
Bylaws Committee Virtual Meeting Minutes June 8, 2023

Present: Janet Kirby, Erin Knott, Erin Peters, Steve Schneider

Erin Peters opened the meeting in prayer.

Approval of Agenda

Moved (J. Kirby) to approve the Agenda.

CARRIED

Declaration of Conflict of Interest

No conflicts of interest were expressed.

Approval of Previous Minutes

Moved (J. Kirby) to approve the minutes of the meetings from January 26, 2023 and March 9, 2023.

CARRIED

Review of Church Bylaws Progress

Information was given on the new CPD website. The Bylaws Committee will have access to a section of myCPD that will contain all of the pertinent information for the committee. This is being worked on at this time. In the interim, reach out to Erin Knott if you need any information.

Erin Knott reviewed the status of several churches. She noted that Peace Portal Alliance Church was reviewing the second draft of its bylaws and it is anticipated that the review should be complete to meet their October Annual General Meeting date. Vancouver Vietnamese updated the CPD on its work and a draft is anticipated in August.

Erin Knott has had further discussions with Westside Alliance Church, and it has completed revision work in response to some of the committee's comments. They are awaiting further information regarding their Affirmation Process of elders.

Review of Action Log

The two new items on the action log were reviewed.



DEXCOM Action Items

Executive Limitations re: Church Loans

DEXCOM identified that multiple church loan agreements in place are not documented, and others are well beyond the loan agreement amortization timeframes. The *DEXCOM Policy Governance Manual* is silent on executive limitations for the monitoring of church loans (ex. each church loan has an agreement in place) to strengthen both providing and monitoring of loans. As such, the Bylaws Committee was assigned the following task by DEXCOM:

The Bylaws Committee to develop executive limitations on church loans in collaboration with the Finance Committee for DEXCOM to review at the October 2023 DEXCOM meeting.

Some discussion was had around what is required, what we would need from the Finance Committee, and the timing of completing this work before the October meeting.

Action Item – Janet Kirby to draft an executive limitation by August 10, 2023 for review by the committee via email. Once the committee approves a recommended language change for DEXCOM, a copy will be sent to the Finance Committee for their information and to inform their deliberations.

Required Elements for Election Processes

The use of non-traditional election processes in church bylaws was approved by DEXCOM, with DEXCOM having final approval in each case.

DEXCOM expressed a desire for there to be a clearly designed election process in each church's bylaws and assigned the following task to the Bylaws Committee:

The Bylaws Committee to develop a document that clarifies the required elements for an election process for DEXCOM review at the October 2023 DEXCOM meeting.

Action Item – Steve Schneider and Erin Peters to bring a first draft of the required elements for an election process to the September 7, 2023 Bylaws Committee meeting.

Proposed Model Church Bylaws Revisions

After reviewing the amendments to the *Societies Act* of BC (effective May 4, 2023), the following items were discussed as possibly requiring changes to the *Model Church Bylaws*:



General Meeting Minutes (*Societies Act* Section 20)

After a lengthy discussion, the committee decided not to make any changes to the *Model Church Bylaws* regarding meeting minutes.

Resolutions Passed Without a Meeting (*Societies Act* Section 54)

Action Item – Steve Schneider to propose bylaw changes to 4.7 of the *Model Church Bylaws* to reflect the changes in the *Societies Act* section 54. In addition, a red clause for not voting by proxy in directors' meetings was to be proposed. This was required by the September 7, 2023 meeting.

Detailed Notice for a General Meeting (*Societies Act* Section 78)

Action Item – Janet Kirby to write two different options for consideration for including section 78 into *Model Church Bylaws* clause 3.3. This was required by the September 7, 2023 meeting.

Due to the length of the meeting, discussion on potential changes to the *Model Church Bylaws* regarding church functioning in the absence of a lead pastor was tabled until the September 7, 2023 meeting.

Information Items

There is a new national policy advisory committee. Jill Youngberg is now the Senior Program and Service Manager, Central and will be chairing this committee as part of her new role. The NMC has asked one person from each district to sit on the advisory committee and Erin Knott will represent our district. This committee is not a decision-making body.

Erin Knott indicated that the committee should begin revising the *Model Church Bylaws for Developing Churches* in the fall. There was a version of this already, but it needs a major revision or simply to be rewritten. The desire is to have a draft completed by the end of June 2024.

Future Meetings

The next meeting is scheduled for September 7, 2023 starting at 2:00pm on Zoom.

The meeting adjourned at 4:10pm.

