

PRESBYTERY DOCKET REQUEST FORM

MEETING DATE: _____

DEADLINES:

Docket Request Form in Presbytery Office by _____.

Related materials to be included in the Mailed Docket in Presbytery Office by _____.

Materials to be included in Taken Docket in Presbytery Office by _____.

PRESENTING GROUP _____
 CONTACT PERSON _____ TELEPHONE _____ E-MAIL _____

IDENTIFY PURPOSE OF EACH DOCKET ITEM (see reverse side for further explanation):

- Action (accompanied by a document to be included in mailed docket)
- Education
- Information
- Celebration

NOTE: Requests for time on the docket may only be made by committee chairs, officers and appropriate staff of the Presbytery of Genesee Valley.

FOR MAILED DOCKET: ALL ACTION ITEMS must be accompanied by a one-page document that includes:

- name of group making the motion
- draft of the motion
- background / supporting information not to exceed 100 words

(The document may be submitted on disk or sent electronically as a text file to: officeadmin@pbygenval.org.)

ALL NON-ACTION ITEM DOCUMENTS MAY BE INCLUDED IN THE TAKEN DOCKET

ITEM	PURPOSE	PRESENTER*	AMOUNT OF TIME REQUESTED	PAGES FOR MAILED	PAGES FOR TAKEN
#1					
#2					
#3					
#4					

**IF YOU ARE PLANNING TO USE THE DATA PROJECTOR FOR YOUR COMMITTEE REPORT, PLEASE COORDINATE THIS WITH THE PRESBYTERY OFFICE ONE WEEK IN ADVANCE TO AVOID TECHNICAL DELAYS.
 PLEASE CONTACT SUSAN ORR (sorr@pbygenval.org) FOR ASSISTANCE**

ANY EXCEPTIONS TO THE ABOVE PROCEDURES MUST BE REFERRED TO THE MODERATOR OF THE PRESBYTERY.

SEE IMPORTANT NOTES ON REVERSE SIDE

*Does Presenter need “privilege of the floor?” If person is not an elder commissioner or Presbyterian clergy, permission must be requested.

IMPORTANT NOTES

IDENTIFY PURPOSE OF ITEM TO BE PRESENTED

ACTION: A motion is being brought to the Presbytery for a decision. Discussion and debate may be important parts of this process—to clarify issues, share different views, understand alternatives. Though not all actions will involve debate or discussion, it is important that commissioners be provided with background material so that they can vote intelligently. All motions must be in writing and accompanied by supportive background information.

EDUCATION: Presentations designed to educate the Presbytery about various subjects; might include guest speakers, mission interpreters or educational exercises or activities.

INFORMATION: Presentations about events, programs; reports from committees about activities.

CELEBRATION: Worship, fellowship, thanksgiving for special accomplishments, saying “hello”, and “goodbye.”

TAKEN DOCKET: For the benefit of commissioners, written committee reports and printed announcements of programs and events are helpful.

ANNOUNCEMENTS: No announcements will be voiced on the floor during the meeting. All announcements must be printed in the Mailed or Taken Docket.

DISPLAY SPACE POLICY: Persons who seek display space at Presbytery Stated Meetings must be representatives of a congregation of the Presbytery, a Presbytery committee, a special mission supported by Presbytery, or one of the Presbytery’s Corporations. The Office Administrator will determine eligibility for display space.

Persons seeking display space must submit a *Request for Display Space* form to the Presbytery Office no later than the **Mailed Docket Material deadline** for the meeting at which they are requesting display space; the Presbytery Office will coordinate requests in their planning with the host church.

USE OF DATA PROJECTOR FOR POWERPOINT PRESENTATIONS OR DVD: If you are planning to use the data projector for a Powerpoint presentation or DVD, it is wise to coordinate this with the Presbytery Office one week in advance to avoid technical delays or potential disappointments. Susan Orr is available to assist you.