



Recommendations: Election of the Secretary

Process for Election

The process for election of the secretary of the Evangelical Lutheran Church in America is governed by the applicable bylaws and the Rules of Organization and Procedure as adopted by the Churchwide Assembly.

The effect of the ballot on which an election takes place is the following action:

To elect _____ to a six-year term, commencing November 1, 2007, as secretary of the Evangelical Lutheran Church in America.

Bylaw 19.31.01. specifies the process for nomination and election of the secretary, as follows:

The churchwide officers shall be elected as follows:

...

- c. The secretary shall be elected by the Churchwide Assembly. The election shall proceed without oral nominations. If the first ballot for secretary does not result in an election, it shall be considered a nominating ballot. On the first ballot, three-fourths of the votes cast shall be required for election. Thereafter only such votes as are cast for persons who received votes on the first or nominating ballot shall be valid. On the second ballot, three-fourths of the votes cast shall be required for election. On the third ballot, the voting shall be limited to the seven persons (plus ties) receiving the greatest number of votes on the second ballot and two-thirds of the votes cast shall be necessary for election. On the fourth ballot, voting shall be limited to the three persons (plus ties) receiving the greatest number of votes on the previous ballot and 60 percent of the votes cast shall elect. On subsequent ballots, voting shall be limited to the two persons (plus ties) receiving the greatest number of votes on the previous ballot and a majority of the votes cast shall elect . . .

Section 15 in the Rules of Organization and Procedure describe the process in further detail.

Duties and Responsibilities

The duties and responsibilities of the secretary, as specified in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, are diverse and numerous:

13.41.

The secretary of this church shall serve under the presiding bishop of this church, providing leadership,

as specified in Chapter 11 of this church's constitution, bylaws, and continuing resolutions, and shall fulfill the normal functions of the secretary of a corporation.

13.41.01.

The secretary, as the recording officer of this church, shall keep the minutes, have responsibility for rosters, records, and reporting of parochial statistics, oversee the archives, attest to all documents that require such signature, be the custodian of the seal, and perform other duties as prescribed by the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

13.41.02.

The secretary shall:

- a. Be responsible for the minutes and records of the Churchwide Assembly, Church Council, Executive Committee, Conference of Bishops, and Cabinet of Executives, and shall receive complete minutes for permanent record of all boards and committees of the churchwide organization.
- b. Maintain the rosters of ordained ministers, all other rostered persons, congregations, and synods.
- c. Provide for the publication of official documents and policies of this church, pre-assembly reports, assembly minutes, a directory of congregations, rostered persons, and entities of this church, and other informational and statistical material.
- d. Receive the annual report of the congregations in a form devised by the secretary, summarize the information, and make the summary available to this church.
- e. Coordinate the use of legal services by the churchwide organization.
- f. Be responsible for the archives of this church.
- g. Implement and operate a records management system for the churchwide organization.
- h. Arrange for and manage meetings of the Churchwide Assembly and Church Council.
- i. Have custody of the seal, maintain a necrology, and attest documents.
- j. Provide library and reference services for the churchwide office.

13.41.03.

The secretary, in consultation with the presiding bishop, shall be responsible for preparation and research

of amendments to the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, as well as the *Constitution for Synods* and the *Model Constitution for Congregations*, to be proposed by the Church Council for action by the Churchwide Assembly in accordance with provisions of Chapter 22.

13.41.04.

The secretary shall prepare interpretations, as necessary, of the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If a board, committee, or synod disagrees with the interpretations, as rendered, the objecting entity may appeal the secretary's interpretation to the Church Council.

13.41.05.

The secretary shall provide staff services to the Nominating Committee of the Churchwide Assembly and the nomination process of the Church Council; shall be responsible for declaring an interim vacancy resulting from the resignation, death, or disability of a member of a board, committee, or council; and shall arrange for an election by the Church Council to fill the vacancy consistent with Chapter 19.

13.41.A03.

Responsibilities for Risk Management

The Office of the Secretary of the Evangelical Lutheran Church in America, in collaboration with the treasurer of this church, shall provide and manage insurance (exclusive of life and health) programs for the churchwide organization and shall make available insurance programs to congregations, synods, regions, and related institutions, agencies, and organizations. Recommendations on standards for adequate, continuous insurance coverage to be maintained by synods, as required in constitutional provision 10.74., shall be provided.

13.42.

The secretary shall be elected by the Churchwide Assembly to a six-year term and shall be a voting member of a congregation of this church.

13.42.01.

The secretary shall be elected as provided in Chapter 19 and shall take office on the first day of the third month after election.

13.42.02.

The secretary shall be a full-time, salaried position.

11.33.

Leadership of this church shall be vested in the officers, the Churchwide Assembly, the Church Council, boards, and executive directors of churchwide administrative units. The full-time officers shall be the presiding bishop of this church, secretary of this church, and treasurer of this church

See Section II, pages 25-26, "Report of the Secretary, Part Four," for more information.