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ARMENIAN APOSTOLIC CHURCH OF AMERICA

## The National Representative Assembly (NRA) of The Armenian Apostolic Church of America Frequently Ask Questions (FAQ)

Dear Delegate:

This document is intended to provide you with a guide and answers to common Frequently Asked Questions (FAQ). We hope that each NRA delegate familiarizes himself/herself with this document prior to attending the NRA meeting.

The document is broken down into four sections:

Section 1 - What is the NRA

Section 2 - Before you go to the meeting

Section 3 - While you are there, and

Section 4 - When you return to your parish from the NRA

Within each section of the document, there may be a reference made to the specific Article of the Prelacy's By-Laws.

Updates to this document will be provided as needed.

Although the Executive Council has worked diligently to provide as much detail as possible within this document, all possible questions may not have been addressed. If you feel that a specific question and associated answer should be included, please email the question to the Executive Council for review and determination on the feasibility of inclusion into this document.

Regards to All,

Executive Council



# I. What is the NRA?

## **1. What is the National Representative Assembly?**

The National Representative Assembly of The Armenian Apostolic Church of America, Inc. (NRA) is the highest legislative body within our Prelacy. The NRA, as set out in the Prelacy's By-laws, has the authority to elect a Prelate and an Executive Council to adopt, review, or modify the Prelacy's activities, to supervise the financial affairs of the Prelacy, including the adoption of an annual budget, and to otherwise supervise and control the ecclesiastical and administrative bodies that exist within the Prelacy.

See Article 12

## **2. When is it held, how often and where?**

The NRA is typically held once a year during the month of May, although extraordinary meetings can be convened, as necessary, in certain circumstances. The Annual NRA is commonly hosted by one of our parishes. The Executive Council is given the responsibility of selecting the site and dates of the annual meeting, typically to the parish that volunteers during the current year NRA meeting.

See Article 17

## **3. How many delegates are chosen to attend an NRA meeting?**

The number of delegates chosen to attend an NRA meeting is determined based upon the number of members in good standing of all of the Prelacy's parishes. Each parish, regardless of size, is entitled to elect at least two delegates. No parish is entitled to elect more than seven delegates. In addition, for each six lay delegates elected, the clergy within our Prelacy are entitled to elect one delegate with voice and vote at the NRA. The number of delegates each parish is entitled to, based upon their membership, is as follows:

Up to 99 dues paying members—two delegates.

From 100 to 199 dues paying members—three delegates.

From 200 to 299 dues paying members—four delegates.

From 300 to 399 dues paying members—five delegates.

From 400 to 499 dues paying members—six delegates.

More than 500 dues paying members—seven delegates.

See Articles 12 and 15

## **4. Who coordinates the meeting?**

The Executive Council coordinates the event with the support of the local parish hosting the event.



## II. Before the NRA Meeting

### 1. How do I prepare myself as a delegate to attend the NRA?

#### IMPORTANT:

In preparation for the upcoming NRA meeting, one should read the Executive Council Report that is emailed in advance of the meeting, **familiarize themselves with this document, the Executive Council reports that you will receive by email and the Prelacy By-Laws**. One may also communicate with past or current local parish NRA delegates to understand the scope of the meeting.

Seek guidance and input from your parish BOT and pastor. You should have a clear understanding of the needs of your parish and bring relevant concerns to the NRA for discussion. Your parish BOT will receive any By-Law amendments that will be considered at the NRA. You should attend a meeting with your BOT to understand their position on any By-Law amendments which are proposed and or any other proposals for the NRA which were received in advance of the NRA.

### 2. What should I bring to the meeting?

**It is advisable to bring the Executive Council report and any other meeting material you receive in advance of the meeting** as well as a note pad, pen or pencil and/or laptop or other electronic device on which to take notes to the meeting and prepare any communications as necessary. Some parishes may provide a welcome package for the delegates, which may include a note pad, pen or pencil.

### 3. Who can I call or email with any questions?

Depending on the question, you may email or call the local parish hosting the event or you may contact the Prelacy office before arriving at the NRA.

### 4. Why was I elected to be a representative of my parish for this event?

Based on an election process at your general membership meeting, the parish members elect individuals that they believe will suitably represent their parish, exercise critical thinking, work in the best interest of the Prelacy as a whole and have the ability to communicate in a professional manner.



**5. What if, I am not able to attend the event for some reason? Who should I notify?**

You should initially notify your parish priest and Board of Trustee that you will not be able to attend. It is also helpful if you notify the Prelacy office prior to the meeting if you are not able to attend.

### **III. At the NRA Meeting**

**1. How is the NRA run (i.e. the Executive (two chairs and two secretaries), workshops, committee structure)?**

At the start of the NRA meeting, attendance is taken of all delegates and clergy. An executive, comprised of two chairs, an Armenian secretary and an English secretary are elected. The meeting progresses in accordance with the agenda distributed to all delegates in advance of the meeting and approved by the NRA delegates.

**2. What topics are typically discussed during an NRA meeting?**

The topics which are typically discussed during an NRA include remarks from our Prelate, the report of the Executive Council, an annual financial report, a proposed budget for the coming year, proposed amendments to the Prelacy's By-Law as well as other presentations, proposals, resolutions, or suggestions which may be received from parishes, the Executive Council or the delegates to the NRA.

See Article 17C

**3. Are there any documents or information distributed to delegates during the meeting?**

Yes, during the meeting, printed documents or emailed documents may be distributed to each delegate. Please keep these documents in a safe place as they may be needed for your reference after returning from the NRA meeting.

**4. When does the NRA Convene? How long does the meeting typically last?**

In order to cover the items within the agenda and associated meeting topics, the Executive Council has determined the time frame of the meeting to be three days. The meeting will begin with roll call promptly at 11:00 a.m. on Thursday, continues through Friday and ends typically by 1:00 p.m. on Saturday. Delegates will receive an agenda and meeting report by email prior to the meeting. Note: If you do not receive this material, please contact your pastor. **Please make your plans to stay for the entire meeting, opening prayer to closing.**



**5. Do I have any free time before, during or after the meeting?**

Depending on your arrival date and time, you may have free time before the start of the meeting, during meeting breaks (about three per day), after the meeting ends for the day and after the last day of the meeting. The host parish usually hosts a dinner for the delegates on the first night of the event (Thursday). The host parish may also elect to host a more formal event on Friday night.

**6. Will there be WIFI and Internet access?**

The host parish, if they have WIFI access available, generally provides a guest user id and password to all delegates for use during the meeting. This is also dependent on the location of the event, since if the NRA is held in a hotel or other public venue hall, there may or may not be WIFI access available at that location.

**7. Can or should I bring a laptop?**

A laptop is not required for the meeting, but may be useful if you prefer to take notes with a laptop or if called upon to help prepare workshop or other reports being presented to the assembly. Please note WIFI access info above.

**8. Will desktop/accessible electrical power outlets be available at the meeting venue?**

This will depend on the venue, but typically, there are no individual electrical outlets at each table. There may be outlets along the perimeter of the meeting room.

## IV. After the NRA Meeting

**1. What should I do after I return to my parish after the event?**

It is important that the returning NRA delegates, as soon as possible after the NRA meeting, prepare and communicate to the Board of Trustees (BOT) and the parish membership (at the direction of the BOT) the resolutions, programs, budget and other decisions which were presented, discussed and passed at the NRA meeting.

**2. Will I receive any documents after the NRA meeting?**

Yes, the meeting minutes that will be distributed to all delegates after the meeting.