

Board of Bishops  
Church Of God In Christ



Process and Procedures

Version 2

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**2016 Board of Bishops Officers**

Bishop John H. Sheard – Chairman Bishop  
Albert Galbraith – 1<sup>st</sup> Vice Chairman  
Bishop Roger Jones – 2<sup>nd</sup> Vice Chairman  
Bishop William H. Watson, III – Secretary Bishop  
Adrian D. Williams – Assistant Secretary Bishop  
Cody Marshall – Treasurer  
Bishop Bobby Warren – Sergeant at Arms

**2016 General Board**

Bishop Charles E. Blake, Sr. – Presiding Bishop  
Bishop Phillip A. Brooks, II – 1<sup>st</sup> Assistant Presiding  
Bishop Bishop Jerry W. Macklin – 2<sup>nd</sup> Assistant Presiding Bishop  
Bishop Sedgwick Daniels – Secretary  
Bishop Lawrence M Wooten, Sr. – Assistant Secretary  
Bishop George D. McKinney  
Bishop Nathaniel W. Wells  
Bishop J. Drew Sheard  
Bishop Brandon B. Porter  
Bishop Ted G. Thomas  
Bishop Darrell Hines  
Bishop Matthew Williams

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# **Rules of Operation**

# **RULES OF OPERATION FOR THE BOARD OF BISHOPS OF THE CHURCH OF GOD IN CHRIST**

## **PREAMBLE:**

We, the members of the Board of Bishops of the Church of God in Christ hereby adhere to the scriptural mandate to be men of good reputation, honorable husbands, abstemious men of good judgment and respectable among all men. We also hereby affirm and declare our unwavering faith in our Creator and in Jesus Christ His only begotten Son and the Holy Bible. Most assuredly we affirm our support to the Constitution and leadership of the Church of God in Christ, Incorporated. It is with true devotion to God and the cause of Christ in redeeming mankind from the state of depravity, and a true commitment to impacting the lives of human kind spiritually, educationally, socially, physically and emotionally that we hereby establish these Rules of Operation. These Rules of Operation are promulgated pursuant to Article IV, Section C of the Constitution of the Church of God in Christ that specifically provides that *"The Board of Bishops shall establish such rules and regulations as it may deem necessary and proper for the conduct of its business not inconsistent with the Constitution and By-Laws of the Church."*

Article IV, Section C of the Constitution of the Church of God in Christ, Inc., entitled Board of Bishops, provides further: *"All bishops shall comprise and constitute the Board of Bishops. The Board of Bishops shall elect from its membership a Chairman, Vice Chairman, Secretary, Assistant Secretary and Treasurer and other officers that the Board shall deem necessary and proper, and their term of office shall run concurrently with that of the administration. The Board of Bishops shall aid and assist the General Board in matters referred to it by the General Board and reports its findings to the General Board. The Board of Bishops shall establish such rules and regulations as it may deem necessary and proper for the conduct of its business not inconsistent with the Constitution and By-laws of the Church."* Nothing in these rules should be construed to establish, create, or organize a separate corporation that is separate and distinct from the Church of God in Christ, Inc.

Additionally, in accordance with the Constitution and Charter of the Church of God in Christ, with international headquarters in Memphis, Tennessee, we the officers and members of this body, which is constitutionally recognized by said Constitution, do hereby formulate and adopt these Rules of Operation in full compliance with the Constitution of the Church of God in Christ, Inc. These Rules of Operation shall not in any way be construed to be in conflict with the Church of God in Christ, Inc., nor its Constitution. To the extent that any conflict between these Rules of Operation and the Constitution are found, the Constitution shall control. However, every effort should be made to read the provisions of both documents for consistency.

## **I. ORGANIZATION**

The name of this body shall be The Board of Bishops as authorized by the Constitution of the Church of God in Christ, Inc. with corporate office in the city of Memphis, Tennessee, Shelby County and conducting its business throughout the United States of America, its territories and foreign stations. The body shall have a seal which shall be in the following form: The official seal and crest of the Board of Bishops in its current form or any form or approved amendment thereto.

## II. PURPOSES

The following are the purposes for which this body has been structured: The purpose of the Board of Bishops is to provide an infrastructure for the Episcopal mandate of the office of the bishopric. This includes but is not limited to the following:

- a. To cultivate, promote, promulgate and extend the teachings, precepts, practices, and discipline of the Church of God in Christ denomination, and to conduct and maintain a Christian body in accordance with said principles, creed, precepts, practices, and discipline of said denomination as presently or henceforth directed by the Church of God in Christ, Inc.;
- b. To maintain and support the infrastructure of the Church of God in Christ, Inc. by representing the Church of God in Christ, Inc. through the ecclesiastical assignments given its members;
- c. To support the fiscal, educational and other programs of the Church of God in Christ, Inc. through the jurisdictions and other entities of assignment.
- d. To communicate the directives and the agenda of the Church of God in Christ, Inc. to the constituents of the jurisdictions and or assigned stations;
- e. To establish means of promoting the welfare, well being, and other systems of support for members of this body;
- f. To provide ecclesiastical training and direction for members of this body;
- g. To promote personal development for each member through training, fellowship, encouragement and prayerful support so that the members may be successful in the discharge of their respective duties; and
- h. And to do all acts necessary or expedient for the administration of the affairs and attainment of the purpose of the Board.

## III. MEMBERSHIP

The membership of the Board of Bishop shall consist of all duly consecrated and approved Bishops, jurisdictional, auxiliary or emeritus, in the Church of God in Christ, Inc. Specifically, no bishop shall have full status in the Board of Bishops until he has been consecrated by the Presiding Bishop and the General Board of the Church of God in Christ, and approved by the General Assembly.

**Section 1.** Jurisdictional Bishops may be classified as either domestic or international bishops. Bishops, who hold other positions in the national church, i.e. General Board, Department Heads, shall also maintain their membership in the Board of Bishops.

**Section 2.** The Board of Bishops expects the highest Biblically based moral behavior of all its members. Sexual misconduct by any of its members may result in disciplinary actions by this board according to guidelines established by the Credentials Committee of this board and ultimately referred to the General Board for official resolution. Bishops convicted by a court of law court of felony offenses, including but not limited to bribery, embezzlement, rape of any sort, child molestation, sexual misconduct or any offenses involving a minor, shall not maintain



membership on the Board of Bishops. Such members cannot be reinstated unless the conviction is overturned, and by a 2/3 vote of the members of the Board of Bishops in attendance at the annual meeting.

**Section 3.** There are no classes of members in the Board and men of all colors, races or nationalities are eligible for membership according to the above specifications.

#### **IV. MEETINGS**

Regular meetings of the Board of Bishops shall be held in April (April Call Meeting), September (Bishop's Conference) and November (Holy Convocation) of each year. Special meetings may be called and shall coincide with national meetings i.e. National Women's Convention (May) and the National Auxiliaries in Ministry Convention (July). The November meeting shall be considered the annual meeting. The presence of thirty percent (30%) of the membership of the Board of Bishops shall constitute a quorum and shall be necessary to conduct the business of this body during the annual meeting. At other sessions of the Board of Bishops, a quorum is reached with thirty percent (30%) of members present at that meeting. The Secretary shall cause to be mailed, faxed and or emailed to every member in good standing at his address as it appears in the membership roll book in this body a notice telling the time and place of such annual meeting and any subsequent meetings scheduled or unscheduled.

The Chairman may call special meetings of the Executive Board when he deems it for the best interest of the body. Notices of such meeting shall be faxed, emailed or mailed to all members at their addresses as they appear in the membership roll book at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of two-thirds (2/3) of the members of the Executive Board or two-thirds (2/3) of the members of the body, the Chairman shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meetings and the same shall be ratified at the next regular scheduled meeting.

#### **V. VOTING**

At all meetings, except for the election of officers, all votes shall be by voice. The exception shall be according to Roberts' Rules of Order, a standing vote or any member of the Board of Bishops may call for a poll of the house. In the election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot. Within each category or office, the names shall be listed in alphabetical order.

At all votes by ballot, the Chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election". These inspectors

shall, at the conclusion of such balloting, certify in writing to the Chairman the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

No inspector of election shall be a candidate for office or shall be the author of the resolution or whose involvement in any manner constitutes a conflict of interest in the question voted upon.

## **VI. ORDER OF BUSINESS**

1. Call to Order and Devotion.
2. Certification of the House
3. Reading of the Minutes of the preceding meeting.
4. Address from the Chairman
5. Reports of Officers
6. Reports of Committees
7. Unfinished Business.
8. New Business.
9. Special Announcements
10. Adjournment.

## **VII. EXECUTIVE BOARD**

The business of this body shall be managed by the Executive Board, consisting of thirteen (13) members, together with the elected officers of this body. These elected officers shall include: Chairman, First Vice Chairman, Second Vice Chairman, Secretary, Assistant Secretary, Treasurer, Financial Secretary and Sergeant at Arms. These elected officers shall be known as the Executive Committee of the Executive Board. This Committee shall be responsible for assisting the Chairman in his duties in the Trial of Bishops according to the Rules of Procedure for the Trial of Bishops.

The Chairman of the Board of Bishops shall select and appoint Executive Board Members for the ensuing year following the quadrennial meeting of this body in the same manner and style as the officers of this body and they shall serve for a term of four (4) years.

The Executive Board shall have the control and management of the affairs and business of this body. Such Executive Board shall only act in the name of the body when it shall be regularly convened by its Chairman after due notice to all the Bishops of such meeting in the following manner:

1. Two-thirds of the members of the Executive Board shall constitute a quorum and the meetings of the Executive Board shall be held regularly on a date determined by the Chairman.
2. Each member shall have one vote and proxy may not do such voting.
3. The Executive Board may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
4. The Chairman of the Board of Bishops shall fill vacancies **on** the Executive Board.
5. The Chairman of the body by virtue of his office shall be Chairman of the Executive Board.
6. The Executive Board shall select a secretary from one of their members approved by the Chairman of the Board of Bishops.

7. The Chairman may remove an appointed member of the executive board at his discretion.
8. The Executive Board shall abide by the Rules of Procedure related to the trial of a Bishop adopted by this Board of Bishops.
9. A report of the actions of the Executive Board shall be submitted at the next regular meeting of the Board of Bishops.
10. The Board of Bishops in a regular meeting shall ratify the reports of the Executive Board.

## **VIII. OFFICERS**

According to the Constitution of the Church of God in Christ, the Board of Bishops shall organize with a Chairman, Vice Chairman, Secretary, Treasurer and other officers, as it shall deem necessary. These officers may be elected or appointed, therefore, it has been determined that the elected officers of this body shall be as follows:

Chairman  
 First Vice Chairman  
 Second Vice Chairman  
 Secretary  
 Assistant Secretary  
 Treasurer  
 Financial Secretary  
 Sergeant at Arms

### **Chairman**

The Chairman shall preside at all membership meetings and perform the following duties:

1. The Chairman shall preside at all meetings of the Board of Bishops
2. He shall by virtue of his office be Chairman of the Executive Board
3. He may, at his discretion, designate the First Vice Chairman or another member of the Executive Board to chair the meeting on his behalf
4. He shall present at each annual meeting of the body an annual report of the work of the body.
5. He shall appoint all committees, temporary or permanent.
6. He shall see all books; records, reports and certificates required by law are properly kept or filed.
7. He shall be one of the officers who may sign the checks or drafts of the body.
8. The Chairman shall give the Annual Report of the status of the Board of Bishops
9. The Chairman shall be the official spokesman in all matters related to the Board of Bishops.
10. The Chairman shall oversee and approve the development of the agenda for all meetings of the Board of Bishops.
11. No correspondence shall be distributed to the Board without the prior approval of the Chairman
12. He shall have such powers as may be reasonably construed as belonging to the chief executive of any body.

### **First Vice Chairman**

The First Vice Chairman shall in the event of the absence or inability of the Chairman to exercise his office become acting Chairman of the body with all the rights, privileges and powers as if he had been the duly elected Chairman.

1. He shall assist the Chairman in governing the affairs of the Board of Bishops
2. He shall accompany the Chairman at all news conferences and press releases.
3. He shall also perform other duties assigned to him at the discretion of the Chairman of the Board of Bishops.

### **Second Vice Chairman**

The Second Vice Chairman shall perform those duties assigned at the discretion of the Chairman of the Board of Bishops. In the event of the absence or inability of the First Vice Chairman and Chairman to exercise their office, he shall become acting First Vice Chairman of the body with all the rights, privileges and powers as if he had been the duly elected First Vice Chairman or Chairman of the Board of Bishops.

1. He shall also accompany the Chairman at all news conferences and press releases
2. He shall also perform other duties assigned to him assigned to him at the discretion of the Chairman of the Board of Bishops.

### **Secretary**

The Secretary shall keep the minutes and records of the body in appropriate books and computer systems.

1. It shall be his duty to file any certificate required by any statute, federal or state.
2. He shall give and serve all approved notices to members of this body.
3. He shall be the official custodian of the records and seal of this body.
4. He may be one of the officers required to sign the checks and drafts of the body.
5. He shall present to the membership at any meetings any communication addressed to him as Secretary of the body.
6. He shall submit to the Chairman and Executive Board any communications that shall be addressed to him as Secretary of the body.
7. He shall attend to all correspondence of the body and shall exercise all duties incident to the office of Secretary.
8. He shall transmit the official agenda of each scheduled meeting at least fifteen days prior to said meeting.

### **Treasurer**

The Treasurer shall have the care and custody of all monies belonging to the body and shall be responsible for such monies or securities of the body.

1. He shall cause to be deposited in a regular business bank or trust company the funds of the body. Said funds shall be deposited in a savings bank except that the Chairman and Executive Board may cause such funds to be invested in such investments as shall be legal for a non-profit body, and shall be bonded
2. He must be one of the officers who shall sign checks or drafts of the body. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
3. He shall render at stated periods as the Board of Bishops shall determine a written account of the finances of the body and such report shall be physically affixed to the minutes of the Board of Bishops of such meeting.

4. He shall exercise all duties incident to the office of Treasurer.

### **Financial Secretary**

The Financial Secretary shall assume the following duties related to the accounting and reporting of the finances of the body and shall be bonded

1. Receiving Money
  - a. A Financial Secretary will be in charge of receiving all dues, registration fees, offerings and any other type of transaction.
  - b. The money received will entered into his records including but not limited to 1) Source, 2) Amount, 3) Method of Payment, 4) Purpose, and 5) Date Paid
  - c. Said records are then submitted to the Treasurer and or Finance Committee to balance accounts and finances.
2. Depositing Money
  - a. Once the Financial Secretary has received payments, including money and checks, and entered them into his records, he must then transfer them to the office of the treasurer for final disposition.
  - b. The treasurer who will make the deposit as outlined above.
3. Report Finances
  - a. The Financial Secretary shall make reports to the Board of Bishops at regular meetings or when called upon in special sessions.
  - b. His report shall include: a) where the finances are coming from; b) where they are going; c) who has been paying, and any other vital and essential information regarding finances.

### **Sergeant at Arms**

This officer shall maintain order and proper decorum of the session, give support to the Chairman of the Board and establish order as directed by the Executive Board. In accordance with Roberts Rules of Order this officer shall maintain order and oversee the security of the body. The Sergeant at Arms will always support the Chairman by making sure he has all materials needed before the meeting. This means any outside materials or any additional support that will be needed by the body will fall upon the Sergeant at Arms.

Officers shall by virtue of their office be members of the Board of Bishops. The election of all officers of the Board of Bishops shall be ratified by the Election Committee, and considered final.

## **IX. COMPENSATION**

The Executive Board shall hire and fix the compensation of any and all employees, which they in their discretion may determine to be necessary for the conduct of the business of the body. Said compensation determinations shall be presented by the Executive Board and approved by the majority of the Board of Bishops.

## **X. COMMITTEES**

The Chairman of the Board of Bishops shall appoint all members to the Standing Committees of this body as set therein, and their term of office shall be for a period of four years or less if sooner terminated by the action of the Chairman.

### **Standing Committees**

A standing committee is established by the Chairman of the Board of Bishops and confirmed with a binding vote providing for its scope and powers. Most governmental legislative subcommittees are standing committees, which by another name, is a permanent committee. Standing committees meet on a regular or irregular basis dependent upon their enabling act, and retain any power or oversight claims originally given them until subsequent official actions of the committee of the whole (changes to law or Rules of Operation) disbands the committee. The standing committees of the Board of Bishops shall be as follows:

#### **Conference Committee**

**Purpose of the Committee:** The purpose of the Conference Committee shall be to structure, develop, plan and implement said plans for the annual Board of Bishops' Conference for the Church of God in Christ, Inc. as well as other conferences determined by this body in the future.

**Duties of the Committee:** The duties of the Conference Committee shall be as follows:

- Identify and secure of the site of the conference.
- Negotiate and obtain approval for the budget for the annual conference.
- Develop the curriculum for the conference
- Select and obtain confirmation for the presenters and instructors in the conference.

**Organization of the Committee:** The Conference Committee shall consist of the following structure: upon approval of the Chairman of the Board of Bishops:

- Chairman
- Vice Chairman
- Conference Registrar
- Site Investigation Negotiations Team
- Members of the Committee

**Adoption of Actions of the Committee:**

#### **Credentials Committee**

- Purpose of the Committee
- Duties of the Committee
- Organization of the Committee
- Adoption of Actions of the Committee

The actions of the Credentials Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Credentials Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee.

### **Doctrinal Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee:

The actions of the Doctrinal Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Doctrinal Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee

### **Finance Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee:

The actions of the Finance Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Finance Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee

### **Budgeting Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee

**Grievance Committee**

Purpose of the Committee  
Duties of the Committee  
Organization of the Committee  
Adoption of Actions of the Committee:

**Historical Committee**

Purpose of the Committee  
Duties of the Committee  
Organization of the Committee  
Adoption of Actions of the Committee:

The actions of the Historical Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Historical Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee

**Chaplains Corp Committee**

Purpose of the Committee  
Duties of the Committee  
Organization of the Committee  
Adoption of Actions of the Committee:

The actions of the Conference Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Conference Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Funds allocated for its duties for unrelated purposes of the committee

**Job Description, Policy, Procedure and Ethics Committee**

Purpose of the Committee  
Duties of the Committee  
Organization of the Committee  
Adoption of Actions of the Committee:



The actions of the Job Description, Policy, Procedure and Ethics Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Job Description, Policy, Procedure and Ethics Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops. The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee

## **Judicial Committee**

### Purpose of the Committee

The purpose of the Judicial Committee shall be to hear and receive all Grievance Committee final reports regarding grievances against Bishops and make the final decision whether or not to submit said grievance to the Board of Bishops for trial in the following manner:

### Duties of the Committee

- i. If the Grievance Committee's Recommendation is that there is not sufficient evidence against a Bishop to warrant a trial, the Judicial Committee shall do either of the following:
  1. **RATIFY** the Grievance Committee's recommendation and submit its decision verbally and in writing to the Board of Bishops to be filed for record, OR
  2. **REQUEST** that the Grievance Committee continue its investigation for a certain period of time not to exceed thirty days and resubmit its recommendation for a second consideration by the Judicial Committee. If the second recommendation by the Grievance Committee is the same as the first, the Judicial Committee shall vote on whether to ratify or not ratify the Grievance Committee's recommendation and submit its decision to the Board of Bishops as to whether there is or is not to be a trial.
- ii. If the Grievance Committee's recommendation is that there is sufficient evidence against a Bishop to warrant a trial, the Judicial Committee shall do either of the following:
  1. **RATIFY** the Grievance Committee's recommendation and submit the matter to the Board of Bishops for trial, OR
  2. **REJECT** the Grievance Committee's decision and submit its report verbally and in writing to the Board of Bishops to be filed as a matter of record by the Secretary.

- iii. The Judicial Committee shall not be bound by any recommendation from the Grievance Committee. The Judicial Committee shall be the final authority as to whether a case or charges proceed to trial.

#### Organization of the Committee

- i. The Judicial Committee shall be comprised of fourteen members chosen by lot (as determined by the COGIC BOB Executive Board) from among the non-elected and non-appointed officers of the BOB to any office of the Board of Bishops. The first eleven chosen will serve a four year term. The other three jurors are to serve as alternates to serve if any of the twelve become unable or unwilling to serve. The new Judicial Committee members will be selected by lot as soon as practical if the total number of members falls below eleven. No deliberations of the Judicial Committee shall be conducted or proceed toward any final recommendation with fewer than eleven members voting on the matter with the votes recorded and a part of the committee report. The term of service will be consistent with the terms of the quadrennial elected officers of the COGIC BOB.
- ii. The Judicial Committee shall have a Chair, Vice- Chair, and Secretary which shall be elected by the members of the Judicial Committee.
- iii. No members of the Judicial Committee shall serve as jurors in any trial of any Bishop.
- iv. No members of the Grievance Committee shall serve in any trial of any bishop.
- v. The limitations of the Committee shall include but not be limited to the following:
  - .1 It shall not financially obligate the Board of Bishops without prior approval,
  - .2 It shall not appropriate funds allocated for its duties for unrelated purposes of the Committee.
- vi. All actions of the Judicial Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

#### Adoption of Actions of the Committee:

The actions of the Judicial Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Judicial Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee <sup>1</sup>

### **Parliamentary Procedures Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee:

The actions of the Parliamentary Procedures Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Parliamentary Procedures Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee

### **Political Action Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee:

The actions of the Political Action Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Political Action Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee

### **Protocol and Vestment Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee:

The actions of the Protocol and Vestment Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same. All actions of the Protocol and Vestment Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee

### **Recognition and Awards Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee:

The actions of the Recognition and Awards Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Recognition and Awards Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee

### **Resolution Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee:

The actions of the Resolution Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Resolution Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes of the committee

### **Writer's Committee**

Purpose of the Committee

Duties of the Committee

## Organization of the Committee

### Adoption of Actions of the Committee:

The actions of the Writer's Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Writer's Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes  
of the committee

## **Pioneers and Senior Mentoring Committee**

### Purpose of the Committee

### Duties of the Committee

### Organization of the Committee

### Adoption of Actions of the Committee:

The actions of the Pioneers and Senior Mentoring Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Pioneers and Senior Mentoring Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes  
of the committee

## **Episcopal Adjutant Committee**

### Purpose of the Committee

### Duties of the Committee

### Organization of the Committee

### Adoption of Actions of the Committee:

The actions of the Episcopal Adjutant Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Episcopal Adjutant Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes  
of the committee

### **Sergeant-At-Arms Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee:

The actions of the Sergeant-At-Arms Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Conference Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes  
of the committee

### **Insurance Committee**

Purpose of the Committee

Duties of the Committee

Organization of the Committee

Adoption of Actions of the Committee:

The actions of the Sergeant-At-Arms Committee shall be ratified by the members of the Board of Bishops in a regular meeting of the same.

All actions of the Conference Committee shall be communicated to the Chairman of the Board of Bishops prior to presentation to the members of the Board of Bishops

The limitations of the committee shall include but not be limited to the following:

Financially obligate the Board of Bishops without prior approval  
Appropriate funds allocated for its duties for unrelated purposes  
of the committee

## **XI. DUES**

The Board of Bishops shall determine the dues of its members on a sliding scale as outlined below, and shall be payable on the first meeting during the annual Holy Convocation. Said determined amount shall be re-evaluated periodically as needed:

Section a: Jurisdictional Bishops with twenty (20) or more churches – 100% of the determined amount

Section b: Jurisdictional Bishops with less than twenty (20) churches and less than 300 members – 75% of the determined amount

Section c: All Auxiliary Bishops and International Bishops – 50% of the determined amount

Section d: Senior Bishops ninety (90) years and older with less than 300 members – 50% of the determined amount

**XII. AMENDMENTS**

These Rules of Operation may be altered, amended, repealed or added to at any regular meeting of the Board of Bishops, provided each amendment shall have been presented in writing or electronic transmission. Amendments to these Rules of Operation shall be ratified by two-thirds of all members of the board, present and voting.

**Section a: Submission**

An amendment to these Rules of Operation shall be submitted in writing to the resolutions committee. Said resolution shall be presented to the members of this board for action. A copy of the resolution shall also be submitted to the Chairman and Executive Committee, and all of the members of the board at least thirty days prior to the vote.

**Section b: Adoption**

These Rules of Operation shall be considered adopted and in immediate effect if and when two-thirds of the members present and voting at the business meeting at which the vote is taken shall vote in favor of the same.

Adopted by the members of: **BOARD OF BISHOPS OF THE CHURCH OF GOD IN CHRIST**

On: \_\_\_\_\_





# **Judicial Process and Procedure**

## **RULE NO. 1**

### **General Provisions**

(a) The Board of Bishops adopts these Rules of Procedure under the authority of paragraph 2(g) of Article VIII, § D (Church Discipline) of the Official Manual. So far as applicable, these Rules of Procedure and the Official Manual of the Church of God in Christ shall be the rules of the Board of Bishops and any Committee or subcommittee thereof.

(b) These Rules of Procedure of the Board of Bishops may be modified, amended, or repealed by a vote of a majority of the Board of Bishops certified and present at the designated Meeting. In no event shall any of these Rules of Procedure, in whole or in part, be modified, amended, or repealed if fewer than 40 consecrated members of the Board of Bishops are certified and present at the designated meeting.

(c) When the interests of justice so require, the Board of Bishops, by a majority vote of its members registered and present at the designated Meeting, may adopt any special procedural rules, not inconsistent with these rules, deemed necessary to resolve a particular matter before it. Copies of such special procedures shall be furnished to all parties in the matter.

(d) A trial of a Member of the Board of Bishops shall only be held during the annual Holy Convocation or during the April Call meeting of any particular year; provided however, that for good cause shown the Executive Committee may set a trial at another date so long as all other procedural requirements contained in these Rules of Procedure are met.

(e) The Executive Committee of the Board of Bishops shall have access to such information that they request as necessary to conduct Board of Bishops' business.

(f) Whenever necessary to accomplish the purpose of these Rules of Procedure, the Board of Bishops, the Executive Committee of the Board of Bishops or any of the Committees of the

Board of Bishops may meet by teleconference, video conference, or other electronic medium so long as the meeting has been posted at least 48 hours prior to convening and that the minutes of the meeting are properly recorded and made available to the members.

## **RULE NO. 2**

### **Definitions**

(a) “Official Manual” means the book titled Office Manual published in 1973 and reprinted in 1991, including subsequent unpublished amendments, which contain the Constitution, Doctrines, and Disciple of the Church of God in Christ.

(b) “Sexual Misconduct Policy Handbook” means the handbook or its replacement drafted by the Office of the General Counsel to set forth the Church of God in Christ’s policy with respect to sexual misconduct and/or sexual harassment.

(c) “Complaint” means a written allegation of improper conduct against a Member of the Board of Bishops filed with the Board of Bishops with the intent to initiate an inquiry, a trial and/or sanctions.

(d) “Board of Bishops” means the organization or college of all consecrated Bishops in the Church of God in Christ.

(e) “General Board” means the twelve (12) member board of Bishops elected by the General Assembly on a quadrennial basis to serve as executives of the Church of God in Christ.

(f) “General Assembly” means the supreme legislative authority of the Church of God in Christ.

(g) “Judiciary Board” means the appellate court of the Church of God in Christ whose members are elected by the General Assembly and whose duty is to interpret the constitution and to protect the rights of every member of the Church of God in Christ.

(h) “Judiciary Committee” means the committee within the Board of Bishops whose members are appointed by the Chairman of the Board of Bishops and are responsible for

prosecuting certain Complaints brought by nonmembers of the Board of Bishops.

(i) “Grievance Committee” means the committee within the Board of Bishops whose members are appointed by the Chairman of the Board of Bishops to consider Complaints for the purpose of determining whether there is just cause to try a member of the Board of Bishops.

(j) “Executive Session” means a meeting of the Board of Bishops or one of its Committees closed to the public.

(k) “Meetings” means a regular or special session of the Board of Bishops or one of its Committees in which the attendees constitute a quorum under the Rules of the Board of Bishops.

(l) “Prosecuting Authority” means the entity or person responsible for prosecuting a Statement of Alleged Violation before the Board of Bishops.

(m) “Executive Committee” means the members of the Board of Bishops elected from its membership on a quadrennial basis to manage the business of the Board of Bishops which shall include the Chairman, Vice Chairman, 2<sup>nd</sup> Vice Chairman, Secretary, Assistant Secretary, Treasurer, and any other Bishops appointed by the Chairman of the Board of Bishops not exceeding 13 members in totality.

(n) “Statement of Alleged Violation” means a formal charging document filed by the Grievance Committee containing specific allegations against a Bishop of a violation of the Official Manual, Sexual Misconduct Policy, law, rule, regulation, or other standard of conduct applicable to the performance of official duties or the discharge of official responsibilities.

(o) “Presiding Bishop” means the Chief Executive Officer of the Church of God in Christ elected from among the General Board on a quadrennial basis.

(p) “Complainant” means the individual or entity that accused the Bishop of improper conduct and files a Complaint with the Board of Bishops.

(q) “Respondent” means the Bishop who is accused of improper conduct by a Complainant and the Complainant has filed a Complaint with the Board of Bishops.

(r) “Answer” means the signed written response of the Respondent to the Statement of Alleged Violation promulgated by the Grievance Committee.

## **RULE NO. 3**

### **Complaints**

(a) A Complaint brought pursuant to Article VIII, § D of the Church of God in Christ Official Manual and submitted to the Board of Bishops shall be in writing, dated, and properly verified (a document will be considered properly verified where a notary executes it with the language, “Signed and sworn to (or affirmed) before me on (date) by (the name of the person)” setting forth in simple, concise, and direct statements –

(1) the name and legal address of the party filing the Complaint (hereinafter referred to as the “Complainant”);

(2) the name and legal address of legal counsel for the Complainant, if any;

(3) the name and position or title of the Respondent;

(4) the nature of the alleged violation of the Church of God in Christ Official Manual or of other law, rule, regulation, or other standard of conduct applicable to the performance of duties or discharge of responsibilities;

(5) the facts alleged to give rise to the violation. The Complaint shall not contain innuendo, speculative assertions, or conclusory statements; and

(6) a statement whether the Complaint is being brought in the Respondent’s capacity as a Jurisdictional Bishop or in some other capacity, *e.g.*, a pastor or Auxiliary Bishop.

(b) If the Complaint is being brought against the Bishop for his conduct in his capacity as a pastor of a local congregation, the Complainant must certify in writing that the Complaint is being brought by a majority of the members of the local congregation.

(c) A Complaint must be accompanied by a certification, which may be unsworn, that the

Complainant has provided an exact copy of the filed Complaint and all attachments to the Respondent.

(d) Any documents in the possession of the Complainant that relate to the allegations may be submitted with the Complaint.

(e) The Executive Committee of the Board of Bishops, after insuring that the Complaint is in proper form and properly verified, shall deliver and refer the matter and all documents pertaining thereto to the Grievance Committee for action and disposition whether or not the matter is being reviewed by appropriate law enforcement or regulatory authorities. If action is deferred on the Complaint for any reason as determined by the Grievance Committee, the Grievance Committee is to inform the Executive Committee immediately AND the Secretary must inform both the Complainant and Respondent, in writing, of the decision to defer action. In no event shall the Board of Bishops defer action longer than 180 days from the date the Complaint is initially received by the Board of Bishops. At the end of the deferral period, the Secretary of the Board of Bishops shall notify in writing the parties and their counsel that the action has commenced and the days which have expired prior to the notice of deferral shall be assessed against the requirement of final resolution set forth in Rule of Procedure No. 4. <sup>ii</sup>

(f) A Complaint may not be amended without leave of the Board of Bishops. Otherwise, any new allegations of improper conduct must be submitted in a new Complaint that independently meets the procedural requirements of the Rules of the Board of Bishops.

(g) (1) The Board of Bishops shall not consider a Complaint, nor shall any investigation be undertaken by the Board of Bishops, of any alleged violation which occurred more than three (3) years prior to the date of submission unless the Board of Bishops determines



that the conduct supporting the alleged violation is directly related to a violation which occurred within the three (3) years.

(2) Notwithstanding the provisions contained in paragraph (1), if the Complainant alleges matters of sexual misconduct as set forth in the Sexual Misconduct Policy Handbook promulgated by the Office of the General Counsel of the Church of God in Christ, the Board of Bishops shall consider the Complaint only if the alleged violations occurred within the previous ten (10) years or if the Complainant alleges that the Respondent engaged in behavior to cover up or hide the violation. If the Complainant alleges that the victim of sexual misconduct was less than 18 years of age at the time of the alleged violations, the Board of Bishops shall consider the Complaint at any point up to ten (10) years after the victim turns 21 years of age.

## **RULE NO. 4**

### **Duties of Secretary and Vice Chairman**

(a) Whenever a person who is not a member of the Board of Bishops or member of the General Board offers and submits information to the Board of Bishops as a Complaint, the Secretary, the Vice Chairman, and the 2nd Vice Chairman of the Board of Bishops shall have thirty (30) calendar days to determine whether the information meets the requirements of the Board of Bishops Rule of Procedure No. 3, Sections (a), (b), (c), and (d) before delivering the Complaint to the Grievance Committee for its action. The Grievance Committee then will make a determination, after investigation, if just cause exists to submit the matter for trial before the Board of Bishops and will submit its recommendation to the Board of Bishops through the Secretary, the Vice Chairman, and the 2nd Vice Chairman of the Board of Bishops Executive Committee for action by the Board of Bishops.

(b) The Secretary of the Board of Bishops shall notify the Respondent in writing regarding the Board of Bishops' decision either to dismiss the Complaint or consider the matter for trial.

(c) If information submitted to the Board of Bishops does not meet the requirements of Procedure No. 3, Sections (a), (b), (c), and (d), the Secretary, the Vice Chairman, and the 2nd Vice Chairman of the Board of Bishops Executive Committee must return the information to the Complainant with a written statement that specifically sets forth the reasons the Complaint fails to meet the requirements of Rule of Procedure No. 3, Sections (a), (b), (c), and (d).

(d) If the Complaint is being brought against a Respondent in his capacity as a Pastor and the Complaint does not certify that a majority of the members of the local congregation is bringing the action, the Secretary, the Vice Chairman, and the 2nd Vice Chairman of the Board of Bishops Executive Committee must return the Complaint unless and until the Complainant can provide the necessary certification. Complaints brought against a Bishop in his capacity as a Pastor may only be

heard by the Board of Bishops if the complaint is brought by a majority of the members of the local congregation. <sup>iii</sup>

(e) The Secretary of the Board of Bishops shall notify the Respondent in writing regarding the Board of Bishops' decision either to dismiss the Complaint or submit the Complaint to the Grievance Committee for a just cause determination.

(f) Whenever the Secretary, Vice Chairman, and 2<sup>nd</sup> Vice Chairman jointly determine that information submitted to the Board of Bishops does not meet the requirements of Rule of Procedure No. 3, they must return the information to the Complainant with a written statement that specifically sets forth the reasons the Complaint fails to meet the requirements of Rule of Procedure No. 3.

(g) If the Complaint is being brought against a Respondent in his capacity as a Pastor and the Complaint does not certify that a majority of the members of the local congregation is bringing the action, the Secretary, Vice Chairman and 2<sup>nd</sup> Vice Chairman must return the Complaint and dismiss the action unless and until the Complainant can provide the necessary certification. Complaints brought against a Bishop in his capacity as a Pastor may only be heard by the Board of Bishops if the complaint is brought by a majority of the members of the local congregation.

## **RULE NO. 5**

### **Processing of Complaints**

(a) If the Secretary, First Vice-Chairman and Second Vice-Chairman of the Board of Bishops determine pursuant to Rule of Procedure No. 4 that the complaint is in compliance with the Board of Bishops' Rule of Procedure No. 3, Sections (a), (b), (c), and (d), a copy of the complaint and the Board of Bishops Rules shall be forwarded to the Respondent within five (5) days of that determination with notice that the Complaint conforms to Rule of Procedure No. 3 Sections (a), (b), (c), and (d).

(b) The Respondent may, within thirty (30) days of the Board of Bishops' notification that the Complaint conforms to Rule of Procedure No. 3, Sections (a), (b), (c), and (d), provide to the Board of Bishops any information relevant to the Complaint filed with the Board of Bishops. The Respondent may submit a written statement in response to the Complaint. Such a statement shall be signed by the Respondent. If the statement is prepared by counsel for the Respondent, the Respondent shall sign a representation that the Respondent has reviewed the response and agrees with the factual assertions contained therein. This response does not constitute the Answer under Rule of Procedure No. 8.

(c) Information offered as a Complaint by the General Board shall be transmitted directly to the Grievance Committee for consideration pursuant to Rule of Procedure No. 6. A Complaint offered by a member of the General Board must conform to the pleading requirements set forth in Rule of Procedure No. 3.

(d) Information offered as a Complaint by a Member of the Board of Bishops shall be transmitted directly to the Grievance Committee for consideration pursuant to Rule of Procedure No.

6. A Complaint offered by a member of the Board of Bishops must conform to the pleading requirements set forth in Rule of Procedure No. 3.

(e) Information offered as a Complaint by an individual not a Member of the Board of Bishops shall be transmitted to the Grievance Committee, provided that the Secretary, First Vice-Chairman and Second Vice-Chairman, pursuant to Rule of Procedure No. 4, certify in writing that the Complaint conforms to the requirements of Rule of Procedure No. 3 Sections (a), (b), (c), and (d), and warrants the review and consideration of the Grievance Committee.

(f) In all instances, unless the matter is deferred pursuant to Rule of Procedure No. 3 or action is extended pursuant to Rule of Procedure No. 1, all Complaints notwithstanding its source must reach final resolution in the Board of Bishops 545 days from the date of first submission to the Board of Bishops.

(g) If a Complaint or information offered as a Complaint is deemed frivolous by an affirmative vote of a majority of the Board of Bishops registered and present at the designated meeting, the Board of Bishops may take such action as it, by an affirmative vote of a majority of the members of the Board of Bishops registered and present deems appropriate in the circumstances, including, but not limited to revocation of the credentials of the offending party and an assessment of the cost of these proceedings.<sup>iv</sup>

## **RULE NO. 6**

### **Duties of Grievance Committee**

(a) (1) The Chairman shall designate seven (7) members of the Board of Bishops to serve as the Grievance Committee to undertake an investigation for the purpose of determining whether there is just cause to try a member of the Board of Bishops. At the time of appointment, the Chairman shall designate one member of the Committee to serve as the chair. The Secretary First Vice-Chairman, and the Second Vice-Chairman of the Executive Committee, may serve as nonvoting, ex-officio members of the Grievance Committee as observers, but may not participate in any of the deliberations or attempt to influence the Grievance Committee in the substance of its deliberations or decisions.

(2) When a matter is transmitted to the Grievance Committee, the Respondent shall be notified of the membership of the Grievance Committee and shall have ten (10) days after such notice is transmitted to object to the participation of any Grievance Committee member. Such objection shall be in writing and must specifically set forth the grounds that the Grievance Committee member cannot render an impartial and unbiased decision. The Grievance Committee member against whom the objection is made shall be the sole judge of any disqualification.

(b) In an inquiry undertaken by the Grievance Committee –

(1) All proceedings, including the taking of testimony, shall be conducted in Executive Session and all testimony taken by deposition or things produced shall be deemed to have been taken or produced in Executive Session.

(2) The chair of the Grievance Committee shall ask the Respondent and all witnesses whether they intend to be represented by counsel. If so, the Respondent or witnesses or

their legal representatives shall provide written designation of counsel. A Respondent or witness who is represented by counsel shall not be questioned in the absence of counsel unless an explicit waiver is obtained.

(3) The Grievance Committee shall provide the Respondent an opportunity to present, orally or in writing, a statement, which must be under oath or affirmation, regarding the allegations and any other relevant questions arising out of the inquiry.

(4) The professional staff of the Board of Bishops may, at the request of the Grievance Committee, assist the Grievance Committee in its obligation to interview witnesses, examine documents and other evidence. The Grievance Committee may request that submitted statements be under oath or affirmation and that documents be certified as to their authenticity and accuracy.

(5) The Grievance Committee, by a majority vote of its members, may require the attendance and testimony of witnesses and the production of such books, records, correspondence, memoranda, papers, documents, and other items as it deems necessary to the conduct of the inquiry. Unless the Grievance Committee otherwise provides, the summons power shall rest in the chair of the Grievance Committee and a summons shall be issued upon the request of the Grievance Committee.

(6) The Grievance Committee shall require that testimony be given under oath or affirmation. The form of the oath or affirmation shall be: “Do you solemnly affirm that the testimony you will give before this Committee in the matter now under consideration will be the truth, the whole truth, and nothing but the truth (so help you God)?” The oath or affirmation shall be administered by the chair or Committee member designated by the chair to administer oaths.

(7) The provisions in this section (b) herein do not preclude the Grievance Committee, its Chairman or his designee from taking actions to investigate allegations, including interviewing a witness or potential witness to ascertain the facts set forth in a Complaint. The results of any such investigation shall be shared with the Grievance Committee at large and made part of the record.

(c) During the inquiry, the procedure respecting the admissibility of evidence and rulings shall be as follows:

(1) Any relevant evidence shall be admissible unless the evidence is subject to a recognized privilege.

(2) The chair of the Committee or other presiding member at any investigative proceeding shall rule upon any question of admissibility or relevance of evidence, motion, procedure or any other matter, and may direct any witness to answer any questions under penalty of contempt. A witness, witness counsel, or a member of the Committee may appeal any rulings to the members present at that proceeding. A majority vote of the members present at such proceeding on such appeal shall govern the question of admissibility, and no appeal shall lie to the Board of Bishops at large.

(3) Whenever a person is determined by a majority vote of the Grievance Committee to be in contempt of the Grievance Committee, the matter may be referred to the Board of Bishops to determine whether to refer the matter to the appropriate credentialing body for consideration.

(4) Board of Bishops' counsel may, subject to Committee approval, enter into stipulations with the Respondent and/or the Respondent's counsel as to facts that are not in



dispute.

(d) The Grievance Committee shall complete its inquiry and make its just cause determination in no longer than 180 days from the date the matter is received pursuant to Rule No. 5.

(e) Upon an affirmative vote of a majority of the Committee members, and an affirmative vote of a majority of the Board of Bishops registered and present at the meeting, the Committee may expand the scope of its inquiry; provided however that if Board of Bishops votes to expand the scope of the inquiry, the time for completion of the just cause determination regarding the initial Complaint shall not be extended beyond the 180 days.

(f) Upon completion of the inquiry, the Grievance Committee, by a majority vote of its members, may adopt and transmit to the Secretary of the Board of Bishops a Statement of Alleged Violation if it determines that there is just cause to believe that a violation of the Official Manual, or of a law, rule, regulation, or other standard of conduct applicable to the performance of the official duties or the discharge of official responsibilities by a Member of the Board of Bishops. If more than one violation is alleged, such statement shall be divided into separate counts. Each count shall relate to a separate violation, shall contain a plain and concise statement of the alleged facts of such violation, and shall include a reference to the provision of the Official Manual or law, rule, regulation or other applicable standard of conduct governing the performance of duties or discharge of responsibilities alleged to have been violated. The Secretary of the Board of Bishops shall transmit a copy of such Statement of Alleged Violation to the Respondent and the Respondent's counsel within 5 days of receipt of the Statement of Alleged Violation from the Grievance Committee.

(g) If the Committee does not adopt a Statement of Alleged Violation, it shall transmit to the Board of Bishops a report containing summary of the information received in the inquiry, its conclusions and reasons therefor, and any appropriate recommendation and the matter shall be dismissed.

(h) The Grievance Committee may conduct its meetings, deliberations and hearings by teleconference, video conference, or other electronic medium so long as the meeting has been posted at least three (3) days prior and a majority of the members are in attendance. By a majority vote of the members of the Grievance Committee, the posting requirement set forth herein may be waived.<sup>v</sup>

## **RULE NO. 7**

### **Committee Reporting Requirements**

(a) Whenever the Grievance Committee does not adopt a Statement of Alleged Violation, it must transmit a report to that effect to the Secretary of the Board of Bishops.

(b) Whenever the Grievance Committee adopts a Statement of Alleged Violation but recommends that no further action be taken, it shall transmit a report to the Board of Bishops regarding the Statement of Alleged Violation and its recommendation. The Board of Bishops will then accept or reject the recommendation.

(c) Whenever the Grievance Committee adopts a Statement of Alleged Violation, the Respondent admits to the violations set forth in such Statement, and the Respondent waives the right to an adjudicatory hearing:

(1) the Executive Committee of the Board of Bishops shall prepare a report recommending sanctions for transmittal to the Board of Bishops, a final draft of which shall be provided to the Respondent not less than fifteen (15) business days before the Board of Bishops votes on whether to adopt the report;

(2) the Respondent may submit views in writing regarding the report to the Executive Committee within ten (10) business days of receipt of that draft;

(3) before the commencement of any sanction hearing, the Executive Committee shall transmit a report to the Board of Bishops regarding the Statement of Alleged Violation, recommended sanctions, together with any views submitted by the Respondent pursuant to subparagraph (2);

(4) the Executive Committee shall also submit the report to the General Secretary

for distribution pursuant to Article VIII, § D, ¶ 2(b) of the Official Manual;

(5) the Respondent may waive a sanction hearing;

(6) the Board of Bishops shall by an affirmative vote of a majority of its

members who are registered and present determine the appropriate sanction to be imposed upon the Respondent and issue a final order.

(d) Members of the Board of Bishops shall have not less than 72 hours to review any report transmitted to the Board of Bishops by a Grievance Committee before either the commencement of a sanction hearing and/or the Committee vote on whether to adopt the report of the Executive Committee.

(e) Whenever the Grievance Committee adopts a Statement of Alleged Violation, and the Respondent does not admit to the violations set forth in the statement, the Respondent must file an Answer or other response pursuant to Rule No. 8.<sup>vi</sup>

## **RULE NO. 8**

### **Respondent's Answer**

(a) (1) Within thirty (30) days from the date of transmittal of a Statement of Alleged Violation, the Respondent shall file an Answer with the Secretary of the Board of Bishops to be given to the Grievance Committee to be considered in its deliberations.. The Answer shall be in writing and under oath, signed by Respondent and Respondent's counsel, if any. Failure to file an Answer within the time prescribed may be considered by the Grievance Committee and the Board of Bishops as an admission of each count.

(2) The Answer shall contain an admission to or denial of each count set forth in the Statement of Alleged Violation and may include negative, affirmative, or alternative defenses and any supporting evidence or other relevant information.

(b) (1) The Respondent may file with the Secretary of the Board of Bishops a Motion to Dismiss the Statement of Alleged Violation no later than ten (10) business days from the date of transmittal of the Statement of Alleged Violation. Such motion to dismiss shall be immediately delivered to the Grievance Committee.

(2) The Grievance Committee shall respond to the Motion to Dismiss within fifteen (15) business days of filing, submitting its response to the Board of Bishops via the Executive Committee. The Board of Bishops, under the direction of the Chairman, will in its next business session act on the recommendation of the Grievance Committee. The results of the decision shall immediately be transmitted to the Respondent as directed by the Chairman of the Board of Bishops.

(3) A Motion to Dismiss may be made on the grounds that the Complaint or Statement of Alleged Violation fails to state facts that constitute a violation of the Official Manual or other applicable law, rule, regulation, or standard of conduct, or on the grounds that the Board of Bishops lacks jurisdiction to consider the allegations contained in the Statement of Alleged

Violation.

(c) If the day on which any answer, motion, reply, or other pleading must be filed falls on a Saturday, Sunday, or holiday, such filing shall be made on the first business day thereafter.

(d) As soon as practicable after an Answer has been filed or the time for such filing has expired, the Statement of Alleged Violation and any answer, motion, reply, or other pleading connected therewith shall be transmitted by the Secretary of the Board of Bishops to the Prosecutorial Authority and the General Secretary for distribution pursuant to Article VIII, § D, ¶ 2(b) of the Official Manual.<sup>Vii</sup>

## **RULE NO. 9**

### **Prosecutorial Responsibility**

(a) In the event that the General Board brings a claim to the Board of Bishops, the General Counsel of the Church of God in Christ shall represent the General Board in all Complaints brought by a majority of the General Board.

(b) If a Complaint is brought by less than a majority of the General Board, the remaining members of the General Board may seek permission of the Presiding Bishop to use the General Counsel to represent the General Board before the Grievance Committee and the adjudicatory hearing, if any; or the remaining members may select outside counsel who shall be a member of the Church of God in Christ and licensed to practice law in one of the jurisdictions in the United States.

(c) If a Complaint is brought by a person who is not a member of the General Board, the matter may be prosecuted by the Judiciary Committee, or the Executive Committee by majority vote may select outside counsel who shall be a member of the Church of God in Christ and licensed to practice law in one of the jurisdictions in the United States to represent the Complainant before the Grievance Committee and at the adjudicatory hearing, if any; or the Complainant pursuant to Article VIII, § D, ¶ 2(e) of the Official Manual may select its own counsel who shall be a member of the Church of God in Christ and licensed to practice law in one of the jurisdictions in the United States.

(d) Any person representing the complaining party shall be considered the Prosecuting Authority.

## **RULE NO. 10**

### **Adjudicatory Hearings**

(a) If a Statement of Alleged Violation is transmitted to the Secretary of the Board of Bishops pursuant to Rule of Procedure No. 6(e), the Chairman shall set the matter for trial. Notice of the trial date shall be given to all Bishops and to the parties to the Complaint at least thirty (30) days prior to the date of trial.

(b) Pursuant to Article VIII, § D, ¶ 2(d) of the Official Manual, the Board of Bishops, via twelve bishops selected by lot and from within the bishops to compose the Church of God in Christ Bishops jury, shall hold an adjudicatory hearing to determine whether any counts in the Statement of Alleged Violation have been proved by clear and convincing evidence and shall make written findings of fact, except where such violations have been admitted by Respondent. Three alternate jurors shall also be selected to serve, in order of their selection, in the event any member of the Church of God in Christ Board of Bishops jury shall be unable to serve. The members and alternates of the Church of God in Christ Board of Bishops jury shall be selected to serve for only one adjudicatory process or trial. No such jurors shall be permitted to serve for consecutive trials. The time of the selections from among the members of the Board of Bishops will be at the discretion of the Board of Bishops via its Executive Board.

(2) All bishops are eligible for selection to the bishops jury (except members of the Grievance Committee, members of the Judicial Committee, members of the Executive Board, members of the Judiciary Board, members of the General Board, and elected members of the General Assembly).

(3) The Board of Bishops must approve each Bishops jury via majority vote of those present and voting and must clearly designate by majority vote that each Bishops jury will act on the behalf of the Board of Bishops with regard to any adjudicatory process or trial. Each bishops jury must be composed of Bishops in good standing with the Board of Bishops.



(4) All Bishops selected for the Bishops jury must be present during the entire adjudicatory process or trial to consider all evidence that is presented. If any juror leaves or absents himself during any part of any trial, he will be disqualified as a member of the Bishops jury and will not be permitted to participate further in said trial.

(5) Only those Bishops who participate in the adjudicatory process/trial will be permitted to participate in determining the punishment phase as is specified in Article VIII, SECTION D 2. (j) of the Church of God in Christ manual.

(c) The Chairman of the Board of Bishops shall preside over the hearing and the Secretary of the Board of Bishops shall record the minutes.

(d) The Board of Bishops jury shall have the power of summons over all credential holders of the Church of God in Christ.

(e) At an adjudicatory hearing, the Board of Bishops jury may require, by summons or otherwise, the attendance and testimony of such witnesses and production of such books, records, correspondence, memoranda, papers, documents, and other items as it deems necessary. Depositions, interrogatories, and sworn statements taken under any Grievance Committee direction may be accepted into the hearing record.

(f) (1) The Prosecuting Authority shall, in writing, notify the Respondent that the Respondent and Respondent's counsel have the right to inspect, review, copy, or photograph books, papers, documents, photographs, or other tangible objects that the Prosecuting Authority intends to use as evidenced against the Respondent in an adjudicatory hearing. The Respondent

shall be given access to such evidence, and shall be provided the names of witnesses the Prosecuting Authority intends to call, and a summary of their expected testimony, no less than fifteen (15) calendar days prior to any such hearing. Except in extraordinary circumstances, no evidence may be introduced or witness called in an adjudicatory hearing unless the Respondent has been afforded a prior opportunity to review such evidence or has been provided the name of the witness.

(2) After a witness has testified on direct examination at an adjudicatory hearing, the Prosecuting Authority, at the request of the Respondent, shall make available to the Respondent any statement of the witness in the possession of the Grievance Committee which relates to the subject matter as to which the witness has testified.

(3) Any other testimony, statement, or documentary evidence in the possession of the Prosecuting Authority which is material to the Respondent's defense shall be made available to the Respondent.

(g) No less than five (5) days prior to the hearing, the Respondent or counsel shall provide the Prosecuting Authority with the names of witnesses expected to be called, summaries of their expected testimony, and copies of any documents or other evidence proposed to be introduced.

(h) The Respondent or counsel may apply to the Prosecuting Authority for the issuance of summons for the appearance of witnesses or the production of evidence. The application shall be granted upon a showing by the Respondent that the proposed testimony or evidence is relevant and not otherwise available to Respondent. The application may be denied if not made at a reasonable time or if the testimony or evidence would be merely cumulative.

(i) The Chairman of the Board of Bishops may designate in writing another member of the Executive Committee to preside over the adjudicatory hearing in his absence.

(j) During the hearing, the procedures regarding the admissibility of evidence and rulings shall be as follows:

(1) Any relevant evidence shall be admissible unless the evidence is privileged under the precedents of the Board of Bishops.

(2) The Chairman of the Board of Bishops or other presiding member at an adjudicatory hearing shall rule upon any question of admissibility or relevance of evidence, motion, procedure, or any other matter, and may direct any witness to answer any question under penalty of contempt. The witness, witness counsel, or a member of the Committee may appeal any ruling to the members present at that proceeding. A majority vote of the members present at such proceeding on such an appeal shall govern the question of admissibility.

(3) Whenever a witness is deemed by the Chairman of the Board of Bishops or other presiding member to be in contempt of the Board of Bishops, the matter may be referred to the appropriate credentialing body.

(4) Prosecuting Authority may enter into stipulations with the Respondent and/or the Respondent's counsel as to facts that are not in dispute.

(k) Unless otherwise provided, the order of an adjudicatory hearing shall be as follows:

(1) The Chairman of the Board of Bishops shall open the hearing by stating the Board of Bishops jury's authority to conduct the hearing and the purpose of the hearing.

(2) The Chairman of the Board of Bishops shall then recognize Prosecuting

Authority and the Respondent's counsel, in turn, for the purpose of giving opening statements.

(3) Testimony from witnesses and other relevant evidence shall be received in the following order whenever possible.

(i) witnesses (deposition transcripts and affidavits obtained during the inquiry may be used in lieu of live witnesses if the witness is unavailable) and other evidence offered by the Committee counsel;

(ii) witnesses and other evidence offered by the Respondent;

(iii) rebuttal witnesses, as permitted by the Chairman.

(4) Witnesses at a hearing shall be examined first by counsel calling such witness. The opposing counsel may then cross-examine the witness. Redirect examination and recross examination by counsel may be permitted at the Chairman's discretion.

(5) The Chairman of the Board of Bishops shall then recognize Prosecuting Authority and Respondent's counsel, in turn, for the purpose of giving closing arguments. Prosecuting Authority may reserve time for rebuttal argument, as permitted by the Chairman of the Board of Bishops.

(l) All adjudicatory proceedings shall be recorded by a court stenographer the cost of which shall be shared by the litigants.

(m) A summons to a witness to appear at a hearing shall be served sufficiently in advance of that witness's scheduled appearance to allow the witness a reasonable period of time, as determined by the Chairman of the Board of Bishops, to prepare for the hearing and to employ counsel.

(n) Each witness appearing before the Board of Bishops jury shall be furnished a printed

copy of the Board of Bishops' rules, the relevant provisions of the Board of Bishops applicable to the rights of witnesses, and a copy of the Statement of Alleged Violation.

(o) Testimony of all witnesses shall be taken under oath or affirmation. The form of the oath or affirmation shall be: "Do you solemnly affirm that the testimony you will give before this Committee in the matter now under consideration will be the truth, the whole truth, and nothing but the truth (so help you God)?" The oath or affirmation shall be administered by the Chairman or Board of Bishops member designated by the Chair to administer oaths.

(p) At an adjudicatory hearing, the burden of proof rests on Prosecuting Authority to establish the facts alleged in the Statement of Alleged Violation by clear and convincing evidence. However, Prosecuting Authority need not present any evidence regarding any count that is admitted by the Respondent or any fact stipulated.

(q) As soon as practicable after all testimony and evidence has been presented, the Board of Bishops jury shall consider each count contained in the Statement of Alleged Violation and shall determine by a majority vote of its members whether each count has been proved. If a majority of the Board of Bishops jury does not vote that a count has been proved, a motion to reconsider that vote may be made only by a member who voted that the count was not proved. A count that is not proved shall be considered as dismissed by the Committee.

(r) If the Board of Bishops jury by majority of those Bishops registered and present vote and determine that any count has been proved, then the Board of Bishops jury shall determine appropriate sanctions pursuant to Article VIII, § D, ¶ 2(j) of the Official Manual. The decisions of the Church of God in Christ Board of Bishops jury shall be the final decisions of the Board of Bishops on trial and appropriate sanctions matters.<sup>viii</sup>

## **RULE NO. 11**

### **Confidentiality**

(a) Before any Member of the Board of Bishops or employee of the Board of Bishops may have access to information that is confidential under the rules of the Board of Bishops, the following affirmation shall be executed in writing:

“I do solemnly affirm that I will not disclose, to any person or entity outside the Board of Bishops, any information received in the course of my service with the Board of Bishops, except as authorized by the Board of Bishops or in accordance with its rules.”

Copies of the executed affirmation shall be provided to the Secretary of the Board of Bishops as part of the records of the Board of Bishops. Breaches of confidentiality shall be investigated by the Board of Bishops and appropriate action shall be taken.

(b) No member of the staff or outside counsel may make public, unless approved by an affirmative vote of a majority of the members of the Board of Bishops, any information, document, or other material that is confidential, derived from executive session, or classified and that is obtained during the course of employment with the Board of Bishops.

(c) Board of Bishops members and staff shall not disclose any evidence relating to an investigation to any person or organization outside the Board of Bishops unless authorized by the Board of Bishops.

(d) Board of Bishops members and staff of the Board of Bishops or its Committees shall not disclose to any person or organization outside the Board of Bishops, unless authorized by the Board of Bishops, any information regarding the Board of Bishops or a Grievance Committee’s investigative, adjudicatory or other proceedings, including but not limited to: (i) the fact or nature of any Complaints; (ii) executive session proceedings; (iii) information pertaining

to or copies of any Board of Bishops or Grievance Committee report, study, or other document which purports to express the views, findings, conclusions or recommendations of the Board of Bishops or its Committees in connection with any of its activities or proceedings; or (iv) any other information or allegation respecting the conduct of a Member of the Board of Bishops. This rule shall not prohibit the Chairman of the Board of Bishops from disclosing to the General Assembly Chairman or the Judiciary Board the existence of a Board of Bishops investigation, the name of the Member who is the subject of that investigation, and a brief statement of the scope of that investigation in a written request for information. Such disclosures will only be made subject to written confirmation from the requesting body that the information provided by Chairman will be kept confidential by the requesting body.

(e) Except as otherwise specifically authorized by the Grievance Committee, no Committee member or staff member shall disclose to any person outside the Committee, the name of any witness subpoenaed to testify or to produce evidence.

(f) Unless required by order of the Court, or other legal authority, the Grievance Committee shall not disclose to any person or organization outside the Board of Bishops any information concerning the conduct of a Respondent until it has transmitted a Statement of Alleged Violation to such Respondent and the Respondent has been given full opportunity to respond pursuant to Rule of Procedure No. 8. The Statement of Alleged Violation and any written response thereto shall be made public at the first meeting or hearing on the matter that is open to the public after such opportunity has been provided. Any other materials in the possession of the Grievance Committee regarding such statement may be made public as authorized by the Grievance Committee to the extent consistent with the Rules of the Board of Bishops. If no public hearing is

held on the matter, the Statement of Alleged Violation and any written response thereto shall be included in the Grievance Committee's final report on the matter to the Board of Bishops.

(g) Unless otherwise determined by a vote of the Board of Bishops, only the Chairman or member of the Executive Committee by designation may make public statements regarding matters before the Board of Bishops or any Committee.

(h) The Grievance Committee may establish procedures necessary to prevent the unauthorized disclosure of any testimony or other information received by the Grievance Committee or its staff.



## **RULE NO. 12**

### **Rights of Respondents and Witnesses**

(a) A Respondent shall be informed of the right to be represented by counsel which is to be provided at the Respondent's own expense.

(b) A Respondent may seek to waive any procedural rights or steps in the disciplinary process. A request for waiver must be in writing, signed by the Respondent, and must detail what procedural steps the Respondent seeks to waive. Any such request shall be subject to the acceptance of the Committee or subcommittee, as appropriate.

(c) Not less than ten (10) calendar days before a scheduled vote by the Grievance Committee on a Statement of Alleged Violation, the Committee shall provide the Respondent with a copy of the Statement of Alleged Violation it intends to adopt together with all evidence it intends to use to prove those charges which it intends to adopt, including documentary evidence, witness testimony, memoranda of witness interviews, and physical evidence, unless the Committee by an affirmative vote of a majority of its members decides to withhold certain evidence in order to protect a witness, but if such evidence is withheld, the Committee shall inform the Respondent that evidence is being withheld and of the count to which such evidence relates.

(d) Neither the Respondent nor Respondent's counsel shall, directly or indirectly, contact the Grievance Committee or any member thereof during the period of time set forth in paragraph (c) except for the sole purpose of settlement discussions where counsels for the Respondent and for the Board of Bishops are present.

(e) If, at any time after the issuance of a Statement of Alleged Violation, the Board of Bishops or the Prosecuting Authority determines that it intends to use evidence not provided to a

Respondent under paragraph (c) to prove the charges contained in the Statement of Alleged Violation (or any amendment thereof), such evidence shall be made immediately available to the Respondent, and it may be used in any further proceeding under the Board of Bishops rules.

(f) Evidence provided pursuant to paragraph (c) or (e) shall be made available to the Respondent and Respondent's counsel only after each agrees, in writing, that no document, information, or other materials obtained pursuant to that paragraph shall be made public until –

(1) such time as a Statement of Alleged Violation is made public by the Board of Bishops if the Respondent has waived the adjudicatory hearing; or

(2) the commencement of an adjudicatory hearing if the Respondent has not waived an adjudicatory hearing; but the failure of Respondent and Respondent's counsel to so agree in writing, and thereof not receive the evidence, shall not preclude the issuance of a Statement of Alleged Violation at the end of the period referenced to in (c).

(g) A Respondent shall receive written notice whenever –

(1) There has been a determination pursuant to these Rules of Procedure that information the Board of Bishops has received constitutes a Complaint;

(2) A Complaint or allegation is transmitted to the Grievance Committee;

(3) That the Grievance Committee votes to authorize its first subpoena or to take testimony under oath, whichever occurs first; and

(4) The Grievance Committee votes to expand the scope of the inquiry of an investigation committee.

(h) Whenever the Grievance Committee adopts a Statement of Alleged Violation and a Respondent enters into an agreement with that Committee to settle a Complaint on which the

Statement is based, that agreement shall be in writing and signed by the Respondent and the Respondent's counsel, the Chairman of the Board of Bishops and Counsel for the Board of Bishops.

(i) Statements or information derived solely from a Respondent or Respondent's counsel during any settlement discussions between the Board of Bishops or a Committee thereof and the Respondent shall not be included in any report of the Committee or the Board of Bishops or otherwise publicly disclosed without the consent of the Respondent.

(j) Witnesses shall be afforded a reasonable period of time, as determined by the Board of Bishops or Grievance Committee, to prepare for an appearance before the Grievance Committee or for an adjudicatory hearing and to obtain counsel.

(k) Prior to their testimony, witnesses shall be furnished a printed copy of the Board of Bishops' Rules of Procedure applicable to the rights of witnesses.

(l) Witnesses may be accompanied by their own counsel for the purpose of advising them concerning their rights. The Chairman may punish breaches of order and decorum, and of professional responsibility on the part of counsel, by censure and exclusion from the hearing; and the Board of Bishops may cite the offender to the General Assembly.

(m) With the approval of the Chairman, a witness, upon request, may be provided with a transcript of the witness's own deposition or other testimony taken in executive session, or, with the approval of the Chairman, to examine such transcript in the office of the Chairman. Any such request shall be in writing and shall include a statement that the witness, and his counsel, agrees to maintain the confidentiality of all executive session proceedings covered by such transcript.

## **RULE NO. 13**

### ***Board of Bishops Complaint Staff***

- (a) The Complaint Staff is to be assembled and retained as a professional staff.
- (b) The Executive Committee shall appoint and hire legal counsel for the Board of Bishops. The Executive Committee may also appoint and hire a Chief of Staff for management of complaints. Both the Chief of Staff and Counsel of the Board of Bishops shall be members of the Church of God in Christ.
- (c) Each member of the staff shall be professional and demonstrably qualified for the position for which the individual is hired.
- (d) The staff as a whole and each individual member of the staff shall perform all official duties in a professional manner.
- (e) All staff members shall be appointed by an affirmative vote of a majority of the members of the Executive Committee. Such vote shall occur at the first meeting of the membership of the Board of Bishops during each four-year term of the Executive Committee.
- (f) The Board of Bishops may retain counsel not employed by the Board of Bishops whenever the Board of Bishops determines, by an affirmative vote of a majority of the Executive Committee, that the retention of additional outside counsel is necessary and appropriate.
- (g) If the Board of Bishops determines that it is necessary to retain additional staff members for the purpose of a particular investigation or other proceeding, then such staff shall be retained only for the duration of that particular investigation or proceeding.

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- <sup>i</sup> X: Committees - Judicial Committee amended on 1-18-17
  - <sup>ii</sup> Rule 3 (e) amended on 4-6-16
  - <sup>iii</sup> Rule 4 (a), (b), (c), (d) amended on 4-6-16
  - <sup>iv</sup> Rule 5 (a), (b), (e) amended on 4-6-16
  - <sup>v</sup> Rule 6 (a), (b) amended on 4-6-16
  - <sup>vi</sup> Rule 7 (b) amended on 4-6-16
  - <sup>vii</sup> Rule 8 (a), (b), (c), (d) on 4-6-16
  - <sup>viii</sup> Rule 10 (b), (d), (e), (k), (n), (q), (r) Amended on 1-18-2017