

THE BYLAWS OF LONGVIEW COMMUNITY CHURCH

PREAMBLE

We declare and establish these Bylaws to preserve and secure the principles of our faith, to govern the body in an orderly manner, and to preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

ARTICLE I -- NAME

As declared in our Articles of Incorporation issued by the State of Washington on March 24, 1925, this organization shall be known as LONGVIEW COMMUNITY CHURCH of Longview, Washington, an autonomous body, free from all alliances other than such as it shall of its own free will and choice engage and disengage.

ARTICLE II – DECLARATION OF PRINCIPLES

Longview Community Church of Longview, Washington, is an interdenominational body of members from many Christian backgrounds, endeavoring to actively love God and serve others while keeping the unity of the Spirit in the bond of peace, demonstrating the truth of the Apostle Paul's words, "There is one body, and one Spirit, just as you were called to one hope when you were called - one Lord, one faith, one baptism, one God and Father of all, who is over all, and through all, and in you all." (Ephesians 4:4-6)

Longview Community Church members confess a faith in Jesus Christ as Risen Savior and Lord. As believers transformed by our Savior and Lord Jesus Christ, all aspects of daily living are led by our faith in Jesus Christ as we seek to be obedient.

Longview Community Church members actively seek the will of God. Through prayer we are able to face whatever life presents to us through a personal relationship with God, and by seeking God's will for our everyday living.

The Word of God challenges us to grow together as we actively love God while serving others. As a welcoming body of believers, Longview Community Church sees the local, national, and international communities as opportunities for evangelism and service.

ARTICLE III – STATEMENT OF BELIEFS

We believe that all Christians, regardless of their differences, can worship, study, witness and serve God and others in unity when Jesus Christ is the center of their faith. To that end, we agree that in essentials we seek unity, in non-essentials liberty and in all things love. As a community of believers focused upon our common Savior and Lord, we are committed to being a church where people find faith in Jesus Christ, grow in their own spiritual lives, enjoy the fellowship of others and take seriously the claims of Jesus Christ in their own personal lives.

- **THE SCRIPTURES**

We believe the Bible to be inspired and the authoritative Word of God. Inspired by the Holy Spirit, it has supreme authority in all matters of faith and conduct. (II Timothy 3:16-17; II Peter 1:20-21; Matthew 5:18; John 16:12-13; Hebrews 4:12)

- **THE TRINITY**

We believe that there is one living and true God, eternally existing in three persons: Father, Son and Holy Spirit. These are equal in every divine perfection and they execute distinct but harmonious offices in the work of creation, providence, and redemption. (Deuteronomy 6:4; II Corinthians 13:14; Mark 12:29; Matthew 28:19; Isaiah 43:10-11)

- **GOD, THE FATHER**

We believe in God, the Father, an infinite personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of all people, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. (Matthew 6:5-13, Isaiah 6:3, Romans 11:33-36, Psalms 138:5-6, Matthew 7:11, Isaiah 55:6-7, John 3:16)

- **JESUS CHRIST**

We believe that our Savior and Lord Jesus Christ is God's eternal Son, and has precisely the same nature, attributes and perfections as God the Father and God the Holy Spirit. We believe further that He is not only true fully God, but fully man, conceived by the Holy Spirit and born of the virgin Mary. We also believe in His sinless life, His atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible return from heaven. (Luke 1:30-35; 2:40; John 1:1-2, 1:18; 3:16; Philippians 2:5-8; Hebrews 4:15)

- **THE HOLY SPIRIT**

We believe the Holy Spirit is a divine Person, the third Person of the Trinity. In the present age He convicts of sin, of judgment, and of unrighteousness, He bears witness to the truth of the Gospel in preaching and testimony, He is the agent in the new birth indwells all believers in our Savior and Lord Jesus Christ, baptizes them into the body of Christ, seals them unto the day of redemption. Every believer receives this gift of the Holy Spirit from God to empower and transform their lives so as to be set apart as disciples of Jesus Christ. (Acts 1:8; Romans 8:9; I Corinthians 12:12-14; Ephesians 5:18-20; I Corinthians 3:16-17)

- **SALVATION**

We believe in salvation by grace through faith in our Savior and Lord Jesus Christ. We further believe that this salvation and forgiveness of sin is based upon the grace of God, and was purchased by Jesus Christ on the cross, and is received through faith, apart from any human merit, works, or rituals. We further believe salvation results in righteous living, good works, and proper social concern. (Romans 6:23; Ephesians 2:8,9; John 1:12; 10:29,30; 14:16; Titus 3:5; I John 3:8)

- **PRAYER**

We believe that God hears and answers prayers, that we pray and not lose heart, that we pray for divine healing, that we pray for one another, that we pray not to enter into temptation, that we pray everywhere, that we pray to be anxious for nothing, and that we pray fervently. (Mark 11:24; Luke 18:1; Ephesians 1:16; Luke 22:40; I Timothy 2:8; Philippians 4:6; James 5:16; Acts 6:3-4)

- **THE CHURCH**

We believe that the Church is the spiritual body of which Jesus Christ is the head. We believe that the true Church is composed of all persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit. We believe that this body expresses itself in local congregations whose members have confessed their faith in Jesus Christ and have associated themselves for worship, instruction, evangelism, fellowship, and service. We believe that we are to forgive others as God has forgiven us. We believe the sacraments of the Church are the Lord's Supper and Baptism. We also believe in the interdependence of local churches and the mutual submission of believers to each other in love. (Matthew 16:18; I Corinthians 12:13, 27-28; Ephesians 1:22-23; Ephesians 4:12)

- **THE LAST THINGS**

We believe in the resurrection of the body, the final judgment of the living and the dead, the eternal blessedness of those made righteous in and through Jesus Christ, and the separation from God of those who have rejected the gift of salvation. (Mark 9:43-48; John 5:28-29; John 11:25-26)

ARTICLE IV – RELATIONSHIPS & AFFILIATIONS

Jesus Christ, the Son of God, is the head of the universal church, and as such is recognized as the head of Longview Community Church. The governance of the Longview Community Church is vested in its members. This church is not subject to control by any other religious organization, but can, of its own choice, support causes and ministries consistent with the Statement of Beliefs.

ARTICLE V - MEMBERSHIP

The membership of this church shall consist of believers in our Savior and Lord Jesus Christ who have acknowledged substantial agreement with these Bylaws and who have been received into the fellowship by regular action of the church.

Section 1: Reception of Members

Admission to membership shall be upon the following terms:

- a. Faith: Any person professing faith in our Savior and Lord Jesus Christ adopting the beliefs and practices held by this church, as herein set forth, may be received into its fellowship.
- b. Membership Process: The process for becoming a member shall be established by the Lead Pastor or designee and approved by the Elders.

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Section 2: Membership Responsibilities, Accountability, Conflict Resolution and Restoration

a. Responsibilities: Members of the church commit to participate regularly in worship services, to serve, and to contribute tithes and offerings. Members are further encouraged to commit to an ongoing journey of growth in their faith and discipleship to Jesus Christ. (Hebrews 10:25; Romans 12:3-8; Ephesians 4:1; II Corinthians 9:7; Malachi 3:10)

b. Accountability, Conflict Resolution and Restoration: We acknowledge the inherent tension within churches as they endeavor to reflect both grace and accountability. In its handling of conflicts, disputes, disagreements and/or offenses, the Church shall be guided by scripture. (Matthew 18:15-20, Galatians 6:1 and I Corinthians 10:12)

Section 3: Transfer and Termination of Membership

a. Transfer: Any member uniting with another church by either letter of transfer or being taken into that membership shall be removed from the membership roll of Longview Community Church as of the date of occurrence.

b. Request: Any member may terminate their membership by written communication to the Elders and/or Lead Pastor or designee.

c. Membership Rolls: The process for the regular review of the currency of the membership rolls shall be established by the Lead Pastor or designee and approved by the Elders.

ARTICLE VI – CHURCH YEAR

The Church year shall extend from May 1 through April 30.

The fiscal year shall be from January 1 through December 31.

ARTICLE VII – CONGREGATIONAL MEETINGS

Section 1: Annual Congregational Meeting

The Elders will facilitate an Annual Congregational Meeting of the active members of Longview Community Church within the first month of each Church year

Section 2: Notice of Meetings

Notice of all meetings of the Membership shall be announced to the Membership at least two (2) weeks prior to the date of the meeting at each weekly worship service prior to the meeting.

Section 3: Special Congregational Meetings

Special Congregational Meetings of the members shall be held whenever requested by twenty-five (25) Church members, or by a majority of the Elders, by filing with the Elders' Secretary, not less than fifteen (15) days before the same is to be held, a written request for such meeting, stating the place, date, hour and purpose thereof.

Section 4: Agenda & Procedures

There shall be an agenda for each meeting that includes at least the following items: Call to order; ascertainment of quorum; prayer; and as appropriate, one or more of the following: Devotional, approval of minutes of previous meeting(s), Elder and Staff reports, unfinished business, new business, elections, and adjournment. The Chairperson of the Elders, or, if absent, the Vice Chairperson, or a Chair Pro-Tem chosen by the Elders present, shall preside at meetings of the Membership. The Elders' Secretary, or designee, shall act as Secretary at all meetings of the Membership, or in the absence of the Secretary the presiding officer may appoint a Secretary Pro-Tem. In matters of procedures at Membership meetings, Roberts' Rules of Order shall be the authority unless Robert's Rules conflict with the Church Bylaws. The Elders may appoint a qualified Parliamentarian either from its own membership or from the church membership at-large.

Section 5: Quorum

Twenty percent (20%) of the current active membership shall constitute a quorum for all purposes. If, during the course of the meeting, the number of members in attendance drops below the quorum, the presiding officer shall recess the meeting until such time as a meeting with a quorum present may be held. At any such reconvened meeting at which a quorum is present, any business may be transacted which might have been transacted at the original meeting as called.

Section 6: Voting

At all meetings, only active members shall be allowed to vote, each member shall have one vote, and no votes may be cast by proxy. When not otherwise provided in these Bylaws, the vote of a simple majority of the active members present at a meeting shall be the act of the church. Voting to call the Pastors and elect the Elders and Nominating Committee shall typically be by secret ballot. In the case of Elders and Nominating Committee member elections, if the slates are for the exact number of open positions, then voting can be by voice or showing of hands.

ARTICLE VIII – CHURCH LEADERSHIP

Church leadership shall consist of the Elders, the Lead Pastor, Staff, Trustees, and Designated Volunteers.

Section 1: Elders

a. Definition: Elders will consist of eight congregational members elected by a vote of the congregation as prescribed in Articles VII and IX. The Elders and Lead Pastor will set the vision and direction for the church. They will oversee the pastoral care, discipleship, mission, and discipline of the church. They will seek to rely on the Lord as they devote themselves to lead the church into fulfilling the Great Commission (Matthew 6:33, Matthew 28).

b. Qualities: Women and men who believe they are called to this work of service must be members of Longview Community Church and exhibit in their faith journey substantial spiritual maturity, qualities of leadership, and the fruit of the spirit as emphasized in I Timothy 3:1-7, I Peter 5:1-4, and Galatians 5:22-23.

c. Term: Elders shall serve three-year terms. Elders may serve two (2) consecutive terms, as long as they continue to receive a majority vote of the congregation members at the Annual Congregational Meeting. An Elder may not be eligible to serve again until one (1) church year has passed since his or her last term expired.

d. Responsibilities, Duties and Authorities:

Elders have the responsibilities and duties, which have been accorded by the laws of the State of Washington, the Articles of Incorporation, these Bylaws, and Church policies and resolutions.

- i. The Elders will continue to improve the capability of the church to define its vision, mission, and values in service to the Lord
- ii. The Elders as a group, as opposed to individual Elders, shall provide direction to the Lead Pastor and shall work in cooperation with the Lead Pastor to provide for the spiritual guidance, instruction, and protection of the congregation.
- iii. The Elders are to provide for the overall administration and management of the church. They shall be the body to approve policies for governance of the church and approve all ministries of the church.
- iv. The Elders shall exercise fiduciary responsibilities for the church. They shall approve the annual budget no later than December 31. They shall also approve all major capital improvements and other expenditures not identified in the approved annual budget.
- v. The Elders shall work in cooperation with the Lead Pastor, Staff, and other Ministry Teams for implementation and reporting of plans, programs and budgets consistent with the vision, mission, policies and priorities established for the church.
- vi. In the event of a vacancy for the position of Lead Pastor, the Elders shall receive the recommendation of the Pastor Search Team. If the Elders concur with the recommendation, they will present the name of the candidate to the church members at any Congregational Meeting.

e. Elders Organization:

- i. The Elders, at their first meeting following the Annual Congregational Meeting, shall appoint from their own numbers a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. These officers of the Elders shall act as the officers of the Corporation.
- ii. A majority of the Elders present at any meeting shall constitute a quorum. Five (5) votes are required to determine a decision.

f. Meetings:

- i. The Elders shall meet monthly at a day and time agreed upon by their members, and at other times as needed.
- ii. The schedule of meetings shall be publicized.
- iii. The Elders' Secretary, or his or her designee, shall keep accurate records of all meetings of the Elders.
- iv. Special meetings of the Elders may be called at any time by the Chairperson or upon request of three (3) or more Elders. Every reasonable effort shall be made to notify all Elders and the Lead Pastor of a special meeting.

- v. All meetings of the Elders, other than those held in executive session, shall be open to the members of the congregation. Participation will be allowed at a time and for a duration determined by the Elders.
- vi. Executive session meetings shall be limited to matters involving litigation, personnel, real estate and other sensitive personal matters regarding an individual's membership or an individual's ability to continue to serve in an elected or appointed position.

g. Removal:

An Elder may be removed and/or replaced by the Church membership by a simple majority vote at a Special Congregational Meeting called as prescribed in Article VII, Section 3. The Elders, by majority vote, may also recommend the membership remove an Elder. In either case, an Elder facing removal shall be informed in writing of the reason for the proposed removal, and be given an opportunity, within ten (10) days of such writing, to be heard by the Elders.

Section 2: Lead Pastor

- a. The Lead Pastor shall be the spiritual leader and operational head of the church who shall be responsible to teach the truth of the Bible as guided by the Holy Spirit. The Lead Pastor will be responsible for implementing the ministries and administrative policies of the Elders and to provide direction to all other church Staff. At the time of calling, the Lead Pastor shall initially inherit the existing Pastor(s) and church Staff.
- b. The Lead Pastor shall be recommended by the Elders and called by a vote of the congregation as prescribed in Articles VII and IX. The Lead Pastor is accountable to the Elders and the members of Longview Community Church.
- c. There is no term for this position. However, the Elders may require compulsory retirement when they deem a pastor is unable to fully carry out his or her duties. If necessary, dismissal of the Lead Pastor shall be by the Elders.

Section 3: Trustee

- a. The purpose of the Trustees is to manage endowment funds contributed to the church and to manage any other church funds and assets assigned to the Trustees by the Elders.
- b. The number of Trustees shall be determined by the Elders and appointed to staggered terms. Each Trustee shall serve for three (3) years and may be appointed for one (1) additional three-year term. After serving two (2) consecutive terms [(six (6) years)], a Trustee will not be eligible for re-appointment until one (1) church year has passed since his or her last term expired. A Trustee shall be dismissed by a majority vote of the Elders. The Elder selected as Treasurer shall also serve as Treasurer for the Trustees. Trustees shall be members of Longview Community Church.
- c. The Trustees shall elect annually from its members the following officers: Chairperson, Vice Chairperson, and Secretary. With approval of the Elders, the Trustees may create such committees as they deem necessary to carry out their duties.

Section 4: Staff

- a. Definition: Any full-time paid, part-time paid or designated volunteer (unpaid) person who oversees a ministry, mission, or administrative/management responsibility at Longview Community Church
- b. Appointment: Staff positions shall be hired and if necessary, dismissed, by the Lead Pastor in consultation with the Personnel Committee.
- c. Responsibilities:
 - i. To lead, pastor, administrate, and manage the ministry for which they have been hired or appointed to oversee;
 - ii. Serve as the operational and spiritual head of the ministry team;
 - iii. Develop and adhere to budgets for the ministries they oversee.

Section 5: Designated Volunteers

Designated volunteers are those volunteers selected or confirmed by the Lead Pastor to serve in specific volunteer leadership positions.

ARTICLE IX – ELECTIONS FOR ELDERS, NOMINATING COMMITTEE, LEAD PASTOR, AND LEAD PASTOR SEARCH TEAMS

Section 1: Elections

- a. Elections will be required for Elders, Nominating Committee, and Lead Pastor Search Teams.
- b. The Lead Pastor shall be recommended by the Elders and called by a vote of the membership at a Congregational Meeting.
- c. All newly elected Elders and Nominating Committee members shall assume their duties immediately upon election, and Pastors shall assume their offices and duties pursuant to contractual agreement.

Section 2: Nominations

- a. A five (5)-member Nominating Committee will be elected by the membership at the Annual Congregational Meeting to serve for the upcoming Church year. Four (4) of the nominees will be at-large members who are a broad representation of the church membership and one (1) nominee will be a member of the Elders, who shall be selected by the Elders. Each member of the Nominating Committee will serve for one (1) year and can be re-elected for an additional year. After serving for two (2) consecutive years, a Nominating Committee member will not be eligible for re-election until one (1) Church year has passed since his or her last term expired.
- b. After soliciting suggestions from the congregation, the Nominating Committee will nominate church members to fill vacant Elders and Nominating Committee positions.
- c. In the event of a vacancy for the position of Lead Pastor, the Nominating Committee will nominate at least seven (7) but not more than nine (9) church members to serve on a Lead Pastor Search Team. These nominees will include a broad representation of the church membership and will

include one member of the Elders, who shall be selected by the Elders. The nominees will be presented to, and elected by, the membership at any Congregational Meeting.

- d. If there is a vacancy in any of the elected positions (other than a Lead Pastor), the position will remain vacant until another nominee can be proposed by the Nominating Committee and is subsequently elected by the membership at any Congregational Meeting.
- e. For a church member to be considered for nomination as an Elder, he or she must substantially possess the qualities set forth in Article VIII, Section 1, Subsection b. The Nominating Committee shall interview and evaluate each potential Elder candidate to determine if the candidate (1) substantially possesses these qualities, (2) substantially possesses the necessary spiritual qualities, (3) has the necessary spiritual gifts, and (4) has personally expressed a willingness to serve as an Elder. Spouses shall not serve as Elders at the same time.
- f. The Nominating Committee shall present nominees for the positions of Elder and the new Nominating Committee at the Annual Congregational Meeting. The nominations by the Nominating Committee shall be the only candidates to be considered for election.

ARTICLE X – MINISTRY TEAMS AND COMMITTEES

Section 1: Ministry Teams

- a. Definition: Ministry Teams at Longview Community Church are teams of people gathered to help assist, oversee, lead and pastor a particular ministry of the church.
- b. Accountability: Ministry Team members serve under the direction and accountability of the Staff member who oversees the ministry. If no Staff member is the operational or spiritual oversight of the team, then the ministry is accountable to the Lead Pastor. Ministry Team members may not necessarily be members of Longview Community Church.
- c. Examples: Children’s Ministry, Youth Ministry, MOPS, Community Life Ministry, Worship Team, Administrative Team, Properties Team, etc.

Section 2: Committees

- a. Definition: A team of people gathered together to help assist and oversee particular tasks, events, or areas of the church which need oversight for a period of time or until the responsibilities are fulfilled. Committees and ministries are different in their scope (ministering to people vs. assuming a project) and may be different in duration (ongoing vs. ad hoc).
- b. Accountability: Committee leaders serve under the direction of and are accountable to the Staff member or Elder who oversees the committee. If no Staff member is the operational or spiritual oversight of the team, then the committee is accountable to the Lead Pastor.
- c. Examples: Personnel Committee, Finance Committee, History Committee

Section 3: Foundational Ministries

- a. Deacon: The duties of the Deacons shall be to act as lay ministers to assist the Lead Pastor and church Staff in all spiritual relationships of the church, to assist in the administration of the sacraments, and in mercy ministries which are vital to the spiritual and pastoral care of the Congregation. The number of Deacons shall be determined by the Elders. They shall be appointed by a majority vote of the Elders after having been determined to substantially possess the qualities
- Approved 2019.05.01; Rev. 2018.06.18; Approved 2019.09.18; Rev. 2023.04.18; Approved 2023.05.21

found in I Timothy 3:8-13 and Acts 6:2-4. Each Deacon shall be a member of Longview Community Church and may serve until they resign or are dismissed by the Elders. Deacons shall be under the authority of the Lead Pastor or his/her designee.

- b. Missions: In response to the calling in Matthew 28:16-20, Longview Community Church commits to support missions locally and around the world through the giving of time, service, and money.

ARTICLE XI -- PROPERTY

Section 1: Sale or Purchase of Real Property

The church shall not sell or purchase any real property unless:

- a. The proposed sale or purchase has been reviewed and approved by the Elders and congregation.
- b. The individual(s) authorized to complete the transaction shall be identified in an approving resolution adopted by the Elders.

Section 2: Encumbering Real Property

The church shall not encumber real property unless:

- a. The proposed encumbrance has been reviewed and approved by the Elders.
- b. The individual(s) authorized to complete the transaction shall be identified in an approving resolution adopted by the Elders.

Section 3: Lease of Real Property Owned by the Church and Lease of Real Property to be Used by the Church

The church shall not lease property owned by it or lease property for its use unless:

- a. The proposed lease(s) have been reviewed and approved by the Elders.
- b. The individual(s) authorized to complete the transaction(s) are identified in an approving resolution adopted by the Elders.

ARTICLE XII – INDEMNIFICATION

Each officer of the corporation, whether or not then in office, and the heirs, executors and administrators of each, shall be, and they are hereby, indemnified by the corporation from any and all costs and expenses of whatsoever nature or kind, including but not limited to attorneys' fees and court costs reasonably incurred or imposed upon such member or officer as a result of any action of whatsoever kind or nature, resulting from or alleged to have resulted from, membership on the Elders of the corporation, or the holding another office or leadership position in this corporation. This indemnification includes, but is not limited to, costs and expenses paid in connection with any settlement or compromise of any action, suit or proceeding provided, however, that nothing herein shall be deemed to indemnify such person from any action resulting from willful misfeasance or malfeasance,

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by bad faith, gross neglect or reckless disregard of duties involved in the conduct of his or her office. This right of indemnification shall be in addition to any and all other rights to which members of the Elders or officers of this corporation shall be entitled as a matter of law.

ARTICLE XIII -- AMENDMENTS

These Bylaws may be amended at any Congregational Meeting.

All proposed amendments shall be submitted in writing to the Elders for their recommendation at least sixty (60) days prior to said meeting. Before the members vote to make changes in the Bylaws, the revised document must be scrutinized by a Bylaws Committee appointed by the Elders. It shall be made available for review in the church office by any active member of Longview Community Church, at least thirty (30) days prior to said meeting. An announcement of the meeting referring to the proposed changes shall be made at all church services not earlier than fourteen (14) days prior to the said meeting, and not later than seven (7) days prior to said meeting. The approval of any amendments requires a simple majority of the members present.

ARTICLE XIV -- CONFORMITY

Any section or provision of these Bylaws in conflict with the Laws of the State of Washington now in effect or as hereafter amended, pertaining to religious organizations, or practice of religion, shall be deemed to be amended to conform therewith.

ARTICLE XV -- DISSOLUTION

It is confidently expected that the ministry of Longview Community Church of Longview, Washington, will continue until the return of our Savior and Lord Jesus Christ. However, in order to fulfill all possible legal requirements, it is the expressed wish and desire of this Corporation, if Longview Community Church of Longview, Washington, should bring its work to a conclusion and dissolve its corporation, that none of its assets remaining after meeting all responsibilities and payment of all just obligations shall inure to the benefit of any individual member of the corporation, Elder, employee, or other private individual. All such assets, if any, shall in the event of its dissolution be turned over by decision at any Congregational Meeting of the members of this corporation to an organization, or organizations, which is, or are, in harmony with the Declaration of Principles as stated in Article II and is or are in agreement with the Statement of Beliefs as given in Article III. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Notice of such a meeting must be made in writing and mailed to all members at their last address on file with the church office. Notice must be made at least fourteen (14) days prior to the meeting.