

A best practice document communicates how to achieve desired outcome goals for deacon activities. It describes interactions with leadership, staff and members including the timing of those interactions. We recognize that each deacon may achieve the goals through different methods using their own ability, aptitude, experiences and opportunity in serving.

## ➤ Document – Chairman Succession Plan

This document was accepted by 11 of 12 (92%) deacons, 1 has not responded as of this writing.

7 accepted it in the 12/15/24 deacon meeting and four more accepted by email within two days of the meeting.

### 1. General

- a) Our by-laws require that we have a chairman or co-chairmen.
- b) Historically, chairmen have served two years.
- c) This ministry is both about having the heart to serve and having the ability to serve. Ability may be limited by a deacon's health and/or the other responsibilities a deacon has personally (including family), professionally, and serving our congregation.
- d) A deacon desiring to be a chairman or co-chairman should reasonably be able to serve for the foreseeable future.
- e) The tasks that deacons perform (including chairmen) are outlined in a best practice document entitled ("Deacon Responsibilities") available on the CABC deacon web page.
- f) The by-laws state that deacons may temporarily step away from service and remain active. This contingency applies to chairmen also.

### 2. The succession plan

- a) Any motion to replace a chairman or a co-chairman must be seconded and then voted on.
- b) Voting must be decided by a 75% majority of the active deacons (whether currently present or not). If a 75% majority is evident and deacons are absent from the meeting the motion may carry without the absent deacons voting. Otherwise, the vote of absent deacons must be determined.
- c) The chairman and/or co-chairmen must ask the deacons annually in the July meeting if the deacons desire current leadership to resign or continue being chairman or co-chairmen.
  - 1) A motion seconded and voted could result in a chairman vacancy leaving deacons without leadership or one of the remaining co-chairs as sole chairman.
  - 2) If the motion leaves the deacon body without a chairman, a motion is required to nominate another chairman or co-chairmen.
- d) Any active deacon may make a motion to replace a chairman or co-chairmen at any time.