month subsequent to the district convention. The newly elected President shall have available up to two additional months of transition time with the outgoing President after assuming the office. Termination of that time is to be mutually agreed upon by the two.
2. In the event of an emergency succession: In the event of a sudden vacancy in the office of the President, for whatever cause (i.e. sudden death, removal from office), the First Vice-President, as prescribed by the bylaws, assumes the position of District President immediately.
 - a. Installation arrangements should be made as timely as possible for the new President.
 - b. A meeting of the Board of Directors shall be convened immediately by the new President to discuss issues of transition, and funding support for pastoral services for the congregation of the now former "First Vice-President." The former "Second Vice-President" (now moved up in rank to First Vice-President under bylaw V.E. 1) should conduct the discussion and chair the Directors in taking appropriate action. The new President shall assume the chair of the Directors for any further business after that issue has been decided.
 - c. Such arrangements should be mutually agreeable to the Congregational governing body involved, and provided pastoral services, or other such temporary or additional support as deemed helpful to the congregation and the District President, in order that the transition for both the former congregation of the new president and new president might be as smooth and problem free as possible.

VI. AMENDMENT TO BYLAWS

Amendments to the bylaws may be made by using one of two procedures.

1. Amendments may be made by conventions of the district.
 - a. They shall be presented in writing to a convention of the district.
 - b. They shall be specified as bylaw amendments and be considered by a convention floor committee.
 - c. They shall be examined by the district Constitution Committee prior to presentation to the convention to determine that they are not in conflict with the Bylaws of the Northern Illinois District.
 - d. They shall be reviewed and approved by the Commission on Constitutional Matters of the Synod prior to presentation to the convention to determine that they are not in conflict with the Constitution and Bylaws of the Synod.
 - e. They shall be adopted by the affirmative vote of a majority of the delegates present and voting.
2. In exceptional circumstances and upon the direction of a convention of the district or Synod, amendments may be made by a two-thirds majority of the Board of Directors of the district.

- a. Such amendments to the bylaws shall be necessary to implement resolutions adopted by a convention of the district or Synod.
- b. Such amendments shall be drafted by the Secretary of the district and shall receive, before presentation to the district board of directors, review and approval by the Constitution Committee of the district and by the Commission on Constitutional Matters of Synod.