

Constitutional Provisions Related to the Position of **Synod Secretary**
as specified in the [Sierra Pacific Synod Constitution](#)

Chapter 8 OFFICERS

- †S8.01. The officers of this synod shall be a bishop, a vice-president, a secretary, and a treasurer.
- S8.30. **Secretary**
- †S8.31. The secretary shall be elected by the Synod Assembly. The secretary shall be a voting member of a congregation of this synod. The secretary may be either a layperson or a rostered minister.
- †S8.32. The secretary shall:
- a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for the printing and distribution of such minutes, and perform such other duties as this synod may from time to time direct.
 - b. Be authorized and empowered, in the name of this synod, to attest all instruments which require the same, and which are signed and sealed by the bishop.
 - c. In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod.
 - d. Submit to the secretary of this church at least nine months before each regular Churchwide Assembly a certified list of the voting members elected by the Synod Assembly.
- S8.50. **General Provisions**
- †S8.51. The terms of office of the officers of this synod shall be as follows:
- a. The bishop of this synod shall be elected to a term of six years and may be reelected.
 - b. The vice president and secretary of this synod shall be elected to a term of four years and may be re-elected. The officer shall serve until his or her successor takes office.
 - c. The treasurer of this synod shall be appointed to a four-year term and may be reappointed. The treasurer shall serve until his or her successor takes office.
- S8.52. The terms of the officers shall begin on the first day of the second month following election or, in special circumstances, at a time designated by the Synod Council.
- †S9.12. Background checks and screening shall be required and completed for persons nominated as synod officers prior to their election, if possible, or as soon as practical after their election. The specific procedures and timing of background checks and screening shall be determined by the Synod Council.
- S7.13. Notice of the time and place of all regular meetings of the Synod Assembly shall be given by the secretary of this synod not less than 60 days prior to the convening date.
- S7.22.01. Not less than 90 days prior to the convening of the Assembly, the Secretary of the Synod shall mail a letter to all retired ordained ministers, retired associates in ministry, retired deaconesses, and retired diaconal ministers on the combined rosters of the Synod, asking if they are willing to serve as a voting member of that year's Assembly. From the list of those who reply affirmatively, the secretary shall designate a number equal to 5 percent of the total number on the combined rosters who shall be selected as voting members. The names of those replying affirmatively shall be placed in alphabetical order, and the persons selected shall be chosen alphabetically, moving down the list from the

alphabetical point where the previous year's list of voting members left off. Alternates shall be designated by continuing down the list in alphabetical order, but alternates who are not seated as voting members will continue to be eligible the next year. The secretary shall notify all retired rostered persons of the results of this process.

- S11.01.01. There shall be an Executive Committee, which shall consist of the officers of this synod and three other Council members, elected annually by the Council. The Executive Committee shall perform those functions of the Council assigned to it by the Council. Minutes of all Executive Committee meetings shall be distributed to the full Council. The Executive Committee shall determine its own organization.
- S11.01.03. There shall be a Committee on Synod Documents, composed of the secretary of this synod and five other members appointed by the Synod Council for staggered three-year terms. The Committee shall choose its own chair and such other officers as it may deem necessary. The Committee's responsibilities shall include ongoing review of the Constitution, Bylaws, and such other Rules of Procedure as this synod may adopt; editing of those documents for clarity and consistency; assisting the Council or other groups within this synod in preparing legislation for Synod consideration; and such other related tasks that the Council or Assembly may assign to it.
- S11.01.07. There shall be a Committee on Archives and History, composed of three members appointed by the Synod Council for staggered three-year terms; the Archivist of the Synod (who shall be appointed by the Bishop), the Secretary of the Synod, and the Curator of the Region 2 Archives shall be *ex officio* members of the Committee. The Committee shall have the following responsibilities:
- a. Work with the ELCA's designated Region 2 archives to ensure that all significant archival material is collected and preserved.
 - b. Encourage and promote adequate archival and historical activity in the congregations of the synod.
 - c. Cooperate with the Lutheran History Center of the West and other societies concerned about the history of Lutheranism in the West.
 - d. Perform such other tasks as may be assigned by the Synod.
- †S18.11. Certain sections of this constitution incorporate and record therein provisions of the constitution and bylaws of this church. If such provisions are amended by this church, corresponding amendments shall be introduced at once into this constitution by the secretary of this synod upon receipt of formal certification thereof from the secretary of Evangelical Lutheran Church in America.