

X. REPRESENTATIVE BODY

A. Composition

B. Membership

A. Composition of Representative Body

Name of Assembly	Representative Body
Time of Meeting	Representative Body shall meet at least three times per year and Annual Sessions is one of the three. The dates for the upcoming year should be published no later than Annual Sessions each year. Special meetings may be called by the presiding clerk at the direction of the Administrative Oversight Committee. Thirty days prior to a called meeting, an agenda shall be supplied listing the items to be discussed.
Location of Meeting	As specified by written notice.
Convener	Yearly Meeting Presiding Clerk, Assistant Presiding Clerk, or Recording Clerk.

Major Responsibilities

“A major responsibility of the Representative Body is its oversight of the work carried on by the Yearly Meeting Organization in the coordination of the work program of the various departments.” (FAITH AND PRACTICE p. 55).

Representative Body is responsible for all affairs of the Yearly Meeting except those specifically reserved for Annual Sessions. The Representative Body is the Yearly Meeting’s chief legislative and administrative arm.

Specific Duties

1. See that its membership is filled as specified by FAITH AND PRACTICE. (p. 56)
2. Receive nominations and make final appointments to all approved committees, boards, offices and staff positions.
3. Determine the size of committees and fields of work.
4. Require regular or special reports from the various boards, committees, and commissions.
5. Hold meetings as prescribed by FAITH AND PRACTICE.
6. Maintain a record of its proceedings and publish same in the YEARLY MEETING MINUTES.
7. General care and oversight of all matters which call for the united concern and interest of Friends
8. Extend advice and assistance to persons suffering for their Christian testimonies.
9. In cooperation with the Trustees of Real Property, exercise general oversight over all Yearly Meeting properties, including real estate, monies, trusts, charitable donations or any other items coming into “Ownership” of the Yearly Meeting.
10. Give direction and approval to the Trustees relative to signing deeds, mortgages, or other legal documents.
11. Maintain a HANDBOOK of supplementary provisions.
12. Circulate minutes to all members of the Representative Body, pastors and clerks.

B. MEMBERSHIP OF REPRESENTATIVE BODY

The Representative Body shall consist of all members present who shall make up the “Board of Trustees”.

The following should make special effort to be in attendance.

- a. Two representatives from each monthly meeting or preparative meeting
 - b. Chairpersons of FCNC committees and commissions
 - c. The following by position:
 - Administrative Oversight Committee chairperson
 - Ministry and Counsel clerk
 - Ministry and Counsel presiding clerk
 - Yearly Meeting presiding clerk
 - Yearly Meeting assistant presiding clerk
 - Yearly Meeting recording clerks
 - Yearly Meeting Program Committee chairperson
 - One representative from NC Quaker Men
 - One representative from NC USFW
 - One representative from NCYM, Inc.
 - Ministers Association President
 - Stewardship-Finance chairperson
 - Treasurer
 - Yearly Meeting Superintendent
 - One representative from Quaker Lake Board of Directors
 - d. A Young Friend from each quarterly meeting.
- Appointed representatives serve a term of one year.