

A. Composition of Representative Body

Name of Assembly	Representative Body
Time of Meeting	Usually the first Saturday in March, June and November and one meeting during annual sessions. Called meetings by the Presiding Clerk upon one week's written notice to all members. "The Representative Body shall meet at least four times each year." FAITH AND PRACTICE p. 93
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. 93).

The Representative Body is responsible for all affairs of the Yearly Meeting except those specifically reserved for the Annual Assembly. "The Representative Body is the Yearly Meeting's chief legislative and administrative arm." (FAITH AND PRACTICE p. 93).

Specific Duties

1. See that its membership is filled as specified by FAITH AND PRACTICE. (p. 92)
2. Receive nominations and make final appointments to all approved committees, boards, offices and staff positions.
3. Determine the size of committees.
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. "May act in behalf of the Yearly Meeting where the interest of Friends render it necessary." (FAITH AND PRACTICE p. 94).
8. Extend advice and assistance to persons suffering for their Christian testimonies.
9. In cooperation with the Trustees and Trustees of Trust Funds, 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. Appoint a committee to assist the Representatives to the Annual Assembly "in their quest" for suitable nominees for clerks.
13. Circulate minutes to all members of the Representative Body, pastors and clerks.

B. MEMBERSHIP OF REPRESENTATIVE BODY

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| 1. | Name of Appointment | Monthly Meeting Representatives |
| | Appointed by | Each active constituent Monthly Meeting |
| | Term of Appointment | 2 years - no restriction on consecutive terms. Inactive members should not be reappointed. (See also p. 129) |
| | Number of Appointees | 1 per Monthly Meeting or Preparative Meeting. Additional appointments may be accorded larger Monthly Meetings on the recommendation of the Representative Body and approval of the Yearly Meeting. (FAITH AND PRACTICE p.92) |
| 2. | Name of Appointment | Commission and Board Representatives |
| | Appointed by | Each commission, Board of Directors of Quaker Lake, Trustees of Trust Funds, USFW, Quaker Men, Board of Directors of Friends Homes, and Ministerial Association. |
| | Term of Appointment | 2 years, but no longer than term on appointing body. |
| | Number of Appointees | 1 by each of the above named bodies |
| 3. | Name of Appointment | Young Friends Representatives |
| | Appointed by | Young Friends Activities Committee |
| | Term of Appointment | 2 years |
| | Number of Appointees | 10 |
| 4. | Name | At-Large Representatives |
| | Appointed by | Representative Body on recommendation by the Nominating Committee. |
| | Term of Appointment | 2 years |
| | Number of Appointees | 15 with "Recognized competence in the affairs of the Society" (FAITH AND PRACTICE p. 93). |
| 5. | Name | Ex officio Members |
| | Appointed by | Virtue of position held |
| | Term of Appointment | In accordance with position |
| | Appointed Members | Clerks and Assistant Clerks of the Yearly Meeting and the Yearly Meeting on Ministry and Counsel, Treasurer, Superintendent, Executive Committee Chairperson and Chairperson of Trustees. |

Members, guests and visiting Friends are welcome to attend and share in concerns.