



July 28 – August 2
PHOENIX, ARIZONA



Election of the Secretary

The process for election of the secretary of the Evangelical Lutheran Church in America is governed by the applicable bylaws and the Rules of Organization and Procedure as adopted by the Churchwide Assembly.

The effect of the ballot on which an election takes place will be the following action:

To elect _____ to a six-year term, commencing on the first day of the third month after election, as secretary of the Evangelical Lutheran Church in America.

ELCA bylaw **19.01.04.** and continuing resolution **19.01.A24.** specify the process for nomination and election of the secretary as follows:

- 19.01.04.** The secretary shall be elected by the Churchwide Assembly by ecclesiastical ballot. The election shall proceed without oral nominations. If the first ballot for secretary does not result in an election, it shall be considered a nominating ballot. On the first ballot, three-fourths of the votes cast shall be required for election. Thereafter only such votes as are cast for persons who received votes on the first or nominating ballot shall be valid. On the second ballot, three-fourths of the votes cast shall be required for election. On the third ballot, the voting shall be limited to the seven persons (plus ties) receiving the greatest number of votes on the second ballot, and two-thirds of the votes cast shall be required for election. On the fourth ballot, voting shall be limited to the three persons (plus ties) receiving the greatest number of votes on the previous ballot, and 60 percent of the votes cast shall elect. On subsequent ballots, voting shall be limited to the two persons (plus ties) receiving the greatest number of votes on the previous ballot, and a majority of the votes cast shall elect.
- 19.01.A24.** *In a year when the presiding bishop, vice president, or secretary shall be elected, those who will serve as voting members of the upcoming Churchwide Assembly shall be invited to identify the names of up to three persons per office who might be considered for election as presiding bishop, vice president, or secretary. Names shall be submitted to the Office of the Secretary at least four months prior to the assembly. The Office of the Secretary shall contact those persons identified and request biographical information. At least 30 days prior to the Churchwide Assembly, the biographical information received from those persons open to consideration shall be distributed to the voting members.*

Duties and Responsibilities

The duties and responsibilities of the secretary, as specified in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, are diverse and numerous, including the following:

- 13.11.** **The officers shall be the presiding bishop, vice president, secretary, and treasurer. Each officer shall be a voting member of a congregation of this church.**
- 13.40.** **SECRETARY**
- 13.41.** **The secretary shall serve under the presiding bishop of this church, providing leadership, as specified in Chapter 11 of this constitution, and shall fulfill the normal functions of the secretary of a corporation.**
- 13.41.01.** The secretary, as the recording officer of this church, shall keep the minutes, have responsibility for rosters, records, and reporting of congregation statistics, oversee the archives, attest to all documents that require such signature, be the custodian of the seal, and perform other duties as prescribed by the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- 13.41.02.** The secretary shall:
- Be responsible for the minutes and records of the Churchwide Assembly, Church Council, Executive Committee, and Conference of Bishops, and shall receive complete minutes for permanent record of all boards and committees of the churchwide organization.
 - Maintain the rosters of ministers, congregations, and synods.
 - Provide for the publication of official documents and policies of this church; assembly reports; assembly minutes; a directory of congregations, rostered ministers, and entities of this church; and other informational and statistical material.

- d. Receive the annual report of the congregations in a form devised by the secretary, summarize the information, and make the summary available to this church.
 - e. Oversee the general counsel and coordinate the use of legal services by the churchwide organization.
 - f. Be responsible for the archives of this church.
 - g. Implement and operate a records management system for the churchwide organization.
 - h. In collaboration with the presiding bishop and the leadership of each group, provide for the preparation of the agenda for the Churchwide Assembly, Church Council, Executive Committee, and Conference of Bishops.
 - i. Arrange for and manage churchwide meetings, including the Churchwide Assembly, Church Council, Conference of Bishops, and others.
 - j. Have custody of the seal, maintain a necrology, and attest documents.
- 13.41.03.** The secretary, in consultation with the presiding bishop, shall be responsible for preparation and research of amendments to the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, as well as the *Constitution for Synods* and the *Model Constitution for Congregations*, to be proposed by the Church Council for action by the Churchwide Assembly in accordance with provisions of Chapter 22.
- 13.41.04.** The secretary shall prepare interpretations, as necessary, of the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If a board (including a board of a separately incorporated ministry), committee, or synod disagrees with the interpretations, as rendered, the objecting entity may appeal the secretary's interpretation to the Church Council.
- 13.41.05.** The secretary may, upon two successive unexcused absences of a member of the Church Council, board, or committee of the churchwide organization, declare that member's position vacant.
- 13.41.06.** The secretary shall provide staff services to the Nominating Committee of the Churchwide Assembly and the nomination process of the Church Council; shall be responsible for declaring an interim vacancy resulting from the resignation, death, removal, disqualification, or disability of a member of a board (including a board of a separately incorporated ministry), committee, or council; and shall arrange for an election by the Church Council to fill the vacancy consistent with Chapter 14.
- 13.42.** **The secretary shall be elected by the Churchwide Assembly to a six-year term and serve until a successor takes office.**
- 13.42.01.** The secretary shall be elected as provided in Chapter 19 and shall take office on the first day of the third month after election.
- 13.42.02.** The secretary shall be a full-time, salaried position.

Other constitutional provisions, bylaws, and continuing resolutions related to the role and responsibilities of the secretary also apply. Those cited above provide the general overview of the office. See also Section II of the *Bulletin of Report* for the Report of the Secretary.