

1. DISTRICT ORGANIZATION

1.1. Name

The name of this District shall be the North Dakota District Lutheran Church—Missouri Synod.

1.2. Eligibility for Membership

1.2.1. The District welcomes into membership congregations and ordained and commissioned ministers who meet the membership requirements stipulated in the Constitution of the Lutheran Church—Missouri Synod, Article V and VI and pertinent bylaws.

1.2.2. All members of the District will be expected to cooperate in carrying out Christ's mission for his church by preaching the Gospel to the whole world (Mark 16:16, Mathew 28:18-20, Acts 1:8). To that end they will be active in administering the Office of the Keys (John 20:21-23, Matthew 18:15-20), uniting in worship (Hebrews 10:24-25), practicing fellowship with one another (Acts 2:42), witnessing to all men (Acts 1:8), helping each other grow in the Word (Ephesians 4:11-14) and serving the needs of all men in Christian Love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10). [See also Synod Bylaws 1.3.4 and 1.3.4.1]

1.3. Application and Reception of Congregations

1.3.1. Each application for membership in the Synod by a congregation shall be submitted to the President and acted upon by the Board of Directors at any regular meeting. [Synod Bylaw 2.3.1]

1.3.2. The president and secretary of each newly admitted congregation shall, as representatives of the congregation, sign the Constitution of the Synod in a special worship service held by the congregation. In recognition of the importance of the event, the President shall normally attend the service. Such shall occur as promptly as possible following approval of the congregation's application for membership. [Synod Bylaw 2.3.1(b)]

1.3.3. The Secretary shall preserve the signatures to the Constitution on behalf of the congregation and the year in which the congregation is received into membership shall be noted. [Synod Bylaw 2.3.2]

1.4. Application and Reception of Eligible Individuals

Each individual shall evidence an intent to accept membership in the Synod promptly after the assignment of first calls and prior to ordination or commissioning. This is to be done by signing and filing with the President of the District, in which membership will be initially held, a statement, to be supplied by the President, which acknowledges subscription to the Constitution of the Synod.

Upon installation following ordination or commissioning, the signing of that statement shall be deemed equivalent to the member having signed the Synod's Constitution. [Synod Bylaw 2.10.2(d)]

1.5. Duties of Members

Every member of the Synod shall diligently and earnestly promote the purposes of the Synod by word and deed. Congregations together establish the requirements of membership in the Synod (Art. VI). In joining Synod, congregations and other members obligate themselves to fulfill such requirements and to diligently and earnestly promote the purposes of the Synod by word and deed. Members of the Synod, compelled by love for each other, accept the responsibility to support financially the work of the Synod and provide annual statistical information to enable the Synod to plan current and future ministry efforts based upon an accurate picture of the results of current ministries within churches, communities, and world. [Synod Bylaw 1.3.4]

1.6. Relation of the District (Synod) to Its Members

1.6.1. The Constitution, Bylaws, rules, and the regulations of the Synod and of the District, apply to all congregational and individual members of the Synod and of the District. The District expects congregations that has not been received into membership, but is served by the District, and whose ministers of religion, ordained and commissioned, hold membership in the Synod and District to honor its rules and regulations. [Synod Bylaws 1.7.1 and 1.7.3]

1.6.2. The District expects every member congregation to respect District and Synod resolutions and to consider them of binding force if they are in accordance with the Word of God and if they appear applicable as far as the condition of the congregation is concerned. The District, being an advisory body, recognizes the right of the congregation to be the judge of the applicability of the resolution to its local condition. However, in exercising such judgment, a congregation must not act arbitrarily, but in accordance with the principles of Christian love and charity. [Synod Bylaws 4.1.6 and 1.7.2]

1.6.3. While retaining the right of brotherly dissent, members of the District are expected as part of the life together within the Synod fellowship to honor and to uphold the doctrinal resolutions of the Synod and the District. [Synod Bylaws 1.8.1 and 1.8.2]

1.6.4. Membership of a congregation in the District gives the District no equity in the property of the congregation. [Constitution, Art. VII 2]

1.7. Constitutions of Congregations

- 1.7.1. A congregation which applies for membership in the Synod and District shall, before its application is submitted to the Board of Directors, submit its constitution and bylaws to the President, who shall refer such to a standing constitution committee. This committee shall examine the constitution and bylaws to ascertain that they are in harmony with Holy Scripture, the Confessions and the teaching and practices of the Synod, in order that any necessary changes may be made by the congregation before the application be acted upon. The Board of Directors for membership by a congregation shall not act upon an application until the congregation has made such changes as may be deemed necessary. [Synod Bylaw 2.2.1]
- 1.7.2. A member congregation which revises its constitution or bylaws or adopts a new constitution or bylaws shall, as a condition to continued eligibility as a member of the Synod, submit such revised or new constitution and/or bylaws to the President, who shall refer such to the constitution committee for review to ascertain that the provisions are in harmony with the Holy Scripture, the Confessions and the teachings and practices of the Synod. Upon advice of the Constitution committee and recommendation by the President, the Board of Directors shall determine if the changes are acceptable to the Synod. Upon favorable action by the Board of Directors, the congregation shall be notified that the changes are acceptable to the Synod and that the congregation is entitled to continue to function as a member of the Synod in good standing under the new or changed constitution or bylaws. Actions by the Board of Directors under this paragraph shall be reported to the next convention of the District. [Synod Bylaws 2.2, 2.4.1, and 2.4.2]
- 1.7.3. It shall be the policy of the Synod and the District to decline membership to congregations whose constitutions deny membership or other congregational privileges to any Christian because of race or ethnic origin. [Synod Bylaw 2.3.1(a)]

1.8. District Conventions

1.8.1. Time and Authority of Conventions

- 1.8.1.1. The District shall meet in convention at a date to be determined by Board of Directors. However, the convention shall not meet over a Sunday morning. The determined date is to be announced two years prior to the convention.
- 1.8.1.2. The convention shall be the District's chief legislative assembly. It shall establish a clear vision for the District, policies, programs, and procedures to carry on the District's work.

1.8.2. Convention Service

1.8.2.1. The convention shall open with a worship service.

1.8.2.2. The President of the Synod or his representative shall deliver the sermon at the opening or convention service.

1.8.3. Convention Essay and Reports

1.8.3.1.1. At least one major essay shall be presented at the Convention. The President shall select the essayist(s) and the subject(s) of the essay(s).

1.8.3.1.2. The President, as well as other officers, shall render a report of their activities since the previous convention.

1.8.3.1.3. The President of the Synod or his representatives shall report on the condition and affairs of the Synod.

1.8.4. Accrediting of Delegates

The delegates of a voting congregation shall be accredited and entitled to vote upon returning the proper credentials provided by the Secretary of the District signed by two of the congregation's officers, either by mailing them to the Secretary of the District at a date determined by the District Board of Directors or by presenting them to the Secretary of the District at the opening of the District Convention.- [Synod Bylaw 4.2.2(a)]

1.8.5. Advisory Delegates

1.8.5.1. Advisory members shall attend District Conventions, but they shall not be elected by any congregation or by any group of congregations as lay delegates to a district or a national convention of the Synod, nor shall they be accredited as such. [Synod Bylaws 4.2.3 and 3.1.3]

1.8.5.2. All non-voting ordained ministers who are members of the Synod within the District and all commissioned ministers who are members of the Synod within the District shall serve as advisory delegates entitled to voice and vote on a floor committee, if appointed, and to voice in the convention, if appointed, and to voice in the convention. [Synod Bylaw 4.2.3(a)]

1.8.6. Attendance of Delegates

All duly elected voting delegates shall attend all sessions of the convention regularly until the close of the convention. All advisory members are expected to attend all sessions of the convention. Those advisory members whose office in the Synod, District or other entity imposes professional services requirements, of which full and regular convention attendance makes undue demands, shall nevertheless, in consultation with their supervisory boards, arrange for their own

partial or occasional attendance and participation in accordance with policies established by their supervisory boards. [Synod Bylaws 4.2.2(b) and 4.2.3(c)]

- 1.8.7. Convention Arrangements and Procedures the conventions shall be governed by the Bylaws adopted by the Synod for its conventions, insofar as these may be applicable.
 - 1.8.7.1. The Business Manager shall have the responsibility for convention arrangements.
 - 1.8.7.2. The President, upon approval of the Board of Directors, shall inform the members of the District at least four months prior to the opening of the convention of procedures to be followed in submitting reports and overtures to the convention.
 - 1.8.7.3. The District may adopt any other regulations, provided these are not contrary to the Constitution and Bylaws of the Synod. The President shall conduct the sessions of the convention according to accepted parliamentary rules. The President may call upon the vice presidents to conduct the sessions at any time during the convention.
 - 1.8.7.4. The President shall inform the delegates in advance of the order of business for each day's session. The Secretary shall present brief daily minutes of the sessions.
 - 1.8.7.5. The President or his authorized representative shall communicate the activities of the convention to the public.
 - 1.8.7.6. The official proceedings of the District convention shall be sent to all delegates (voting and advisory).
 - 1.8.7.7. Before adjournment the convention shall consider invitations for the next convention. The Board of Directors shall determine the place of the next convention.
 - 1.8.7.8. Travel and convention expenses of the voting and advisory delegates are to be borne by the congregations in which they hold membership. The District will bear the expenses of all officers and employed advisory members required to attend the convention and of the convention essayist. All others are responsible for paying their own expenses. The President shall have the authority to determine exceptions.
 - 1.8.7.9. Congregations shall not require their delegates to vote in accordance with specific instructions, but every delegate shall be permitted to vote according to his/her own conviction.

2. DISTRICT ADMINISTRATION

2.1. Officers, Board, and Staff

2.1.1. District Emphases for officers, Board and Staff:

- a. To assist every congregation in the District to discover, determine and fulfill its mission to itself, the community and the world in the most effective and efficient manner;
- b. To suggest planned strategies and process for doctrinal practice and supervision, evangelism and mission, Christian education, Biblical Stewardship, human care and public relations for all congregations;
- c. To seek involvement of all members of congregations in the mission and ministry of the congregations;
- d. To maintain effective printed and personal channels of communication to assist congregations and those in the public ministry in their task;
- e. To coordinate District – Circuit – Congregation relationships by clarifying areas of operational responsibility and priorities in our life together as Church. The President shall cause the resolutions of the Synod to be implemented in the district, encouraging the congregations and schools to embrace the mission and ministry emphases adopted by the national convention for the triennium;
- f. To develop and utilize tools in order to hold one another accountable in effectively carrying out the mission of the Church and the objectives of the District and Synod.

2.1.2. Officers

The officers elected at convention sessions are: A President, two Vice-Presidents, a Secretary, a Treasurer, and Circuit Visitors [Synod Bylaws 4.3.1 and 4.3.2]

2.1.3. Boards and Staffing

The Boards, commissions, committees and executives shall be elected or appointed as follows:

2.1.3.1. Elected by the convention:

- a. Board of Directors
- b. A Nomination Committee
- c. Member of the Synod's Committee for Convention Nominations as per Synod's Bylaws

2.1.3.2. Appointed by the Board of Directors

- a. A Business Manager in consultation with and subject to approval of the President
- b. Four (4) District Reconcilers

- c. Ad Hoc Committees that serve the needs of the Board of Directors in doing their work
 - d. Other Committees and/or representatives as required by the Synod.
- 2.1.3.3. Appointed by the President:
 - a. All convention Committees
 - b. District staff, committees or task forces to carry out operational functions
- 2.1.4. Terms of office
 - 2.1.4.1. The term of office of all elected officers, Board members and commission shall be (3) three years unless these Bylaws shall hereinafter explicitly provide otherwise.
 - 2.1.4.2. Installation of all elected personnel shall take place before the close of convention and all officers, Board members and commissions shall assume office as soon as possible after either election or appointment.
- 2.1.5. Successive terms
 - 2.1.5.1. The District President shall be ineligible for reelection after serving a total of (5) five successive terms. All other elected Officers, Board Members and Circuit Visitors shall be ineligible for reelection or reappointment to the same office after serving a total of (3) three successive terms.
 - 2.1.5.2. The number of successive terms in office for the Business Manager shall be without limitation, but may be re-evaluated with the election of a new President.
- 2.1.6. Holding more than one office [Synod Bylaw 1.5.1.2]
 - 2.1.6.1. No one, either in the Synod or in the District or between the Synod and the District, shall hold more than one elected office; or more than two offices, although one or both be appointed; or ever hold two offices of which one is directly responsible for the work done by the other.
 - 2.1.6.2. An office shall be regarded as elected only if it is an office filled through election by a national or a District convention, even though a vacancy in such an office may be filled by appointment.
 - 2.1.6.3. The President of the Synod shall decide doubtful cases.
- 2.1.7. Prohibition of Conflict of Interest [Synod Bylaw 1.5.2, especially 1.5.2(c)]
 - 2.1.7.1. No officer, director, board or commission member of any agency shall use his position or the knowledge acquired from his service in such a manner

that a conflicts between his personal or business interests and the interest and general welfare of the Lutheran Church – Missouri Synod arises.

- 2.1.7.2. Officers or members of the Board of Directors, staff or members of commissions shall not enter into gainful business transactions, directly or indirectly, with any board, committee, or commission on which they serve.
- 2.1.8. Indemnification of District Personnel
 - 2.1.8.1. The District shall indemnify to the fullest extent authorized or permitted by law, any officer, director, trustee, or employee made or threatened to be made a party to or witness in any threatened, pending or completed civil criminal, administrative, arbitration or investigative proceeding, including a proceeding by or in the right of the District, by reason of the fact that a person is or was a director, officer, trustee or employee of the District or by reason of fact that the person while a director, officer, trustee or employee of the District is or was serving at the request of the District, or whose duties as a director, officer, trustee or employee involve or involved service as a director, officer, partner, trustee or agent of another organization, against all judgments, penalties, fines, settlements and reasonable expenses, including attorneys' fees and disbursements except for those associated with illegal acts. The District may, but shall not be required to indemnify agents as determined by the Board of Directors from time to time.
 - 2.1.8.2. The District may purchase, maintain, or participate in an insurance program on behalf of any person in their official capacity against any liability asserted against or incurred by such person whether or not the District would otherwise be required to indemnify the person against liability.
 - 2.1.8.3. The District acknowledges the provisions of North Dakota law providing immunity for directors, officers and trustees to the extent their actions are in good faith and within the scope of their duties and to the extent they meet other criteria of the statute. To the extent immunity does not apply, this provision is intended to protect our directors, officers, trustees and employees.

2.2. The President

2.2.1. Duties

The President shall perform all duties prescribed by Synod Bylaw 4.4 and specifically shall:

- a. See to it that the spiritual purposes are understood and implemented on all levels of administration;
- b. Be responsible for the implementation of all Board of Directors' outcome policies and decisions either directly or indirectly through District staff, but responsibility ultimately remains with the Board of Directors;
- c. The Staff assignments and evaluations shall be made by the President with the approval of the Board of Directors;
- d. Supervise the doctrine, the life and the official administration on the part of the ordained and commissioned ministers of the District and inquire into the prevailing religious conditions of the congregations. As often as possible, he shall attend the conferences of pastors and teachers held in the District, advise the congregations as to the Calling of pastors and teachers, give counsel when requested and reply to inquiries. The President may call upon the Circuit Visitors to assist him in this task;
- e. See to it that the resolutions of the Synod that apply to District and its members and the resolutions of the District are carried out;
- f. Arrange for an official visit or an investigation, even without formal request for it, when a controversy arises in a congregation or between two or more congregations in the District. He shall ask for a report on the case of both contesting parts in order that by such a report he may be enabled to have a clearer understanding of the real situation. If the President authorizes anyone to represent him in such matters, his representatives shall be accorded the same rights as the President;
- g. In fiscal, legal or business matters exercise executive authority, following consultation with and concurrence of the Board of Directors, when the affairs of the District demand it. If this becomes necessary in an emergency without a specific resolution of the District, the President will seek the advice of the Vice-Presidents and may also consult the Circuit Visitors and the Board of Directors. Any member of the District shall have the right to appeal to the convention from the President's action;
- h. Consult regularly with the Vice-Presidents and the Circuit Visitors, call a meeting with them at least twice a year and establish the agenda for those meeting to promote and maintain unity of doctrine and practice in all the congregations;

- i. Upon approval of the Board of Directors sign the official papers and documents in the name of the District regarding fiscal, legal or business matters;
- j. Conduct the meetings at the sessions of the convention, give report of his administration of District affairs and strive to promote a Christian spirit during the proceedings of the convention itself;
- k. Be responsible for maintaining the official roster of ordained and commissioned ministers in the North Dakota District. He shall add the names initially placed in the District and those accepting a call to or otherwise transferring to the District. He shall remove the names of those who have died, or have resigned their membership in the Synod or have had their membership in the Synod duly terminated. He shall regularly forward roster reports to the Secretary of Synod for publication in the Lutheran Annual; [Synod Bylaw 4.4.7]
- l. Upon him is incumbent the responsibility that the resolutions of the District are implemented. He shall report to the District Convention. [Synod Bylaw 4.4.1]

2.3. The Vice-Presidents

2.3.1. Duties

- a. The District shall elect two Vice Presidents, who shall be Regional Vice Presidents; that is, one of the Vice Presidents shall be an ordained minister in the Eastern region of the District, namely, the Northeast, Central, Eastern, and Southeast Circuits; the other Vice President shall be an ordained minister in the Western region of the District, namely Northwest and Southwest Circuits.
- b. The Vice-Presidents shall generally discharge such duties as pertain to their offices as delegated by the President.
- c. The Vice-Presidents shall, in the order that they have been ranked, perform the duties of the President in the event that the President's office is vacated or the President becomes incapacitated.
- d. The Vice-president shall serve as voting members of the Board of Directors and also as members of the Planning Council.

2.3.2. Vacancy

If a vacancy should occur in any vice presidency by succession to the presidential office for the balance of an unexpired term, resignation, moving outside the region, or otherwise, the vacancy shall be filled through election by the Board of Directors in consultation with the President. They shall choose an ordained minister from the region in which the vacancy occurs, giving special consideration to the vote of the District Convention. If the vacancy occurs in the

First Vice Presidency, the Second Vice President shall become the First Vice President, and the replacement shall become Second Vice President.

2.4. The Secretary

2.4.1. Duties

The Secretary shall:

- a. Sign the official papers and documents, along with the President;
- b. Ensure that proper credential forms are available for each lay and pastoral delegate to the District Convention, record the proceedings during the convention, officially notify every member of the District elected to office of his election, publish the proceedings of the convention and arrange for distribution to all those authorized to receive copies;
- c. Serve as Secretary of the Board of Directors, Planning Council, and as an advisor to the Nomination Committee as specified by the bylaws;
- d. Serve as a member and secretary of the Standing Constitution Committee;
- e. Carry out such other duties as may be assigned by the Board of Directors;
- f. Carry out duties in connection with the Reconciliation Process as described in the Synod Bylaws, [Synod Bylaw 1.10] Synod Dispute Process.

2.4.2. Vacancy

In the event of the death, resignation or permanent incapacity of the Secretary, the Board of Directors shall appoint a successor for the unexpired term.

2.5. The Treasurer

2.5.1. Duties

The Treasurer shall:

- a. Provide oversight so that there is responsible accounting for the receiving of, counting and depositing of all funds in the hands of committees, commissions, officers, and employees who by virtue of their office act as custodians or trustees of such funds;
- b. Provide oversight so that there is responsible accounting for accurate recording of receipts and disbursements, budgeted and actual expenditures according to proper accounting procedures, and as deemed advisable, shall suggest improved methods for consideration by the Board of Directors, initiating any procedures as may from time to time be authorized or directed by the Board of Directors;

- c. Provide oversight so that there is appropriate monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the Board of Directors or Directors of various boards;
- d. Work in close cooperation with the Business Manager in the following areas of financial administration: monitor the budget process, custody of the District's safety deposit box, signing of all checks and all notes, review of all investments of the District, Lutheran Church Extension Funds, loans and real estate transactions and all financial reports.
- e. Coordinate the flow of money from the treasury to the various Committees in such a way that an adequate balance is retained for the payment of salaries and other regular recurring expenses;
- f. Present a written, duplicated financial report at meetings of the Board of Directors and a preliminary report at the Planning Council meetings;

2.5.2. Vacancy

In the event of death, resignation or permanent incapacity of the Treasurer, the Board of Directors shall appoint a successor for the unexpired term.

2.6. The Circuit Visitors

2.6.1. Duties

The Circuit Visitors shall perform all duties prescribed by the Synod Handbook [Synod Bylaw 5.2] and specifically shall:

- a. Deal with the pastor of a congregation as a brotherly advisor, reminding him of the glory of the ministry and of its great responsibilities, discuss the spiritual life, family life, professional life and growth of the pastor;
- b. Keep in mind the glory and responsibility of the universal priesthood of all believers as it applies to the congregation, reminding members of the congregation that they are a “chosen generation, a royal priesthood, a holy nation, a peculiar people” to show forth the praises of Him who called them out of darkness into His marvelous light;
- c. Meet with the entire congregation, if possible, rather than with the voting members only, and emphasize for them that all Christians are to be engaged in Christian ministry;
- d. Conduct his visit in a spirit of helpfulness to inspire and assist the Christians in the congregation to become better equipped for their ministry; Ephesians 4:11ff

- e. Report on the worldwide program of the Synod and encourage the members of the congregation enthusiastically and generously to support the Synod's program;
- f. Shall organize and preside over Circuit Forums and Circuit Convocations as per the Synod Handbook.

2.6.2. Vacancy

In the event of the death, resignation or permanent incapacity of the Circuit Visitor, the President is authorized to appoint a successor for the unexpired term.

2.7. The Board of Directors

2.7.1. Membership

- 2.7.1.1. The Elected Board of Directors shall be constituted as follows: The President, Vice-Presidents, Secretary, Treasurer, two ordained ministers and five laymen.
- 2.7.1.2. All Directors shall be a member of a member congregation of the District. Any member of the Board of Directors whose membership in a member congregation has been terminated, or if the Board Member moves out of the District, that Board member shall cease to be on the Board of Directors.
- 2.7.1.3. The Elected Board of Directors may appoint up to three voting lay members from congregation within the district to obtain additional skill sets such as legal, finance, investment, administration, etc.

2.7.2. Officers of the Board of Directors

The Board of Directors shall elect its own chairman, vice-chairman, and such other officers of the Board as may be necessary. The President shall not serve as Chairman of the Board.

2.7.3. Meetings

The Board of Directors shall determine its own schedule of meetings but shall meet not less than four times a year. A majority of the board members shall constitute a quorum.

2.7.4 Duties

The Board of Directors shall be responsible for the general management of the business and legal affairs of the District. It shall function as the executive administrative body of the District between conventions; acting in behalf of the District and such actions shall be subject, if challenged, to ratification by the convention. The Board of Directors shall:

- a. Provide for the coordination of the policies and programs of the District, communicating them to all the members of the congregations of the District, and supervising and evaluating the implementation of the same;
- b. Develop and maintain a current Board Policy Manual that contains policies to govern its own ethical conduct and official actions as well as provide policies for the President to carry out his role and responsibilities with regard to the District. This does not include his duties as ecclesiastical supervisor, in which case he is accountable to the President of Synod. The Board Policy Manual shall contain policies of four types: Outcome/Ends, Board Self-Governance, Executive Limitations/Boundaries and Board Executive Relations;
- c. Call or appoint a Business Manager, and in consultation with the President, define his duties and determine his compensation;
- d. Provide support personnel to assist the President, Business Manager and other officers in need of such assistance, and determine appropriate compensation;
- e. Extend calls and/or make appointments to specialized ministries established by the District;
- f. Be responsible for the general management of the business and legal affairs of the District and is solely authorized to take on behalf of the District any action related to such business and legal affairs;
- g. Establish the salaries of District and subsidized ministries personnel upon recommendation of a Salary Review committee appointed by the chairman of the Board of Directors after consultation with appropriate District Staff concerned about such personnel;
- h. Establish suggested salary schedules for ordained and commissioned ministers, church secretaries, custodians, organists and other salaried personnel of congregations, which can be used by the Staff as they consult with congregations;
- i. Provide vision and direction for the work of the Staff and other entities.
- j. Appoint up to three voting lay members, if so desired, from district's congregations to obtain additional skill sets such as legal, finance, investment, administration, etc.

2.7.5 Vacancy

The Board of Directors shall fill vacancies in its membership not otherwise provided for in the Constitution and bylaws by appointment.

2.8. Business Manager

2.8.1. Appointment

- 2.8.1.1. The Business Manager shall be called or appointed by the Board of Directors in consultation with and subject to approval of the President.
- 2.8.1.2. The Business Manager shall be accountable to the Board of Directors.
- 2.8.1.3. The term shall begin at the January's Board of Directors' meeting in the year preceding the District Convention.

2.8.2. Duties

- 2.8.2.1. Serve on the District Stewardship Standing Committee.
- 2.8.2.2. Be responsible for Development and Advancement.
- 2.8.2.3. Be responsible for the annual "State of the District" and "Strategies of funding" reports.
- 2.8.2.4. Oversee all financial matters: Budget/Workplan, payroll, Audit, daily operations, LCEF, CTAP, CHP, Congregation's financial issues/stewardship/subsidy, and Synod. Overseeing financial compliancy and issues of board handbook and finances, Financial Reports to the Board, Insurance (Church Mutual).
- 2.8.2.5. Develop the annual District Salary Guidelines for Ordained and Commissioned workers.
- 2.8.2.6. Oversee the mechanics of the District and Synod Conventions.
- 2.8.2.7. Oversee office space, contracts, and negotiations.
- 2.8.2.8. Oversee all Public Relations and social media in the District.
- 2.8.2.9. Be responsible for business and administrative relations with the preschools and days schools of the District.
- 2.8.2.10. Develop and oversee HR within the District.
- 2.8.2.11. Manage and oversee the Board Policy Manual as it pertains to all financial matters of the manual.
- 2.8.2.12. Be responsible for the delegated and agreed-upon areas of the District Workplan (e.g. Kenya, Disaster Relief)
- 2.8.2.13. Advise the District President (e.g. District Issues, District Task Forces, Planning Council, Pastor's Conferences)
- 2.8.2.14. Hire needed administrative assistant personnel for his responsibilities within the boundaries of the District Bylaw and Board Handbook.
- 2.8.2.15. Be a non-voting member of all District boards, committees, and task forces.
- 2.8.2.16. Assist the Chairman of the Board of Directors and the President in establishing the schedule and agenda of board meetings.
- 2.8.2.17. Visit and consult with congregations of the District as requested by the congregation or President.

2.8.3. Vacancy

In the event of the death, resignation, or permanent incapacity of the Business Manager, the Board of Directors shall appoint and/or call a successor in consultation with and subject to approval of the President.

2.9. Nomination and Election of Officers and Boards

2.9.1. Election

The District Convention shall elect a Committee on Nominations of six members representing the major geographical areas of the District, such as committee to include two (2) parish pastors and four (4) lay persons. Any qualified member of a District congregation, regardless of how many offices he holds, may serve on this committee. The District Secretary shall not serve as a member of the Committee on Nominations, but shall be available, upon call, for consultation. Unless otherwise provided, no member of the Board of Directors may serve on the Nomination Committee. Each lay member of the nomination Committee who is not a delegate of a congregation shall attend the District Convention at District expense.

2.9.2. Organization and Solicitation

The District Secretary shall convene the first meeting of the Committee nine (9) months prior to the month of the Convention. The Committee shall select its own chairman, vice chairman, and secretary. Suggestions of names suitable for candidates for District offices shall be solicited thereafter through the Secretary of the District and responses received (6) month prior to the Convention, allowing the Nomination Committee to set the deadlines for the nomination process.

2.9.3. Nomination process

After names have been solicited through the Secretary of the District, the Committee on Nominations shall select at least two candidates and at least one alternate considered suitable for each office respectively, except for the Office of President, Vice-president and Circuit Visitor, and ask their consent to serve and send this list of nominees to each congregation of the District two (2) months prior to the Convention. Qualifications of nominees and the nominee's consent to serve must accompany the nominations. Nominations from the floor may only be made from the list of names that have been offered to the Committee on Nominations prior to the final deadline for the submission of nominations, unless the convention shall otherwise order by a simple majority vote. Prior written consent for nominations from the floor must be obtained along with written pertinent information relative to the qualifications of the nominee and presented immediately to the Secretary of the District.

2.9.4. Nomination of President

Nominations for the office of President shall be made in the following manner:

- a. Each voting congregation shall be entitled to nominate from the clergy roster of the Synod two clergymen as candidates for President:

- b. The Secretary of the District shall mail to each voting congregation ballots for nominating these candidates.
- c. Each nominating ballot shall be signed by the president and secretary of the congregation and returned to the Secretary of the District six (6) months prior to the month of the convention;
- d. The Secretary of the District shall tabulate the nominations and shall report to the congregations the names of the FIVE clergy receiving the highest number of nominations in the nominating ballots for the office of President one (1) month prior to the date of the Convention.

2.9.5. Candidates for the Office of the President

Candidates for the Office of President shall be in each instance the FIVE clergy receiving the highest number of nominations in the nominating ballots. The Secretary of the District shall notify each candidate and shall secure his approval in writing for inclusion of his name on the convention ballot. Each candidate shall reply within ten days of the dates of his notification as to his willingness to serve if elected. In the event of the death, declination or unavailability of any candidate, the nominee having the next number of votes shall become a candidate. In the event of a tie for the fifth position among the candidates, all names involved in the tie shall be listed as candidates. Nominations from the floor will be allowed from the floor only from the list of names that have been offered to the Committee on Nominations prior to the final deadline for the submission of nominations, unless the convention shall otherwise order by a simple majority vote. Prior written consent for nominations from the floor must be obtained along with written pertinent information relative to the qualifications of the nominee and presented immediately to the Secretary of the District.

2.9.6. Election of President

Each voting delegate shall be entitled to vote for one of the candidates for President. The candidate receiving a majority of the votes shall be declared elected. If no candidate received a majority of the votes cast, the candidates receiving the smallest number of votes shall be eliminated on each subsequent ballot until one candidate receives a majority of the votes.

2.9.7. Nomination, Candidates, Election and Ranking of Regional Vice Presidents of the district

2.9.7.1. Nominations for the office of Regional Vice President shall be made in the following manner:

- a. Each voting congregation shall be entitled to nominate an ordained minister, from its region, as a Regional candidate for the office of Vice-President;
- b. The Secretary of the District shall mail to each voting congregation of the District ballots for nominating these candidates;

- c. The Secretary of the District shall tabulate the nominations and shall report to the congregations of the District the names of the TWO clergymen who received the most nominations in each region. In the event of a tie for the second position among the nominees, all names involved in the tie shall be listed as candidates.

2.9.7.2. Candidates for the Office of Regional Vice President

Candidates for the Office of Regional Vice President shall be in each instance the TWO (2) ordained ministers within each region receiving the greatest number of nominations from the nominating ballots of the congregations in that region. The Secretary of the District shall notify each candidate and shall secure his approval in writing for inclusion of his name on the convention ballot. Each candidate shall reply within ten days of the dates of his notification as to his willingness to serve if elected. In the event of death, declination or unavailability of any candidate, the nominee having the next highest number of votes in his region shall become a candidate.

2.9.7.3. Election of the Regional Vice President

Each voting delegate at the Convention shall be entitled to vote for one (1) candidate from each region. The candidate with the most votes in each region shall be elected as Vice-President for that region. If a candidate in any of the regions receives a majority on the first ballot, that candidate for candidates shall be elected. If no candidate receives a majority in either of the regions, the name of the candidate or candidates receiving the smallest numbers of votes shall be removed from the ballot. Voting shall continue until a majority is reached for each region.

2.9.7.4. Ranking of Regional Vice-Presidents

After the Vice-Presidents have been elected, another ballot shall be taken to determine their rank. The Vice President to receive the majority of the votes shall be declared First Vice President; the other will be Second Vice President.

2.9.8. Other Officers

The order of election at the Convention shall be the election of the President, the regional Vice-Presidents, the Circuit Visitors, followed by the election of the Secretary, the Treasurer, the remaining ordained minister members of the Board of Directors, the remaining lay members of the Board of Directors, the pastoral members of the Nominating Committee and the lay members of the Nominating Committee. At alternate Conventions, a member of Synod's Committee for Convention Nominations shall be elected. Election shall be by majority vote.

2.9.9. Selection of Circuit Visitor

- 2.9.9.1. Circuit Forums (a pastor and one lay member of each congregation) shall meet at the call of their circuit visitor to select the circuit visitor no later than four (4) months prior to the convention. Nominations for candidates for the office of Circuit Visitors may be submitted by a voting congregation of the circuit or the president, in consultation with the presidium no later than the day prior to the day of the Circuit Forum. Selection of the circuit visitors shall be by election by written ballot. The representatives from each member congregation of the circuit shall exercise the privilege of voting. All nominated pastors serving congregations and emeriti pastors shall be eligible for election. Each voter shall write in the names of two pastors on the initial ballot. The three pastors (or more in the case of a tie vote) who receive the highest number of votes in the preliminary ballot shall be placed on the next ballot. After the initial ballot, each voter shall vote for only one candidate. Balloting shall continue with the lowest candidate being removed from each succeeding ballot until one pastor shall have received a simple majority of all votes cast, who shall be declared the nominee. Immediately following the circuit forum, the circuit visitor shall report in writing the results of the selection process to the secretary in preparation for ratification by the district convention. In the event that a Circuit Visitor has not been selected by a Circuit Forum or has been selected but no longer available to serve, thus resulting in no Circuit Visitor selection being on the Convention slate of Circuit Visitors for a circuit, the District President shall make the selection, which selection shall then be included on the Convention slate of Circuit Visitors. The convention shall have the right to alter the slate by amendment. The convention shall then ratify the slate of circuit visitors, which ratification shall constitute election. [Synod Bylaw 5.2.2]
- 2.9.9.2. Vacancies that occur in the office of Circuit visitor between conventions shall be filled by appointment by the President. [Synod Bylaw 5.2.2.1]

3. PASTORS AND TEACHER CALLS

3.1. Eligible Pastors and Teachers

- 3.1.1. Congregations that are members of the Synod shall call and be served only by (1) ordained ministers who have been admitted to these respective ministries in accordance with the rules and regulations set forth in the Synod Handbook and have thereby become members of the Synod; (2) candidates for the pastoral ministry who have satisfied the qualifications and requirements for assignment of first calls by the Council of Presidents acting as the board of Assignments; or (3) ordained ministers who are members in good standing of church bodies that have been formally recognized to be in alter and pulpit fellowship with the Synod when agreements for such calls are in place. [Synod Bylaw 2.5.2]

3.1.2. Congregations that are members of the Synod shall call only (1) commissioned ministers who have been admitted to their ministries in accordance with the rules and regulations set forth in the Synod Handbook and have thereby become members of the Synod; (2) candidates of LCMS colleges and universities who have satisfied the qualifications and requirements for assignment of first calls by the Council of Presidents acting as the board of Assignments; or (3) commissioned ministers (or those holding positions comparable to commissioned ministers) who are members in good standing of church bodies that have been formally recognized to be in alter and pulpit fellowship with the Synod when agreements for such calls are in place. [Synod Bylaw 2.5.3]

3.1.3. Congregations which violate this requirement and persist in such violation shall after due admonition forfeit their membership in the Synod.

3.2. Developing Call Lists

Congregations, institutions and agencies intending to call an ordained and/or commissioned minister shall seek the advice of the President.

3.3. Transfers

An ordained or commissioned minister accepting a call into another District shall immediately report such decision to the President and ask for a transfer of membership. The President shall forward such transfer to the President of the sister District.

3.4. Placement and/or Removal from Rosters

Subject to the provisions of the Constitution and Bylaws, the President shall be responsible for the initial placement of the names of all ordained and commissioned ministers on the respective roster of the Synod and shall be responsible for their removal when that becomes necessary.

3.5. Official Pastor and Teacher Conferences

Official conferences for ordained and commissioned ministers shall be held in accordance with the Synod Bylaws [Synod bylaw 4.81-4.83]

4. DISPUTE RESOLUTION

In resolving disputes, the procedure outlined in the Synod Handbook, [Synod Bylaw 1.10] Dispute Resolution of Synod will be followed by all parties involved in the dispute.

5. THE PLANNING COUNCIL

5.1. Membership

The planning Council shall consist of the following: President, Vice Presidents, the Board of Directors, the Circuit Visitors, Standing Committee Chairpersons, Task Force Chairpersons, President of the North Dakota District Lutheran Women’s Missionary League and President of the North Dakota District Lutheran Laymen’s League.

5.2. Functions and Persons

The District Planning Council will meet annually in order to formulate an integrated District work plan. Work plans reflect Synod’s triennial mission and ministry emphases, along with the tasks assigned by the District convention, the District Bylaws and President. Together, the leaders of the District establish and coordinate the specific tasks to be carried out throughout the triennium.

5.3. Objectives

The basic objectives of the District Planning council are to formulate and review the three (3) year plan for the mission and ministry of the District based on Synod’s triennial mission and ministry emphases and on the District’s vision and Outcomes. It is also to integrate the various entities of the District into a comprehensive plan, coordinate the implementation of the Vision of the District and to evaluate the effectiveness of the direction of ministry while seeking constant improvement.

5.4. Goals

- a. Develop a three year planned program for mission and ministry in the District based on Synod’s triennial mission and ministry emphases and the District’s Vision and Outcomes;
- b. Recommend to the District Board of Directors policies and procedures for more effective ministry;
- c. Settle jurisdictional difficulties, which may arise among various entities and auxiliaries in the administration of their work in the District,
- d. Serve as a sounding board for ideas, plans, and problems of officers and of the presidents of auxiliaries.

6. STANDING COMMITTEES AND TASK FORCES

6.1. Standing Committees

6.1.1. A Standing Committee is a permanent committee to deal with a specific subject.

- a. The standing committees of the North Dakota District shall include a Constitution Committee and a Committee for Stewardship.

- b. The President or the Board of Directors, depending on the purpose of the appointment, appoints Standing Committee Chairs and members.

6.2. Task Forces

6.2.1. Task Forces are established to carry out short-term specific assignments or tasks.

6.2.2. The President or the Board of Directors, depending on the purpose of the appointment, appoints Task Force chairs and members.

6.3. Standing Constitution Committee

6.3.1. Membership

The Standing Constitution Committee shall consist of three members. One shall be the District Secretary who shall serve as the secretary of the committee, one parish pastor, and a layman. The Board of Directors shall appoint the parish pastor and layman of the committee with recommendation from the President.

6.3.2. Duties

- a. Review new and revised constitutions and bylaws of congregations in accordance with the provisions of the Synod Handbook submitting recommendation of the President.
- b. Supply interpretation of the District Bylaws upon request by an officer or member of the District.
- c. Review the Bylaws before each convention to see if all stipulations are still applicable and suggest appropriate changes and submit them to the Synod's Commission on Constitutional Matter for review in advance of the convention;
- d. Bring the Bylaws of the District up to date if any amendments or changes are resolved upon at the District Convention;

6.4. Standing Committee for Stewardship

6.4.1. Membership

The Standing Committee for Stewardship shall consist of five (5) members, two of whom shall be ordained ministers. The President shall recommend members of this Standing Committee. The Board of Directors shall appoint the membership. The Standing Committee for Stewardship shall elect its own chairman, who will be recognized as "The District Stewardship Executive." The Business manager of the District shall be on the Standing Committee for Stewardship.

6.4.2. Duties

- a. out the duties of the District committee or Board for Stewardship as outlined in the Synod Handbook [Synod Bylaw 4.6.1].

- b. Encourage year round stewardship education through district, circuit, and/or congregational level.
- c. If requested, provide an evaluation of a congregation's overall stewardship and help the congregation identify specific activities necessary for improvement.
- d. Identify congregations who show evidence of struggling in the area of stewardship and offer them individual assistance.

7. AUXILIARY ORGANIZATIONS

7.1. Names

There are two auxiliary organizations officially recognized as such by The Lutheran Church - Missouri Synod: The International Lutheran Laymen's League and The Lutheran Women's Missionary League.

7.2. Service to District

7.2.1. All of these auxiliary organizations are invited to cooperate closely with the respective staff to which the organizations have been assigned in the Bylaws.

7.2.2. All auxiliaries and also non-official organizations are invited to participate in District activities to the extent that they are invited or authorized by a staff or commission or by resolution of the District in convention.

7.2.3. The various staff of the District shall invite officers and members of these auxiliaries to participate in their program promotion and operation.

8. AMENDMENTS TO THE BYLAWS

8.1. Action Necessary to Amend the Bylaws

8.1.1. Amendments to the Bylaws may be made provided they are;

- a. Not in conflict with the Constitution and Bylaws of the Synod or to the Bylaws of the District;
- b. Presented in writing to a convention of the District;
- c. Specified as Bylaw amendments and considered by a convention floor committee;
- d. Submitted to the Synod Commission on Constitutional Matters for clearance prior to presentation to the convention. Any subsequent changes (floor amendments) made by the convention become effective only after approval by the Synod Commission on Constitutional Matters. Should the Commission on

Constitutional Matters not approve the adopted changes, the district Board of Directors may modify the amendments to comply with the Commission on Constitutional Matters requirements upon their two-thirds vote. [Synod Bylaw 3.9.2.2.3]

- e. Adopted by an affirmative vote of a majority of the delegates present and voting.

All revisions adopted by the 2018 LCMS North Dakota District Convention were approved prior to the 2018 District Convention by Synod Commission on Constitutional Matters in Opinion 17-2853A at the meeting on November 10–11, 2017