Guidelines for the Moderator Candidates’
Process for the 222nd General Assembly (2016)

These guidelines are for the purpose of providing clarification of the Standing Rules for commissioners
wishing to stand for election for the Moderator of the General Assembly and for those advising such persons.
Additional questions may be directed to the Stated Clerk of the General Assembly.

1. Notification of Presbytery’s Endorsement of Moderatorial Candidate

The stated clerk of the presbytery should send a letter to the Stated Clerk of the General Assembly, Gradye Parsons, notifying him that the presbytery has endorsed a commissioner to stand as a candidate for Moderator. A copy of this letter should be sent to Angela Stevens, program assistant to the Stated Clerk and Moderator of the General Assembly.

The letter should include the name and address of the commissioner, and the date of the presbytery’s action. The presbytery may include the wording of the endorsing action of the presbytery, a short synopsis of the commissioner’s background, and other information it considers important.

2. Stand with Either Co-Moderator or Vice-Moderator Candidate

Standing Rule H.1.a.(2) of the Manual of the General Assembly states that the office of the Moderator of the General Assembly may be shared by Co-Moderators. According to Standing Rule H.1.b., both Co-Moderator candidates:

1) must fulfill all the requirements specified in the Standing Rules
2) notify the Stated Clerk of their intention to standing for election together, and
3) will together determine how to fulfill the duties of the office.

In accordance with Standing Rule H.1.c.(2), ordinarily, a Moderatorial candidate shall announce the selection of a commissioner who will be proposed to serve as Vice-Moderator no later than forty-five days before the convening of the assembly.

3. Spending Limited for Campaigns

The Manual of the General Assembly states that candidates should budget campaign spending of no more than $2,000, excluding travel and meeting expenses related to their candidacy [Standing Rule H.1.c.(3)(a)]. General Assemblies have encouraged frugality in expenditures, reflecting the church’s conviction that persons “stand” for election for Moderator rather than “run” for Moderator.

The Manual of the General Assembly requires that each candidate submit to the Stated Clerk an itemized statement of expenses, including travel and meeting expenses related to his/her candidacy and in-kind contributions. This statement shall be submitted to the Committee on the Office of the General Assembly prior to the convening of the General Assembly [Standing Rule H.1.c.(3)(b)].

The statements should be delivered to Angela Stevens, program assistant to the Stated Clerk and Moderator of the General Assembly, no later than Wednesday at 12 noon before the convening of the assembly. She will ensure that the statements are delivered to the Committee on the Office of the General Assembly in accordance with the Standing Rules. This information will be distributed to commissioners and advisory delegates prior to the election of the Moderator.
Examples of campaign expenditures, including those paid for in-kind donations, that must be listed in the itemized statement include, but are not limited to:

- Refreshments
- Buttons or promotional items or materials
- Postage
- Brochures & other printed material
- Phone and other communication expenses
- Design and maintenance of a website
- Social media expenses (Facebook & Twitter accounts, etc.)

Although not applied against the $2,000 limit, candidates must list all travel and meetings related to their candidacy. This includes frequent flyer coupons/credits and other in-kind donations.

4. Meetings of Groups of Presbyterians

There may be occasions, prior to the meeting of the General Assembly, when groups of Presbyterians hold forums and invite candidates to attend. At these times, such groups should invite all candidates, and pay all expenses. It is hoped that individuals will only accept invitations when they have been extended to all candidates. Participation in these events should be listed in the travel portion of the candidate’s itemized statement as described above.

It is also hoped that individuals will only accept invitations when they have been extended to all candidates to participate in meetings and forums at the General Assembly.

5. Candidates’ Booklet

In accordance with the Standing Rules, the Stated Clerk publishes for commissioners and advisory delegates an electronic information packet [Standing Rule H.1.c.(3)(g)]. The packet will include a photograph, biographical sketch, personal statement by the candidate (including a statement regarding the candidate’s sense of call to office), a written presentation by the presbytery having jurisdiction over the candidate, if that governing body has endorsed the candidate, and announcement of the commissioner each candidate has selected to be presented to the General Assembly for confirmation as Vice Moderator if the candidate is elected, and responses of the candidate to a questionnaire developed by the Stated Clerk.

The questionnaire and instructions for response will be emailed to Moderatorial candidates no later than February 26, 2016. It is based upon issues that will be before the church as business presented to the General Assembly. There is a strictly enforced word limitation for responses to each question. Candidates should be sure to keep within the limit so commissioners and delegates will have the benefit of reviewing definitive responses to each selected question.

The deadline for submitting material to be printed in the informational packet is seventy-five days prior to the convening of General Assembly. For the 222nd General Assembly (2016), the designated deadline is April 5, 2016.
6. **Candidate Online Presence**

   The information contained in the Candidates’ Booklet will be made available on the Presbyterian Church (U.S.A.) website. The Office of the General Assembly does not provide a link to a candidate’s individual page.

   Candidates may provide their own website. However, the cost of the design and maintenance of a website (including in-kind service) must be listed in the candidates’ itemized statement of expenditures and fall within the $2,000 campaign spending limit.

7. **Printed Materials**

   Standing Rule H.1.c.(3)(d) prohibits candidates from mailing campaign materials, either printed or electronic, to commissioners and/or advisory delegates and also prohibits candidates from permitting such mailings to be sent.

   If mailings are sent to persons other than commissioners and/or advisory delegates, the cost of the mailing must be listed in the candidates’ itemized statement of expenditures and fall within the budgeted campaign’s spending limit of $2,000.

   Distribution of written campaign materials at the General Assembly shall be limited to the public distribution area.

8. **Resourcing for Moderatorial Candidates**

   The Stated Clerk holds an early conference call with endorsed candidates for the purpose of discussing issues related to Moderatorial candidacy.

   Moderatorial candidates are invited to attend the General Assembly Moderator Candidate Briefing, which is scheduled to take place in Louisville, Kentucky. This orientation deals with matters that candidates will face at General Assembly and includes briefings lead by staff members of the Office of the General Assembly. The briefing date will be communicated once it has been confirmed.

   The cost for this event will be assumed by the Office of the General Assembly and will not need to be applied against the $2,000 campaign-spending limit, nor is it reported under travel cost.

   Video footage from previous General Assembly elections is available as a resource to Moderatorial candidates to prepare for the upcoming election. One can access the video stream from the 219th, 220th, and 221st General Assemblies (2010, 2012, and 2014) at the link provided below.


   If you would like video footage from General Assembly elections prior to 2010, please contact the Presbyterian Historical Society via phone: (215) 627-1852 or email: refdesk@history.pcusa.org.
9. **Riverside Conversation**

Moderatorial candidates will be invited to participate in a forum during the Riverside Conversation on Saturday morning prior to the convening of the General Assembly. Additional details will be communicated during the Moderatorial Candidate Briefing.

10. **Compliance**

The Committee on the Office of the General Assembly (COGA) receives the candidates’ itemized statement of expenses as well as a report on the candidates’ compliance with campaign practices. COGA shall report its findings to the assembly prior to the Moderatorial election, as well as post the itemized statements of campaign expenditures for the information of the commissioners and advisory delegates.

Moderatorial candidates shall conduct themselves in accordance with the *Standards of Ethics for Commissioners and Advisory Delegates to the General Assembly*, provided in the *Manual of the 222nd General Assembly (2016)*.

For additional information or assistance, please contact:

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