



2023 LCMS CONVENTION — CERTIFICATION OF: VOTING DELEGATES AND ALTERNATES NONVOTING ADVISORY DELEGATES ADVISORY REPRESENTATIVES

INSTRUCTIONS FOR DISTRICT SECRETARIES

(A) VOTING DELEGATES/ALTERNATES

VOTING DELEGATES/ALTERNATES — CERTIFICATION

District circuit visitors are responsible for the proper conduct of electoral circuit forums (Bylaws 3.1.2) and for the use of proper procedure in the election of voting delegates to the national Synod convention (Bylaw 3.1.2.1). **You, as district secretary, are responsible for receiving and processing delegate election report forms from your circuit visitors and certifying** that, to the best of your knowledge, the elections were conducted according to the Bylaws of the Synod and that the report forms you received are complete and accurate. Certification is completed when you email the report forms to the Office of the Secretary of the Synod.

As district secretary, you must therefore examine the report forms you receive from your circuit visitors (**FORM I—OFFICIAL REGISTRATION—VOTING DELEGATES AND ALTERNATES**), taking care that the following requirements have been met.

VOTING DELEGATES/ALTERNATES — REQUIREMENTS

Meets Deadline Date

The date provided by the circuit visitor near the bottom of the form must satisfy the Bylaw 3.1.2.1(a) requirement that electoral circuit forums meet to elect delegates no later than nine (9) months prior to the opening date of the convention (i.e., **October 29, 2022**). If an electoral circuit has failed to meet this deadline, it cannot have representation at the Synod convention.

Eligibility

All pastors of electoral circuits who are called and installed to a congregation of the circuit in a non-assisting capacity and not specific ministry (SMP) pastors are eligible to be elected as pastoral voting delegates and alternates (Bylaw 3.1.2.1[d]). Licensed lay deacons may serve as lay voting delegates and alternates. Commissioned ministers may not serve as lay or pastoral voting delegates or alternates.

Meets Different Congregation/Parish Requirement

When a congregation supplies a pastoral delegate or alternate, no congregation served by him can supply another delegate or alternate, pastoral or lay. When a congregation supplies a lay delegate or alternate, that congregation's other lay members and any pastors serving it are excluded from election as delegate or alternate. If a circuit visitor's report shows two elections from the same congregation or parish — that is, two elections conflicting with the above rule — the first elected (according to the order required by Bylaw 3.1.2.1) may serve, and the other may not serve.

Corrections Deadline

If an error is made by a circuit forum, the forum can meet again a second time to correct its error, so long as there is sufficient time to do so prior to the **October 29, 2022**, deadline for circuit forum delegate elections.

Missing Information

It is also your responsibility to check the report forms you receive from circuit visitors to **verify that all requested information has been provided**. If this has not been done, you must obtain the missing information.

Submission

There are a couple of changes from the last triennium. One change is that we are asking you, as district secretary, to submit each circuit's registration forms immediately after you have reviewed and approved them. There is no need to wait until all circuits have reported. The second change is that we are not requiring printed and signed copies to be **submitted by overnight mail to the LCMS Office of the Secretary**. You only need to "affirm" your review and approval by dating and initialing each form and submitting them by email to the LCMS Office of the Secretary at LCMS-Secretary@lcms.org. However, please remember to maintain a copy for your records and provide a copy to your district president for his records. Submission of these forms to the LCMS Office of the Secretary constitutes certification (Bylaw 3.1.3.2[b]).

Registration forms for voting delegates and alternates must be submitted to the LCMS Office of the Secretary by November 4, 2022 (Bylaw 3.1.3.2).

Privacy Notice

Another change in this triennium is due to 2019 Convention Resolution 9-04A, which removed the printing of delegate addresses from the *Convention Workbook*. When collecting personal information for submission, circuit visitors may inform delegates and alternates that their mailing addresses will no longer be published in the *Workbook* but will still be important for official convention business mailings. Please also encourage delegates to supply an email address, which will be used only for official, convention-related business.

Personal information gathered for the purpose of convention registration is not to be used or disseminated for any purpose other than official convention business, even by the district.

VOTING DELEGATES/ALTERNATES — REGISTRATION CHANGES

As district secretary, your voting delegate certification responsibilities continue after you have processed and submitted the circuit visitors' report forms. You are also responsible for the certification when a registered voting delegate is no longer available to attend the convention. These changes will be reported on **FORM IV—CHANGE IN REGISTRATION**. There are three possible options to be used for and reflected on *Form IV*. Details regarding each kind of change are outlined in the paragraphs following this bulleted list.

- This delegate will be replaced by the registered alternate listed (*in the space provided on Form IV*).
- The previously registered alternate voting delegate is not available to attend and will be replaced by a “Presidential Appointment” which is listed (*in the space provided on Form IV*). *This option is only available to you IF the circuit forum elected an alternate for that position.
- This voting delegate will NOT be replaced.
- This voting delegate may be replaced by a “Presidential Appointment” at a later date.

You should maintain a copy of the completed form for your records, provide copies to your district president and the circuit visitor, and then submit the affirmed form to the Office of the Secretary by email at LCMSSecretary@lcms.org to effect and certify the change.

Elected Alternate to Replace Voting Delegate

When you are informed by a circuit visitor that a voting delegate vacancy has occurred and the elected alternate is available to serve, you will complete FORM IV to remove the delegate and replace with the alternate. You should maintain a copy of the completed form for your records, provide copies to your district president and the circuit visitor, and then submit the affirmed form to the Office of the Secretary by email at LCMSSecretary@lcms.org to effect and certify the change.

Presidential Appointment to Replace Voting Delegate and Voting Alternate

When informed that the already-registered voting delegate and the already-registered voting alternate are both not available to serve, you must immediately *inform your district president* of his need to fill the vacancy by Presidential Appointment. Then, complete and submit a copy of **FORM IV—CHANGE IN REGISTRATION** to notify of the impending appointment. When you have been informed by the president of his appointment, you will use **FORM V—PRESIDENTIAL APPOINTMENT—VOTING DELEGATES ONLY** to report the change. Maintain a copy of the completed form for your records, provide copies to your district president and the circuit visitor, and then submit the affirmed form by email at LCMSSecretary@lcms.org to the Office of the Secretary to effect and certify the change.

No Alternate Elected to Replace Voting Delegate

When a vacancy occurs in a voting delegate position and the circuit forum failed to elect an alternate, the circuit will not be able to send a delegate to the convention (district presidents may only appoint a substitute if the circuit initially filled both the delegate and alternate positions). You will report the elected delegate's unavailability to serve using FORM IV, identifying the delegate who was elected and indicating that he/she will not be replaced. As per usual, you will maintain a copy of the completed form for your records, provide copies to your district president and the circuit visitor, and submit the affirmed form to the Office of the Secretary by email at LCMSSecretary@lcms.org to effect and certify the change.

Change of Address — Form XX

When a circuit visitor informs you of a change of address or contact information of one of his circuit's elected delegates, it will be your responsibility to report the change on **FORM XX—CHANGE OF ADDRESS**. Please maintain a copy of the completed form for your records, provide a copy to your district president, and send the affirmed form to the Office of the Secretary by email at LCMSSecretary@lcms.org to effect and certify the change.

(B) NONVOTING ADVISORY DELEGATES AND ALTERNATES

NONVOTING ADVISORY DELEGATES AND ALTERNATES — CERTIFICATION

As district secretary, it is also your responsibility to **make certain that elections of nonvoting advisory delegates and alternates take place in your district** (Bylaw 3.1.3.1[a]). You should inform yourself of the bylaw expectations for such elections (Bylaw 3.1.3.1).

You will need to obtain current information (from your district office or the LCMS Office of Rosters and Statistics) regarding the numbers of advisory ordained and advisory commissioned ministers who are members of the Synod in your district — this will determine how many advisory delegates are to be elected by your district’s advisory members according to the **formula provided in Bylaw 3.1.3.1. Specific ministry (SMP) pastors are to be included** in the count of advisory ordained ministers and may serve as advisory ordained minister delegates to the Synod convention. **Licensed lay deacons and associate or assistant pastors are not to be included** in the count and may not serve as advisory delegates, ordained or commissioned. Pastors who are serving **only in an assisting capacity** (Bylaw 2.5.6), however, would be included.

When determining the number of advisory delegates to be elected, you must also take into consideration Bylaw 3.1.3.1(c), which requires that **advisory members of the Synod in your district who are eligible to be selected as advisory representatives in any of the categories of Bylaws 3.1.4–3.1.4.6 must not be counted**. Nor are they to participate in the meetings that elect the district’s advisory delegates or be considered for election as an advisory delegate.

With those bylaw provisions in mind, note also the following:

District Secretary Calls the Meeting

It is your responsibility as district secretary to call the meeting of your district’s advisory ordained ministers and the meeting of your district’s advisory commissioned ministers to elect their 2023 convention nonvoting advisory delegates. Such meetings happen best at district-wide ordained minister and commissioned minister conferences or at district conventions.

Meeting Deadline Is October 29, 2022

It is very important to make certain that these meetings to elect advisory delegates take place prior to the bylaw deadline of nine months before the convention of the Synod (i.e., **October 29, 2022**). The Bylaws of the Synod contain no provision for exceptions to this time requirement. If this deadline is not met, the opportunity for your district to send advisory delegates to the convention is lost.

Alternates Should Be Elected

The Synod’s Bylaws do not provide opportunity to fill vacancies by appointment when elected advisory delegates are not able to attend the convention. For this reason, a reasonable number of alternates should also be elected and listed in the order in which they are to be called upon to serve if/when vacancies occur.

Submission

As district secretary, you are responsible for reporting the results of the nonvoting advisory delegate elections using, as appropriate, either:

- **FORM II—Nonvoting Advisory Delegates and Alternates—Ordained;** or
- **FORM III—Nonvoting Advisory Delegates and Alternates—Commissioned.**

Use as many pages of the form as necessary. Names of alternates should be listed on these forms in the order in which they are intended to be used when vacancies occur. **The deadline for submission of these forms is November 4, 2022.** You will want to print a copy of the completed form for your records and provide a copy to your district president. Emailing the affirmed form to the Office of the Secretary at LCMSSecretary@lcms.org effects and certifies the registration of your district’s advisory delegates.

NONVOTING ADVISORY DELEGATE — SUBSTITUTIONS AND ADDRESS CHANGES

Substitutions: As district secretary, you are also responsible for the certification of *alternate* advisory delegates when it is necessary for them to serve. Vacancies in nonvoting advisory delegate positions are filled by using the information regarding alternates already reported on Form II or Form III as appropriate, contacting the individual next on the list of alternates, and verifying his/her availability to attend the convention. When such availability is known, you will use **FORM IV—CHANGE IN REGISTRATION** to report the necessary information to update the Synod’s roster of convention delegates; please maintain a copy for your file and send a copy to your district president. Send the affirmed form via email to LCMSSecretary@lcms.org. If no alternate is available, the form should be used to indicate this also.

Contact Information Changes: Should you be informed of an address or contact information change for a nonvoting advisory delegate, it is your responsibility to report the change to the Office of the Secretary on **FORM XX—CHANGE OF ADDRESS**. As per usual, you should maintain a copy of these forms for your records and provide a copy to your district president before sending the form via email to LCMSSecretary@lcms.org.

(C) DISTRICT ADVISORY REPRESENTATIVES

DISTRICT ADVISORY REPRESENTATIVES — CERTIFICATION

District President and Others

According to Bylaw 3.1.3.2, you as district secretary are also responsible for the certification of the advisory representatives attending the Synod convention from your district. This includes, according to Bylaw 3.1.4, district presidents. **Your district president's name and information** should be your first entry on **FORM VI—OFFICIAL REGISTRATION—ADVISORY REPRESENTATIVES**.

District Board of Directors

According to Bylaw 3.1.4.5, your district board of directors is **required** to be represented at Synod conventions by one representative member of the district board of directors and one member of the district executive staff (other than the district president). If your district has no staff, it may choose to send instead a second member of its board. When these selections have been made, you will continue to use the same **FORM VI** on which you have already listed your district president.

Youth Representatives

According to Bylaw 3.1.4.6, your district may also send two youth representatives to Synod conventions. If your district chooses to do so, you will continue to use the same **FORM VI** to register these youth representatives. When all of the above information has been entered and you have affirmed the report form, maintain one copy for your file and forward to the president of your district before emailing the form to *LCMSSecretary@lcms.org*, which will constitute certification of your district's advisory representatives.

DISTRICT ADVISORY REPRESENTATIVES — SUBSTITUTIONS OR ADDRESS CHANGES

Vacancies

Should a vacancy occur in any of the above advisory representative positions, you will use **FORM VII—CHANGE IN REGISTRATION—ADVISORY REPRESENTATIVES** to report replacements or to report that no replacement will be made, thereby updating the Synod's roster of representatives attending the convention and certifying any changes made.

Address Changes

In the event of an address change, you will use **FORM XX—CHANGE OF ADDRESS** to update the Synod's records.

In all cases listed, you should maintain a copy of these forms for your records and provide a copy to your district president before submitting a report form to the Office of the Secretary of the Synod by email at *LCMSSecretary@lcms.org*.

(D) IMPORTANT DEADLINE REMINDERS FOR DISTRICT SECRETARIES

IMPORTANT DEADLINES TO REMEMBER:

October 29, 2022

DISTRICT VOTING DELEGATE MEETINGS DEADLINE: By this date, your district's electoral circuit forums must have met to elect **voting delegates and alternates** to the Synod convention. You must also have convened your district's **ordained and commissioned minister advisory delegate** election meetings to elect their advisory delegates to the convention.

October 29, 2022

DISTRICT NONVOTING ADVISORY DELEGATE ELECTION MEETINGS DEADLINE: By this date, your district's ordained and commissioned minister advisory delegate meetings must have taken place to elect their nonvoting advisory delegates to the convention.

November 4, 2022

DELEGATE REGISTRATION FORMS DEADLINE: By this date, you should have received from each electoral circuit of your district **FORM I** [see (A) above] and submitted it along with your **FORM II** and **FORM III** [see (B) above] to the Office of the Secretary of the Synod by email at *LCMSSecretary@lcms.org*.

November 4, 2022

ADVISORY REPRESENTATIVES REGISTRATION FORMS DEADLINE: By this date, you should have gathered the convention registration information from your district [see (C) above] to submit using **FORM VI** by email to the Office of the Secretary of the Synod at *LCMSSecretary@lcms.org*, maintaining a copy for your records and providing a copy to your district president

Thank you for the support for this certification process that you will be able to provide in your district.