

PARISH BYLAWS
OF
GRACE EPISCOPAL CHURCH
Grand Rapids, Michigan

Revised: 01/13/70, 01/12/75, 01/09/83, 01/10/93, 4/11/13

ARTICLE I

Annual Parish Meeting

An annual parish meeting shall be held on or before the last day of January each year for the purpose of electing qualified adult communicants in good standing to serve as Vestry Members, and for the hearing of reports of the Rector, Secretary, Treasurer and other officers of the Parish and its organizations, and for the purpose of considering and making determinations or recommendations upon such business as may properly come before such meeting. The Rector shall preside, or appoint another to preside, over each annual parish meeting. In the case of a vacancy of the Rectorship, the Sr. Warden shall preside or appoint a presiding officer.

ARTICLE II

Notice of Annual Meeting

Notice of the date, hour and place of holding each annual parish meeting shall be given at a regular service on each of the two Sundays next preceding such meeting, by the Rector, or in his absence by a warden; or notice may be given with like effect by such publishing, posting or mailing as the Vestry may direct.

ARTICLE III

Special Parish Meetings

Special meetings of this parish may be called by the Rector or by written consent of two-thirds of the Vestry, or by written consent of a majority of the Vestry if the Rector approves, or by consent of a majority of the Vestry if there be no Rector. Notice of a special meeting shall state the purpose or purposes thereof and shall be given in the same manner as notice of an annual parish meeting.

ARTICLE IV

Qualification of Voters

At all parish meetings, whether annual or special, the right to vote shall be limited to those members of the church who meet the "Qualifications of Voters" set forth in Title II, Section 22.05, of the Canons of the Diocese of Western Michigan. Before any vote has been taken, the presiding officer shall state to the persons present the qualifications of voters. Proxy ballots shall not be accepted.

Absentee ballots will be accepted but only from qualified voters unable to attend the Annual Parish Meeting upon written or personal request by such qualified voter, placed at the church office two

weeks prior to the Annual Parish Meeting and returned to the church office prior to the Annual Meeting.

ARTICLE V

Quorum

At any duly called parish meeting, whether annual or special, a quorum shall consist of twenty-five (25) members present and qualified to vote.

ARTICLE VI

Rules

Robert's Rules of Order, except as they may be modified by the Parish meeting or the Vestry, shall govern the conduct of all meetings.

ARTICLE VII

Qualifications and Term of Vestry Members

Section 1. Qualifications

Vestry Members shall be adult communicants of this parish in good standing as defined by Sections 2 and 3 of Canon 17, Title I of the General Convention, and shall be qualified voters of the congregation.

Section 2. Number and Term

The number of Vestry Members of this parish shall be twelve (12). The Vestry shall be divided into three equal classes, with one class elected every year. The term of each elected Vestry Member shall be three (3) years.

Section 3. Vacancies

Should a vacancy occur on the Vestry between elections, the Rector shall appoint a person to serve out the unexpired term created by the vacancy.

Section 4. Nominating Committee

Not less than ninety (90) days prior to the Annual Parish Meeting the Rector, or in the case of a vacancy in the Rectorship, the Senior Warden, shall appoint a Nominating Committee that shall consist of communicants in good standing of this parish as defined by Sections 2 and 3 of Canon 17, Title I of the General Convention. The Rector shall designate one member of the Nominating Committee as chairman. The Nominating Committee shall present for nomination at least one name for each vacancy. Members of the parish who are qualified voters shall be invited to submit names to the Nominating Committee. The Nominating Committee shall be responsible for vetting candidates to determine their eligibility for nomination, as well as their interest in and suitability for service on the Vestry.

Section 5. Voting

The election of Vestry Members shall be preceded by nominations presented to the Parish by the Nominating Committee. Nominations from the floor at Annual Meeting are not permitted. No voter shall vote for more candidates than the total number of Vestry Members to be elected. A majority of all ballots cast shall be necessary to elect each Vestry Member.

Section 6. Election Officials

The Rector and wardens shall be judges of the qualifications of voters. If a warden is absent, the Rector may appoint a member of the Vestry to act in place of such absentee. To assist with or accelerate the election, the Rector, or in case of a vacancy in the Rectorship the Sr. Warden, may appoint tellers and other assistants.

The Secretary shall preserve a list of the names of all persons who voted for Vestry Members. The list shall be signed by the judges of election.

The judges of election shall not permit an unqualified person to vote.

Section 7. Reelection

Vestry Members who have served one full term shall be ineligible for reelection until at least one year after expiration of their term of office.

ARTICLE VIII

Officers and Committees

Section 1. Election of Officers

The Vestry, at its first meeting after each annual meeting, shall elect one of its members to be Senior Warden and another to be Junior Warden and shall also elect a Secretary, and a Treasurer, each to hold office until the next annual meeting and until their respective successors have been chosen and have qualified. The Vestry shall also elect the appropriate number of delegates and alternate delegates to represent the Parish at the Diocesan Convention. The secretary and the treasurer shall be ex-officio secretary and treasurer, respectively, of the parish. The delegates and alternates shall be communicants in good standing of this parish as defined by Sections 2 and 3 of Canon 17, Title I of the General Convention.

Section 2. [This section preserved for future use.]

Section 3. Committees

The Rector may appoint such committees as may be necessary for the business and the ministry of the parish.