

## Bylaw II: Meetings

Palmwood Church will hold meetings from time to time to conduct the business of the church. These meetings may be for the whole church (congregation meetings) or for various teams and groups within the church.

The primary work of the church is worship, prayer, preaching of the gospel, and teaching, fellowship, and ministry toward others. For purposes of this bylaw, this work will be termed “ministry business”. Business of the church having to do with its organization and functions common to a corporation will be termed “corporate business”. Examples of corporate business include election of officers, amendment of Constitution and Bylaws, significant financial transactions, **membership matters**, and any other question brought to the congregation by the Board of Elders.

### Section 1: Meetings and Location

All meetings will be held at the place and time advertised on the church’s mobile app and website (<https://www.palmwoodchurch.com>).

The congregation will meet annually in late January to conduct corporate business as advertised on <https://www.palmwoodchurch.com>. It may meet at other times throughout the year for special business or informational meetings as called by the Board of Elders. These annual and special meetings will be given notice per Section 2 of this bylaw.

A scheduled meeting for corporate business may be rescheduled as to place or time on shortened notice for a compelling and urgent reason (such as for natural disaster), upon agreement by two-thirds of the Board of Elders. If adequate notice (of at least a week beforehand) of the change of place or time cannot be given, the meeting must be postponed until adequate notice can be received by the congregation.

### Section 2: Announcements

The date, time, and location of all congregational meetings for Palmwood Church shall be announced during the Sunday worship service, on the church website and mobile app, and in other appropriate manners calculated to provide actual notice to members and as specified in the bylaws. Before each business meeting, the Board of Elders will review the eligibility to vote of full members before the business meeting and connect with any whose eligibility may be in question with a view toward reconciling their eligibility if possible.

Notice for the Annual Congregational Meeting will be given 30 days in advance of the date of meeting.

Notice for other special meetings will be given two weeks in advance of the date of meeting, except ~~as noted below: the notice shall be given 30 days in advance in case of an amendment to a bylaw.~~

1. At least 30 days for amendments to the articles of the Constitution
2. At least 30 days for amendments to the bylaws
3. At least 30 days for officer elections
4. At least 30 days for significant financial decisions (see item 10 of Section 5 Functions and Duties, Bylaw IV Board of Elders)
5. At least 2 weeks for membership matters
6. At least 1 week for information documents

Documents required for any congregation decision will be provided to each full member household by electronic means or by paper copy as requested by each household in advance of the meeting. ~~as specified below:~~

1. ~~At least 30 days for amendments to the articles of the Constitution~~
2. ~~At least 30 days for amendments to the bylaws~~
3. ~~At least 30 days for officer elections~~
4. ~~At least 30 days for significant financial decisions (see item 10 of Section 5 Functions and Duties, Bylaw IV Board of Elders)~~
5. ~~At least 2 weeks for membership matters~~
6. ~~At least 1 week for information documents.~~

## Section 3: Annual Congregational Meeting

1. The Annual Congregational Meeting in January is the primary business meeting for the congregation. Its purpose will be to adopt an annual budget and elect church officers and directors, as required by the bylaws and applicable state laws. The Lead Pastor and other officers will also report on the state of the church and present other pending business for decision by the Congregation.
2. The meeting agenda will include:
  - a. The vision for Palmwood Church for the new year, including new ministry developments as well as retrospective on the year just completed, to be presented by the Lead Pastor.
  - b. Officers nominated for election:
    - i. The Board of Elders will present a slate of nominees to the various positions specified in Bylaw III. This slate of nominees will have been provided to each full member two weeks before the Annual Congregational Meeting for review and response to the board by any concerned full member.
    - ii. The congregation will vote whether to accept the slate of nominees.
  - c. Financial report for the year just completed: The treasurer will give an overview and answer any questions from the congregation.