



## 2023 LCMS CONVENTION — ELECTION OF: VOTING DELEGATES NONVOTING ADVISORY DELEGATES ADVISORY REPRESENTATIVES

### INSTRUCTIONS FOR DISTRICT PRESIDENTS

#### (A) VOTING DELEGATES — SELECTION AND REGISTRATION

The responsibility for the registration and certification of official voting delegates to the 2023 Synod convention belongs to your district secretary after he receives circuit forum election report forms from your electoral circuit visitors (FORM I—Official Registration—Voting Delegates and Alternates). He certifies and registers the delegates by signing and forwarding those forms to the Office of the Secretary of the Synod (Bylaw 3.1.3.2). Your office will receive copies of these forms from your district secretary.

#### Circuit Forum Meeting Changes and Deadline

As *district president*, your primary role in this voting delegate registration process is to make certain that all circuit forum meetings take place on or before October 29, 2022 — the deadline for such meetings. The Bylaws of the Synod do not provide for exceptions to that deadline.

#### Vacancy Appointments

You as *district president* do have one important task in this process, which is the appointment of a voting pastoral or lay delegate when both the duly elected delegate and the duly elected alternate are unable to attend the convention. Such appointments, to be made in consultation with the respective circuit visitor(s) after you have been informed of the need for an appointment by your district secretary, may be made only when both the delegate and alternate positions were previously filled by circuit forum elections. These appointments may be required at any time prior to the opening of the convention.

#### Notification of Appointment

After making the appointment, you as *district president* will need to provide to your district secretary the appointee's name, physical and mailing addresses, email address, telephone number, and congregation name and location. The district secretary will then submit **FORM V—Presidential Appointment—Voting Delegates Only** to the Office of the Secretary of the Synod, which will constitute certification of the newly appointed delegate. Your district secretary will provide a copy of the completed report form for your records.

#### 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 are informing delegates and alternates that Bylaw 3.1.8 no longer requires their mailing addresses, as submitted, to be published in the *Workbook*, *but that the address will still be important for official convention business mailings and will be required on registration forms*. Delegates are also strongly encouraged 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.**

#### NONVOTING ADVISORY DELEGATES — SELECTION AND REGISTRATION

#### District-Wide Ordained and Commissioned Meeting Deadline

As *district president*, your primary role in the nonvoting advisory delegate election and registration process will be to make certain that district-wide ordained and commissioned minister meetings to elect their advisory delegates take place on or before October 29, 2022 — the deadline for such meetings. The Bylaws of the Synod do not provide for exceptions to that deadline.

#### Registration of Nonvoting Advisory Delegates

Your district secretary, who has responsibility for the registration of official nonvoting advisory delegates, is to make certain that the necessary meetings of the advisory ordained and commissioned ministers take place, monitor the selection of delegates and alternates, and report these results either on:

*FORM II—Nonvoting Advisory Delegates and Alternates—Ordained; or*

*FORM III—Nonvoting Advisory Delegates and Alternates—Commissioned.*

The completion and submission of these forms to the Office of the Secretary of the Synod constitutes certification of these advisory delegates (Bylaw 3.1.3.2). These forms must be submitted to the Office of the Secretary on or before **November 4, 2022**.

### Vacancy and Address Changes Registration

Your *district secretary* also handles all filling of vacancies, changes of addresses and contact information, and so on for all delegates. It should be noted that where advisory delegates are concerned, if an elected delegate is unable to attend the convention and no alternate delegates were elected, that position must remain vacant — there is no bylaw provision for the appointment of a replacement advisory delegate by the district president.

## (C) ADVISORY REPRESENTATIVES — REGISTRATION AND CERTIFICATION

### District Representatives

Bylaws 3.1.4 and 3.1.4.5 require specific representation from districts at Synod conventions. Bylaw 3.1.4.6 allows districts also to send youth representatives to Synod conventions. Bylaw 3.1.3.2 gives responsibility for the registration and certification of these representatives, again, to the district secretary.

### Timely Selection to Meet Deadline

You may provide assistance to your *district secretary* by making certain that your district's advisory representative selections are made in a timely manner and by bringing to the attention of your board of directors your district's opportunity to send two youth representatives to the Synod's conventions if it so chooses.

## (D) REGISTRATION FORMS AVAILABILITY

For your information and convenience, the various electronic auto-fill report forms used by your circuit visitors and *district secretary* to carry out their responsibilities are available on the 2023 LCMS convention website at <http://www.lcms.org/convention/registrations>. The specific forms available for download from this site are as follows:

*FORM I—Voting Delegates/Alternates*

*FORM II—Nonvoting Advisory Delegates/Alternates—Ordained*

*FORM III—Nonvoting Advisory Delegates/Alternates—Commissioned*

*FORM IV—Change in Registration—Delegates (Changes to Voting & Nonvoting: Forms I, II, and III)*

*FORM V—Presidential Appointment—Voting Delegates (Changes to Form I)*

*FORM VI—Advisory Representatives*

*FORM VII—Change in Registration—Advisory Representatives (Changes to Form VI)*

*FORM XX—Change of Address*

## (E) IMPORTANT REGISTRATION DEADLINE REMINDERS FOR DISTRICT PRESIDENTS

### IMPORTANT DEADLINES TO REMEMBER:

**October 29, 2022**

**DISTRICT VOTING DELEGATE ELECTION MEETINGS DEADLINE:** By this date, your district's electoral circuit forums must have met to elect voting delegates and alternates 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**

**VOTING AND ADVISORY DELEGATE REGISTRATION FORMS DEADLINE:** By this date, your district secretary must have submitted ALL voting and advisory delegate registration forms to the Office of the Secretary of the Synod by email at [LCMSSecretary@lcms.org](mailto:LCMSSecretary@lcms.org).

**November 4, 2022**

**ADVISORY REPRESENTATIVE REGISTRATION FORMS DEADLINE:** By this date, you should have gathered ALL advisory representative registration forms and sent them to the Office of the Secretary of the Synod by email at [LCMSSecretary@lcms.org](mailto:LCMSSecretary@lcms.org).

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