

Book	Poplar Springs Baptist Church Policy Manual
Section	1000 Organization and Structure
Title	Business Meetings
Number	1300
Authority	Article VII of the Church By-Laws
Adopted	May 7, 1995. Amended by adding section 10 on November 12, 2017.

1. Annual Meeting: The annual meeting for the election of officers shall be held during September at a time designated by the church. Certain items of business normally conducted at such annual meeting may, by the decision of the church, be conducted at other proper meetings.
2. Regular Meetings: This church shall hold regularly scheduled meetings - at a time set by church approved policy - for the transaction of church business. The Deacons or Church Council may reschedule a conference if it conflicts with a holiday period or other church functions.
3. Special meetings of this church for the transaction of church business may be held at other times, provided that notice of the call of special business meetings of this church shall be given publicly from the pulpit at the morning worship service on the Lord's Day next preceding the date of such meeting, and, where possible, notice is provided in a church newsletter. The notice shall state the date, time, and purpose of the meeting and no business other than that stated in the notice shall be transacted.
4. On all matters except as otherwise provided in these bylaws, matters of business shall be decided by a majority of those members present and voting. Voting by absentee ballot or by proxy shall not be permitted.
5. The members of this church present shall constitute a quorum for the transaction of business at any business meeting of this church.
6. The moderator shall preside over church business meetings. In his absence, the vice moderator shall preside, or these are unavailable, the pastor, or an active deacon, shall designate a member to preside.
7. Except where otherwise set forth herein, whenever notice is required for any meeting or action, notice shall be defined as announcement at least one week in advance in the church bulletin, newsletter or from the pulpit at a regular worship service.

8. On any motion properly before a business meeting dealing with the purchase or sale of real property, the employment terms or salaries of church staff, the removal of officers, the modification in the budget exceeding \$1000, or the affiliation relationships of the church, where the membership has not been given notice of the general subject and nature of the proposals to be voted upon at such a meeting, any member may, by request at such a meeting, require that the motion be tabled and referred to the Church Council, who will have up to thirty days to make a non-binding recommendation regarding the proposal. Upon their recommendation or the expiration of 30 days, the congregation may vote upon the motion.
9. Robert's Rules of Order, shall be a general guide for the conduct of all business meetings of the church, except that the moderator may, absent objection or with the consent of the majority, deviate from such rules in the interests of efficiency, Christian fellowship and justice.
10. This policy may not be amended, rescinded, or repealed without a notice of at least two weeks to the membership of the church. Additionally, the minimum vote necessary to amend, rescind, or repeal this policy is 60% of those church members present and voting.