

1. North Carolina Yearly Meeting Annual Assembly

Time of Meeting	Over a 2-3 day period annually. Dates set and approved for following year during each Annual Assembly.
Location	Held at an announced location which is set and approved for the following year during each Annual Assembly.

Membership

1. All members have the privilege and responsibility to attend and participate in Annual Sessions.
2. All Representative Body Members.
3. Monthly Meeting Appointments
(Each Monthly Meeting appoints at least one or one for each one hundred members or major portion thereof. These are one-year appointments. Appointees should not be Representative Body members.)

Appointments

1. Presiding Clerk
2. Assistant Presiding Clerk
3. Program Chairperson
4. Recording Clerks
5. New Business Committee

Purpose of Annual Assembly

“Friends assemble in their annual sessions that they may ‘come to know one another in that which is eternal,’ promoting Christian faith, love and unity, seeking through worship and deliberation the light and vision for creative Christian service”

“The major responsibilities of North Carolina Friends in their Yearly Meeting sessions are to be met in the role and character of a general meeting. In their annual sessions Friends are called to seek, by the most effective conference methods possible, a clear understanding of the relation of their faith to forces which they can see shaping the destiny of mankind: to the dangers and needs which cause people to be gripped by fear or despair. In the spirit of worship the minds and hearts of Friends must be given fully to the search for the nature and direction of their united witness. Here they should seek together to know God’s will for them in face of the great forces which plague and menace mankind; poverty, hunger, greed, hate, war and man’s indifference to human life.” (FAITH AND PRACTICE, p.91-92)

Specific Responsibilities

1. Receive recommendations from Representatives or Representative Body. Recommendations from other sources “shall” be referred to the Representatives.
2. Approve appointment of Clerks.
3. Give final approval to any change in FAITH AND PRACTICE.
4. Take final action in the Recording of a minister.
5. Approve any statement of faith or pronouncement of major significance not clearly stated in FAITH AND PRACTICE.

2. Young Friends Yearly Meeting

Time of Meeting	In conjunction with adult sessions of Yearly Meeting unless otherwise determined
Location	Announced location in close proximity to adult sessions of Yearly Meeting
Given Oversight by	Young Friends Activities Committee and Program Ministries Department are usually directors
Membership	Interested young people in North Carolina Yearly Meeting in grades seven through twelve

Appointments

1. Presiding Clerk
2. Assistant presiding Clerk
3. Recording Clerk
4. Assistant Recording Clerk
5. Epistle Committee
6. Evaluation Committee
7. Nominating Committee

Purpose

Bring young people from across North Carolina to a period of concentrated discussion, worship, recreation and business in seeking to nurture a growing awareness of Friends beliefs and practices.

3. Junior Yearly Meeting

Time of Meeting	In conjunction with adult sessions of Yearly Meeting unless otherwise determined
Location	Announced location in close proximity to adult sessions of Yearly Meeting
Given Oversight by	Christian Education Committee
Membership	Children of parents attending adult sessions of Yearly Meeting. The meeting is, however, open to all children, five through 12 years of age, who are interested in attending.

Appointments (Annually for duration of Annual Assembly)

1. Presiding Clerk
2. Recording Clerk
3. Epistle Committee

Purpose

Provide a meaningful experience of learning, sharing, and fellowship for the children attending the Annual Assembly.

Name of Appointment	Yearly Meeting Presiding Clerk
Appointed by	Yearly Meeting after nomination by the Representatives to the Annual Assembly (assisted by the Committee on Clerks. FAITH AND PRACTICE, p. 90)
Term of Appointment	“[Yearly Meeting Clerks] shall take office at the close of the afternoon session of the last day of Yearly Meeting.” (FAITH AND PRACTICE p. 91) “It is recommended that [they] not be appointed for more than five consecutive one-year terms.” (FAITH AND PRACTICE p. 90)

General Responsibilities

Be informed of the affairs of the Yearly Meeting and promote its program through visitation and other means of communication.

Offer leadership in behalf of the Yearly Meeting wherever appropriate throughout Friends circles, or wherever the affairs or influence of the Yearly Meeting may lead.

Specific Responsibilities

1. Member of the Executive Committee
2. Member of the Program Committee
3. Member of the Board of Trustees of Friends Homes
4. Chairperson of the Agenda Committee of the Representative Body
5. Member of Pastoral Care Committee

Specific Duties

1. Preside at Annual Assembly sessions
2. Preside at Representative Body meetings
3. Send agenda to Representative Body Members prior to meetings.

Name of Appointment	Yearly Meeting Assistant Presiding Clerk
Appointed by	Yearly Meeting after nomination by the Representatives to the Annual Assembly (assisted by the Committee on Clerks, see FAITH AND PRACTICE, p. 90).
Term of Appointment	“[Yearly Meeting Clerks] shall take office at the close of the afternoon session of the last day of Yearly Meeting.” (FAITH AND PRACTICE p. 91) “It is recommended that [they] not be appointed for more than five consecutive one-year terms.” (FAITH AND PRACTICE p. 90)

General Responsibilities

Act in the capacity of Clerk when that person is unable to fulfill the role.

Be informed of the affairs of the Yearly Meeting and promote its program through visitation and other means of communication.

Offer leadership in behalf of the Yearly Meeting wherever appropriate throughout Friends circles, or wherever the affairs or influence of the Yearly Meeting may lead.

Specific Responsibility

Name of Appointment Yearly Meeting Program Committee Chairperson

Appointed by Yearly Meeting after nomination by Representatives to the Annual Assembly (assisted by the Committee on Clerks, see FAITH AND PRACTICE, p. 90)

Term of Appointment “[Yearly Meeting Clerks] shall take office at the close of the afternoon session of the last day of Yearly Meeting.” (FAITH AND PRACTICE p. 91) “It is recommended that [they] not be appointed for more than five consecutive one-year terms.” (FAITH AND PRACTICE p. 90)

General Responsibilities

Act as chairperson of the Program Committee for Annual Sessions.

Be a member of the Executive Committee.

Name of Appointment Yearly Meeting Recording Clerk and Assistants

Appointed by Yearly Meeting after nomination by the Representatives to the Annual Assembly (assisted by the Committee on Clerks, see FAITH AND PRACTICE, p. 90)

Term of Appointment “[Yearly Meeting Clerks] shall take office at the close of the afternoon session of the last day of Yearly Meeting.” (FAITH AND PRACTICE p. 91) “It is recommended that [they] not be appointed for more than five consecutive one-year terms.” (FAITH AND PRACTICE p. 90)

General Responsibilities

Be responsible for minutes of all sessions of the Annual Assembly and Representative Body.

Furnish the office secretary with copies for distribution, recording and publication in a timely manner.

Specific Responsibilities

1. Minute all actions of the Annual Assembly Sessions.
2. Minute all actions of the Representative Body.

Name of Appointment	Treasurer
Appointed by	Representative Body on the recommendation of the Stewardship-Finance Committee
Term of Appointment	3 years - eligible for only two consecutive terms

General Responsibilities

1. Oversee receiving and disbursing funds, as budgeted or directed by the Representative Body.
2. Serve as a member of the North Carolina Yearly Meeting Investment Committee.

Specific Duties

1. Review all bills to be paid prior to payment.
2. Pay all debts of the Yearly Meeting in keeping with the budget as adopted by the Representative Body.
3. Disburse funds budgeted or designated to various committees as follows:
 - a. When properly completed vouchers are submitted by the committee chairperson.
 - b. When other designated member of the committee authorizes the expenditure.
4. Review askings and report these to meetings periodically.
5. Attend and make financial reports to the Representative Body and Executive Committee as requested.

General Requirements

The treasurer is responsible to the Representative Body; however, the treasurer is free to seek guidance from the Executive Committee, Yearly Meeting staff, and others.

Name of Appointment	Assistant Treasurer
Appointed by	Representative Body on the recommendation of the Stewardship - Finance Committee
Term of Appointment	3 years - eligible for only two consecutive terms

Specific Responsibility

Act in the capacity of Treasurer when that person is unable to fulfill the role.

Specific Duties

Assist in receiving and disbursing funds as directed by the Representative Body and the various committees of the Yearly Meeting.

General Requirements

The Assistant Treasurer is responsible to the Representative Body but may seek guidance from the Executive Committee, Yearly Meeting staff and others.

IX.C.1.

Name of Appointment	Annual Assembly Representative
Appointed by	Monthly Meeting action
Number of Appointees	1 per one hundred members or major portion thereof. Each Monthly Meeting will have at least one representative.
Term of Appointment	ALL sessions of current Annual Assembly
Time of Appointment	June session of Monthly Meeting (FAITH AND PRACTICE p. 90)

IX.C.2

Name of Appointment	Representative Body Member
Appointed by	Monthly Meeting action
Number of Appointees	1 per Monthly Meeting unless otherwise specified by Representative Body.
Term of Appointment	2 years – No restriction on consecutive terms but care should be taken to avoid reappointment of inactive persons. (FAITH AND PRACTICE, p. 93)
Time of Appointment	June session of Monthly Meeting of even numbered years or when appropriate to fill unexpired terms of service
Time of Taking Office	With the last session of Annual Assembly. Interim appointments at next Representative Body meeting

Name of Appointments	Quarterly Meeting Representatives to Yearly Meeting Committees
Appointed by	Quarterly Meeting after nomination by the Quarterly Meeting Nominating Committee. Name is forwarded to Yearly Meeting.
Number of Appointees	1 from each Quarterly Meeting to serve on each of certain named Yearly Meeting committees
Term of Appointment	1 year
Time of Appointment	Before beginning of new church year – January 1

Committees that have Quarter Representatives

Care of Yearly Meeting Records
 Christian Education
 Church Extension
 Committee on Clerks
 Creative Aging
 Evangelism
 Friends Disaster
 Missions
 Nominating
 Peace
 Stewardship and Finance
 Young Adults
 Young Friends