



**CONSTITUTION AND BY-LAWS
OF THE
ALABAMA STATE MISSIONARY BAPTIST
CONVENTION, INC.**

AMENDED 2021

DR. MELVIN OWENS, PRESIDENT

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Constitution and By-Laws of the Alabama State Missionary Baptist Convention, Inc.

Preamble

We, the clergy and laity of the Missionary Baptist Churches of the state of Alabama, in order to reach, involve, and enlist every member and every Missionary Baptist Church in the state of Alabama in the work of Christian Missions and Christian Education, do herewith set forth this constitution as an incentive and guideline to achieve the lofty goal of unity and cooperation of the Missionary Baptist Churches in the proclamation of the Gospel of Jesus Christ through general and ministerial education and to carry out the Great Commission (Matthew 28: 19-20), by promoting Home and Foreign Missions and the support of Christian Education.

Constitution

Article I: Name

This body shall be known as the Alabama State Missionary Baptist Convention, Incorporated.

Article II: Objective

This convention shall have as its objective the uniting of Missionary Baptist Churches and their organizations for the proclamation of the Gospel of Jesus Christ through the preaching and teaching of the Word of God, the encouragement and support of Christian Education, and, the promotion of Home and Foreign Missions.

Article III: Meetings

This convention shall have two regularly scheduled meetings during the year, and other necessary meetings as called by the President and the Executive Committee.

1. The **Annual Session** shall convene during the month of November, on Tuesday following the second Sunday.
2. The **Adjourned Session** shall convene during the month of January at a time to be determined by the President and announced through mailings and or the convention website, a minimum of ten days prior to session convening.
3. **"Called" meetings** must be announced through mailings, the convention website, or the most expedient means thirty days prior to such meeting. The announcement shall define in detail the purpose for the "called" meeting.

Article IV: Membership

Section 1. Membership

The membership of this convention shall be Representative, comprised of messengers from churches and associations who are in harmony with their local churches and associations, and, with the purpose of this convention.

Section 2. Representation

Churches that are members of this convention shall represent annually in according with one of the categories which are reflected in the annual budget adopted by the convention. Checks or money orders must be made payable to the Alabama State Missionary Baptist Convention, Inc., and forwarded to the office of the Executive Secretary/Treasurer. All monies paid shall be credited toward the respective church's annual contribution.

Article V: Officers

The officers of this convention shall be President, First Vice President, Second Vice-President, four Vice-Presidents, each being a President of one of the four (4) District State Wings (NE, NW, SE, SW), General Secretary, Assistant General Secretary, Executive Secretary/Treasurer, Corresponding Secretary, President of the Women's Department, President of the Laymen's Department, and President of the Congress of Christian Education, Statistician, Director of Christian Education, Director of Missions, Home Mission Representative, Foreign Mission Representative, and from the Chartered Trustee Board of Selma University shall be the Chairperson, and Chief of Staff.

Article VI: Duties of Officers

- A. **President:** The President (or his designee) shall preside at all meetings of the Board and of the Executive Committee and shall be an ex officio member, with a right to vote, in all committees (except the Nominating Committee). Additionally, the President shall:
1. Present at each Annual Session a report of the condition or the affairs of the Convention.
 2. Cause to be called Regular and Special Meetings of the Convention in accordance with this Constitution and By-Laws.
 3. Appoint and remove, employ and discharge, and fix honorariums of all officers and staff of the convention.
 4. Sign and make all contracts and agreements in the name of the convention.

5. See that the books, reports, statements, and documents required by the Constitution and By-Laws are properly kept, made, and filed according to the law.
 6. Have a clear knowledge and understanding of the affairs of the convention.
 7. Enforce the By-Laws and perform all duties pertaining to the office of Convention President.
 8. Appoint committees on any subject, either for special projects or for the purpose of having a standing committee.
 9. Ensure that an external audit is conducted every four years at the close of an administration.
- B. **Vice President:** It shall be the duty of the Vice President to preside in the absence of the President, or when called upon to do so by the President; should the office of the Presidency become vacant or the President becomes unable to carry on the work of the convention between sessions, it shall be his duty to carry on the work until the next scheduled election.
- C. **Second Vice President:** The Second Vice President shall preside over the business of the convention whenever both the President and the Vice President are absent, and at other times upon the request of the President. Should the offices of the Presidency and Vice President become vacant, or both become unable to carry on the work of the convention between sessions, it shall be his duty to carry on the work until the next scheduled election.
- D. **Four District State Wings:** One of each of the four district state wings: each shall preside over the business and sessions of the respective district of the State Convention over which they have been elected President. Each shall be available during the Annual Session of the State Convention to preside at the discretion of the State Convention President. These Presidents must be aware of the Constituency and Authority provision as provided by Article 8 (Sections 1, 2, and 3), of this Constitution.
- E. **Executive Secretary/Treasurer:** The Executive Secretary/Treasurer shall be recommended by the President and the Executive Board, subject to the approval of the Convention. The Executive Secretary/Treasurer shall be responsible to the Convention under the supervision of the President and Executive Board. The Executive Secretary/Treasurer shall:
1. Be responsible for keeping an accurate account of all funds received and paid out through the office, and shall submit a written report of the same at the Annual Session of the Convention or when called upon by the President and the Executive Board.

2. Disburse no funds except by order of the Convention President and /or Executive Board, or as otherwise provided by the Convention.
 3. Devise plans and methods for registration; and shall be responsible for receiving and supervising all Convention funds, provided such plans and methods have met the approval of the President, Executive Board and/or the Convention.
 4. Coordinate the fiscal affairs of the Convention, its boards, agents, auxiliaries, departments, and all other organizations under the auspices of the Convention, as directed by the Convention, President, and Executive Board.
 5. Consult with the President concerning all recommendations for increasing efficient handling of the funds of the Convention, its boards, auxiliaries and departments.
 6. Be bondable.
- F. **General Secretary:** It shall be the duty of the General Secretary to keep an accurate record of all proceedings of the Convention. The General Secretary shall:
1. Read any communications to the convention requested by the President.
 2. Record proceedings of convention meetings.
 3. Be responsible with the four Wings' Presidents for publication and distribution.
 4. Perform such other duties as assigned by the President.
- G. **Assistant General Secretary:** The duty of the Assistant General Secretary shall be to assist the General Secretary, as needed. The Assistant General Secretary shall also assume all duties and responsibilities of the General Secretary in the event that the General Secretary is unavailable or the position becomes vacant.
- H. **Corresponding Secretary:** The duty of the Corresponding Secretary shall be to assist the General Secretary and write any communications for the Convention upon the direction of the President. The Corresponding Secretary shall assist the Executive Secretary/Treasurer with tasks as assigned by the President.
- I. **President of the Women's Auxiliary:** The duties of the President of the Women's Auxiliary shall be composed of:
1. Presiding over all meeting of the Women's Auxiliary.
 2. Appointing persons to fill all required positions to operate Women's Auxiliary effectively.

3. Providing job description for each position.
 4. Developing a complete Annual operating budget for Women's Auxiliary.
 5. Scheduling and planning dates, time for all meetings, and selecting speakers for scheduled programs.
 6. Preparing yearly calendar of Women's Auxiliary activities and programs.
 7. Organizing, scheduling, and preparing for Board meetings, Annual conventions and Special Efforts Programs.
 8. Approving all correspondence and programs from each department before publication.
 9. Working with all departments within the Women's Auxiliary.
- J. **President of the Laymen:** The President of Laymen shall preside over all meetings and business sessions of the Laymen's Auxiliary, submit an annual budget to the Secretary/Treasurer and give directions to the men of the Laymen's Auxiliary. In the event the State Laymen's President is absent or unable to serve, the First Vice President shall preside or serve as Interim President with the approval of the State Convention President until the annual session shall convene.
- K. **President of the Congress of Christian Education:** The President of the Congress of Christian Education shall preside at all meetings, sign all orders for the Congress and perform such other duties as are usually assigned to such office. The President of the Congress of Christian Education shall:
1. Lead the Congress and manage the administrative organization of the Congress.
 2. Appoint all Congress officers, staff and workers. He shall review the educational program on a continual basis and implement changes that will improve the quality and scope of services offered.
- L. **Statistician:** The Statistician shall collect, compute, analyze and interpret mathematical data concerning the constituency of the Convention, such as the number of member churches of the Convention, and the total number of persons who are members of the Convention. The Statistician should keep other pertinent data concerning the Convention, and shall provide a report which reflects the net gain or losses during a respective year.

- M. **Director of Christian Education:** The Director of Christian Education shall have the Christian Education Program of the State Convention under its supervision. The Director of Christian Education shall:
1. Supervise the Christian Education Program in all areas of the state, and conduct workshops in the State Convention, District State Conventions, and Associations.
 2. Endeavor to ensure that Schools and institutes meet State and National standards of certification.
- N. **Assistant Director of Christian Education:** The Assistant Director of Christian Education shall be responsible to and serve under the supervision of the Director of Christian Education.
- O. **Director of Missions:** The Director of Missions shall be responsible for projecting and promoting the mission and Evangelistic work of the State Convention, and shall have under its supervision such Missionaries (including Home and Foreign), Disaster Relief, Evangelists and other helpers as may be needed to carry out the work of the Convention in the field.
- P. **Chief of Staff:** The Chief of Staff (COS) shall serve as a member of the Alabama State Baptist Convention President's leadership team. He or she serves at the behest of the President to provide guidance to the President's staff.

Article VII: Election and Appointment of Officers

- Section 1. Elections shall be held every four (4) years in this Convention during the Annual Session for the Convention President. Elections shall be held in like manner in the four District Wings.
- Section 2. The President of this Convention shall serve a four (4) year term. This rule also applies to the Presidents of the four District Wings.
- Section 3. The elected President of this Convention shall be eligible to be elected to a second consecutive term of four (4) years. These eight (8) years shall be over and beyond any period of time the individual may serve to finish a term of an incumbent President. A President, having served two consecutive terms (8 consecutive years) in that position, shall not be eligible to succeed himself as President for a third term without having been out of that position for one full term (4 consecutive years). This rule shall also apply to the Presidents of the four District Wings.
- Section 4. The elected President of the Alabama State Missionary Baptist Convention shall be empowered to appoint his cabinet, consisting of all officers and staff. No person holding an office, either in the parent body or any subsidiary, can hold an office for more than two (2) full consecutive terms.

Section 5. Voting

- a. Voting for the office of President in this Convention and its four District Wings shall be held every four years.
- b. Voting shall be by voice, show of hands, or standing, on general business matters and or amending the Constitution. When electing a President, voting shall be by voting card and/or electronic machine.
- c. A candidate, who polls a majority of the votes cast, shall be declared elected.

Section 6. Election Procedures

The Alabama State Missionary Baptist Convention in order to facilitate continuity of purpose and adherence to established Christian principles seeks to proclaim standard operating procedures to be utilized during elections. The Convention mandates that the election system be impartial and uniform. Therefore, the following procedures shall be utilized for elections by the Convention and the four District Wings (NE, NW, SE, SW).

a. Election Commission: The President and Executive Committee shall designate persons from member churches to serve as the Elections Commission. This commission, responsible for ensuring an orderly election, shall designate persons as election workers to facilitate the election process. The District Wings' Presidents will have the option to serve as assistants to the Election Commission. The Elections Commissions shall have oversight of all Convention and Auxiliary elections.

b. General Election Rules

- i. **Election Date:** Shall be designated as the Thursday morning following the official opening of the Annual Session of the Alabama State Missionary Baptist Convention. If an alternative date is needed, it shall be determined by the President in conjunction with the Executive Committee and announced during the opening session of the Convention.
- ii. **Voting Times:** Voting times shall be 9:00 a.m. - 2:00 p.m. A monitor will be stationed at the end of the line to prevent persons from entering the line after 2:00 p.m. Any person in line at closing time who has not voted will be allowed to continue through and vote; however, persons will not be allowed to enter the line after it has been closed.

- iii. **Auxiliary Elections:** Auxiliary election dates and time shall be determined by the President of said auxiliary in conjunction with the President of the Parent Body and the Elections Commission.
- iv. **Grievances:** The President and Executive Board shall designate persons to handle any grievances associated with election issues (i.e., eligibility; name change on voting form). Any unacceptable resolutions shall be appealed to the Executive Committee. The Executive Committee shall be the final determinant for resolving eligibility matters.
- v. **Candidates:** Candidates for Office of President for the Parent Body and each State District Wing (NE, NW, SE, SW) shall make such candidacy known at the Adjourned Session of the Convention (January Meeting of the election year) by submitting a letter of intent to the General Secretary. Nominations for said office shall not be accepted after the Adjourned Session of the Alabama State Missionary Baptist Convention.

Persons interested in seeking the Office of President for each respective component of the Convention must be an actual, verifiable member of the Convention before declaring candidacy and must be a registered delegate at the time of the election.

Candidates for the office of President shall have the option of making a ten (10) minute campaign speech or designating a person to make a campaign speech for them (10) minutes or any combination thereof. Under no circumstance shall any campaign speech exceed the allotted time.

The names of candidates for the Office of President of the State Convention will appear on a pre-printed ballot, or on pre-programmed voting machines, which will be the official determining document of the result of said ballot. This method of voting does not apply in the State District Wings elections.

- vi. **Governing Rules:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and are not inconsistent with the Constitution or Bylaws of the Convention.
- vii. **Voting Privileges & Procedures:**

PLEASE NOTE THAT PERSONAL REPRESENTATION ALONE WILL NOT QUALIFY A PERSON TO PARTICIPATE IN THE ELECTION PROCESS.

To qualify to participate in the election process, a member church must register with a minimum of \$200.00 each year at the State Convention and a minimum of \$200.00 each year at the State District Wing Convention. This will equate to a total minimum of \$400.00 each year for a church to qualify for voting. All registration fees must be received by the Executive Secretary/Treasurer or postmarked by the U.S. Postal Service by December 31, of each year. Churches uniting with the Convention in an election year will not be eligible to vote and participate in that election cycle.

Voting shall be by delegates from member churches certified by the Executive Secretary to be Representative Members and eligible to participate in the election, and shall take place by processes and methods approved by the President and Executive Board.

Each duly qualified Representative Member present at a convention session is entitled to one (1) vote. Persons who are qualified to vote in each election shall be identified on the Convention registration receipt. **The Convention registration receipt and proper identification must be presented and the member must sign the registry log prior to receiving the ballot.**

Each candidate shall have the right to select one person to serve as his official representative during the election. **(Election Overseer)**

Each duly qualified **Church**, upon registration, shall have a **maximum** of three (3) votes. One Person -One Vote **(Pastors who pastor multiple churches will have only one vote).**

The Elections Commission Chairperson shall post by previously agreed upon methods the list of churches certified to participate in the election process no later than September 1st of election year.

All questions arising which are incidental to the voting procedures should be submitted to The Elections Chairperson. Rulings by the Elections Chairperson shall be based upon Constitution and/or Robert's Rules of Order.

- viii. The Elections Commission and Grievance Committee shall be appointed by the President of the Convention.

Section 7. Qualifications for Office of President:

1. A candidate should have pastored a Church for at least five years. It is recommended that a candidate has an undergraduate degree from an accredited College or University.
2. A candidate shall be agreeable to a background check.
3. A candidate shall provide a current resume.
4. A candidate shall submit records that he has registered his Church the previous three years at the Alabama State Missionary Baptist Convention and is registered at the Annual Convention.

Article VIII: Constituency and Authority

Section 1. The District State Wings, the Congress of Christian Education, the Women's State Auxiliary, the Laymen's Auxiliary, the Benefit Board, the Education Board, the Mission Board, the Publishing Board, the Retirement & Annuity Board, and all other Board/Auxiliaries which may be established by this Convention, shall be part of, and subject to the Alabama State Missionary Baptist Convention, Inc.

Section 2. Each District State Wing, the Congress of Christian Education, the Women's State Auxiliary, the Laymen's Auxiliary, and all other Boards and Auxiliaries of this Convention shall be required to make an annual report of this Convention showing a summary of all its activities, including an itemized statement of all money collected and disbursed.

Section 3. All monies requested by the President shall be presented to the Convention by each of the four (4) District State Wings (NE, NW, SE, SW).

Article IX: Boards and Committees

Section 1. In addition to its Auxiliaries, this Convention shall have five Committees through which its work is done. These Committees are Executive, Mission, Publishing, Benefit, and Audit. Additionally, this Convention shall also have an Executive Board.

Section 2. All Committees shall make annual reports to the Convention.

Article X: Executive Board

- Section 1. The Executive Board of the Convention shall consist of President, First Vice President, Second Vice-President, four Vice-Presidents, each being a President of one of the four (4) District State Wings (NE, NW, SE, SW), General Secretary, Assistant General Secretary, Executive Secretary/Treasurer, President of the Women's Department, President of the Laymen's Department, and President of the Congress of Christian Education, and fifteen members appointed by the Convention President following each election.
- Section 2. Quorum -Fifteen (15) members shall constitute a quorum of the Executive Board.
- Section 3. It shall be the duty of the Executive Board to outline and arrange plans for the Convention, and to act for the Convention when it is not in session. The Board shall submit a report of its actions to the convention.
- Section 4. The Executive Board shall be charged with the responsibility of promoting and administering the work of the Convention and recommending to the Convention proposed goals, and objectives for raising funds. They shall recommend allocations for all Boards and Auxiliaries of the Convention.

Article XI: Executive Committee

- Section 1. The Executive Committee of the Convention shall consist of the President, First Vice President, Second Vice-President, four Vice-Presidents, each being a President of one of the four (4) District State Wings (NE, NW, SE, SW), Chief of Staff, General Secretary, Executive Secretary/Treasurer, President of the Women's Auxiliary, President of the Laymen, President of the Congress.
- Section 2. Quorum -Seven (7) members shall constitute a quorum of the Executive Committee.
- Section 3. This Executive Committee shall recommend all employees of the Convention, its Committees, and Auxiliaries.
- Section 4. It shall be the duty of the Executive Committee to coordinate the planning and carrying out the orders of this convention, including the presenting of the annual budget to the Executive Board, who shall present the same to the Convention for its approval.

Article XII: Mission Committee

Section 1. Membership - The Mission Committee shall be composed of twelve (12) members from the Convention annually, five (5) Officers from the Executive Committee appointed by the President, four (4) Moderators, one from each district, one (1) representative to the Home Mission, one (1) representative to Foreign Mission, and the Director of Missions.

Section 2. Quorum - Seven (7) members shall constitute a quorum.

Section 3. The Mission Board shall operate the Mission and Evangelistic work of the Convention and shall also saturate the state with information concerning the work of the Convention. This Board shall also address the crisis needs within the state.

Article XIII: Publishing Committee

Section 1. The Publishing Committee shall consist of:

1. Editor (appointed by the Convention President)
2. Assistant Editor (appointed by the Convention President)
3. A team of writers (appointed by the Editor)

Section 2. The Publishing Committee shall coordinate the printing for the Convention that is necessary for a thorough and effective presentation of the work of the Convention. This shall include, but not be limited to, the publishing of a regular Denominational newspaper, books, tracts, and such other literature as may be needed for its Boards and Auxiliaries.

Article XIV: Benefit Committee

Section 1. The Benefit Committee Board shall consist of nine (9) members elected annually by the convention. The President shall appoint the chair of this committee and shall provide direction thereof.

Section 2. It shall be the duty of this Board to plan, present to the Convention, and supervise a program for the participation of churches and pastors in providing for the retirement of the plan's participants.

Section 3. It shall further be the duty of this Board to provide financial assistance to ministers of the Convention, who are ill or disabled, as directed by the Convention.

Article XV: Audit Committee

Section 1. The Audit Committee shall be appointed by President

Section 2. It shall be the duty of this Committee to review all records of all auxiliaries of the Convention annually, internally.

Article XVI: Convention Attorney

Section 1. The Convention shall have an Attorney, appointed by the Convention President.

Section 2. The Convention Attorney shall have a Juris Doctorate Degree, be in good standing with the Alabama State Bar, and practiced for at least five (5) years.

Section 3. It shall be the duty of the Convention Attorney to handle all matters of legal nature concerning the Convention.

Section 4. It shall further be the specific duty of the Convention Attorney to facilitate background checks for candidates for President and Officers in accordance with Article VII Section 8 herein, and ensure that each candidate meets the qualifications per the Constitution.

Section 5. It shall further be the duty of the Convention Attorney, to obtain criminal or other necessary background and/or credit checks, as required, for all officers handling the finances of the Convention, and those who are in direct contact with minor children nineteen years of age or younger, prior to the Executive Committee making any recommendation.

Section 6. The Convention Attorney shall perform additional functions of the Convention as requested by the President.

Article XVII: Amendments

This Constitution may be altered or amended by a two-thirds majority vote of the membership present at any Annual Session (See Page 1, Article III (1)) of this Convention, provided that notice of such amendment to be voted on has been given through mailings and or the Convention Website or such publication used by this Convention, in the following manner:

1. Constitutional changes or amendments must have ninety (90) days' notice.
2. By-laws must have sixty (60) days' notices.
3. No alternations or changes of amendments to this Constitution can be presented after the second day of the Convention.

By-Laws

1. No individual shall hold more than one State Convention office at a time, elected or appointed.
2. The Convention Fiscal Year will begin each year on January 1, and end on December 31 of the same calendar year.
3. An audit will be done on all cost centers by the Audit Committee in accordance with Article XV.
4. The President of the State Convention shall hold all bonds for bonded officers, and shall be directly responsible for all bonded officers.
5. At the Annual Convention preceding the election year of the Convention, a Transitional Committee consisting of 7 registered messengers-3 to be appointed by the incumbent president (with Convention approval), and 4 to be elected from the Convention-at-large. It shall be their duty to monitor all financial transactions of the administration of the Convention to assure proper documentations prior to, and after the paying out of funds, until the transaction is completed to the newly elected or re-elected administration. The incumbent Executive Secretary shall be a part of the Transitional Committee. The newly elected president shall assume office January 1 of the year following the election.
6. Any person whose church is not represented cannot participate on any program or hold office with the Alabama State Missionary Baptist Convention Inc. Participation requires that you are an actual, verifiable member of the Convention.

The Constitution and By-Laws Revision Committee

Alabama State Missionary Baptist Convention, Inc.
Dr. Melvin Owens, President

September 22, 2021

To: President Melvin Owens
and the Constituents of the
Alabama State Missionary Baptist Convention, Inc.

The Revision Committee appointed by President Owens on June 11, 2019 in the city of Huntsville, Alabama during the convening of the Alabama State Missionary Women's Auxiliary do hereby make known its recommendations for the revision of the present Constitution and By-laws of this Convention. The committee met since the appointment date at the following places to carry out the mission directed by our chieftain:

- Selma University
- Mount Ararat Church – Selma
- Bethel Baptist Church – Pratt City
- Miracle Baptist Church – Alexander City
- Bethel Baptist Church – Monroeville
- Greater Peace – Opelika

During each meeting the team carefully read and discussed each section of the present document for grammatical inconsistencies, antiquated statements, and other necessary reviewing to give adequate recommendation so that this document will be revised and continue to be the edict of this Convention. The committee's recommendations are compiled in the draft which is made available for each good-standing- member of this Convention.

Mr. President, it has been the privilege of the following team members to serve this Convention for previous stated purpose:

- Pastor Clifford Jones – Committee Chairman
- Sister Maxine Abrams
- Pastor Eddie Hunter (deceased)
- Pastor Yuwell Cunningham
- Pastor Tommy Lewis
- Pastor William McDowell
- Pastor Craig B. Scott – Committee Secretary

Proofreaders:
Pastor Patrick Sellers

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The committee present our recommendation for public reviewing and consideration to be voted upon as prescribed in the present-day document which governs this body. We do so move.