Diocese of New Westminster
ANGLICAN CHURCH OF CANADA

PROPOSED REVISED CONSTITUTION, CANONS, RULES OF ORDER, AND ELECTORAL SYNOD RULES OF ORDER

MAY 2019

FOR EASE OF REFERENCE, THIS DOCUMENT INCLUDES ONLY THE SECTIONS WHICH WERE CONSIDERED AT THE MAY 2019 SYNOD.

IT DOES NOT INCLUDE THE ACT OF INCORPORATION, CERTIFICATE, HISTORICAL/EDITORIAL NOTES, TABLES OF CONTENTS AND INDEX, OR REGULATIONS, WHICH WILL BE REINSERTED IN DUE COURSE.

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Legend:

- = provision spent (new) = provision added Reg = proposed Regulation
Cons. = Constitution RO = Rules of Order

Old Canon	New Canon
	1.1 (new)
101	1.14
	1.2 (new)
102	-
103	1.3
	1.4 (new)
	1.5 (new)

104 (a)	1.6
	1.7 (new)
	1.8 (new)
	1.9 (new)
104 (b)	1.10
104 (c)	1.18
104 (d)	1.22
105	1.11

106	1.13
107	1.17
108	1.23
109	-
	1.12 (new)
	1.15 (new)
	1.16 (new)
	1.19 (new)

	1.20 (new)
	1.21 (new)
Old Canon	**New Canon**
	2.1 (new)
	2.2 (new)
	2.3 (new)
	2.4 (new)
	2.5 (new)
201	2.6, 2.7
	2.8 (new)
	2.9 (new)
211	2.10
212	2.11
213	2.11
214	2.11
215	2.12
216	2.14
217	2.3
	2.15 (new)
218	2.16
219	2.16
220	2.16
221	2.18
222	2.19, Art. 2.6
223	2.20, 2.21
224	2.24, 2.26
225	2.20e, 2.22, 2.23
	2.27 (new)
231	2.28
232	2.29
233	2.30, 2.31
	2.32 (new)
	2.33 (new)
	2.34 (new)
	2.35 (new)
	2.36 (new)
Old Canon	**New Canon**
301	3.1, 3.2
302	-
303	3.3, 3.4
304	3.4a
305	Implied by 2.28 when read with 3.4
321	3.5
322	3.6
323	3.7
324	3.8
325	3.9
331	2.28
332	2.29
333	2.30, 2.31
	3.10 (new)
	3.11 (new)
	3.12 (new)
	3.13 (new)
	3.14 (new)
	3.15 (new)
	3.16 (new)
Old Canon	**New Canon**
401	4.1
	4.2 (new)
	4.3 (new)
421	4.4
431	4.5
441	4.6
451	4.7
452	4.8
	4.9 (new)
	4.10 (new)
	4.11 (new)
	4.12 (new)
461	4.13
462	4.14
471	4.15
472	4.16
481	4.17
482	4.18
Old Canon	**New Canon**
501	5.3, 5.4, 5.5, 5.6
502	5.7
521	5.8
522	5.9
523	5.10
524	5.2
525	5.11
526	5.1
527	5.12
531	-
541	5.13
542	5.14
Old Canon	**New Canon**
601	-
602	-
603	-
Old Canon	**New Canon**
1001	6.1
1021	6.2, 6.3
1022	-
1031	6.4
Old Canon	**New Canon**
1101	7.1
Old Canon	**New Canon**
1201	7.2
1202	7.3
1221	7.4
Old Canon	**New Canon**
1301	8.1
1302	8.4
1321 (a)	8.5
1321 (b)	8.2
1321 (c)	8.3
1321 (d)	-
1331	8.14, 8.15
1332	8.17
1333	8.13
1334	8.14, 8.18
1335	8.16
1336	8.18
1337	8.20
1338	8.19
1339	8.22
1341	8.6, 8.7
1342	8.9
1343	8.10
1344	8.8
1345	8.11
1346	8.12
Old Canon	**New Canon**
	9.1 (new)
1401	9.2, 9.3, 9.4
1402	9.7
1403	9.5, 9.6
	9.8 (new)
	9.9 (new)
	9.10 (new)
	9.11 (new)
	9.12 (new)
	9.13 (new)
1404	9.14
	9.15 (new)
1421 (a)	9.21
1421 (b)	9.23
1421 (c)	9.24
1421 (d)	9.22
1421 (e)	9.25
1421 (f)	9.16
1421 (g)	9.26
	9.17 (new)
	9.18 (new)
	9.19 (new)

	9.20 (new)
1421 (h)	9.27
1422	-
1423	-
1424	-
1425	-
1426	9.28, 9.29
1427	9.38
1431	9.32,9.33. 9.34, 9.35
	9.36 (new)
1432	9.37
	9.38 (new)
	9.39 (new)
1433	9.31
1434	9.31
1441	9.40, 9.42
1442	9.41
1451	9.43
1461	Cons. 2.2
1462	9.44
1463 (a)	9.45
1463 (b)	9.46
1463 (c)	9.47
1464	9.48
1471	9.49
1481	9.50
1482	9.32, 9.51
1483	9.51, 9.52, 9.53, 9.54
Old Canon	**New Canon**
1501	10.1
1502	10.2
1503	10.3
1504	10.4
1505	10.5

1506	10.6
1507	10.7
1508	-
Old Canon	**New Canon**
1601	-
1602	-
Old Canon	**New Canon**
2101	11.2
2102	11.1
2103	11.3, 11.5
2104	11.4
Old Canon	**New Canon**
2201	12.1
2202 (a)	12.3
2202 (b)	12.4
2203	12.2
Old Canon	**New Canon**
2301	-
Old Canon	**New Canon**
2401	13.1
	13.2 (new)
2402	Cons. 2.11
2403	13.3
Old Canon	**New Canon**
2501	-
Old Canon	**New Canon**
2601	14.1
2602	RO 7.2
2603	14.3, 14.4
Old Canon	**New Canon**
2701	Cons. 4.14
2702	Cons. 4.14
2703	Cons. 4.14
Old Canon	**New Canon**
2801	Cons. 4.8(c),(d)

Old Canon	**New Canon**
2901	-
2902	-
Old Canon	**New Canon**
	15.1 (new)
3001	15.2
3002	-
3021	15.3
3022	15.5
3023	-
3023A	-
3024	-
3031	15.4
Old Canon	**New Canon**
3101	Reg
3102	Reg
3103	Reg
Old Canon	**New Canon**
3501	-
3502	16.2
3503	16.3
Old Canon	**New Canon**
3601	-
3602	17.2
3603	17.3
Old Canon	**New Canon**
4001	-
4002	-
4003	-
Old Canon	**New Canon**
4101	-
Old Canon	**New Canon**
4201	18
4202	18

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CONSTITUTION OF THE SYNOD OF THE DIOCESE OF NEW WESTMINSTER

ARTICLE 1 - PRINCIPLES

We hold and maintain the doctrine and Sacraments of Christ, as the Lord has commanded in His Holy Word, and as the Anglican Church of Canada has received and explained the same in "The Book of Common Prayer, and Administration of the Sacraments, and other Rites and Ceremonies of the Church, according to the use of the Anglican Church of Canada, together with the Psalter, as it is appointed to be said or sung in Churches, and the Form and Manner of Making, Ordaining, and Consecrating of Bishops, Priests and Deacons," [cf. Solemn Declaration 1893] and in the Thirty-nine Articles of Religion. And the Synod shall hold and maintain the same.

We acknowledge and accept the Constitution and Canons of the General Synod of the Anglican Church of Canada and the Provincial Synod of the Ecclesiastical Province of British Columbia and the Yukon;

It is the right of the Bishop to issue and to authorize additional services for use within the Diocese subject to such limitations as may be imposed by the General Synod of the Anglican Church of Canada and/or the Provincial Synod of British Columbia and Yukon. Further, it is the right of the Bishop to adapt the authorized services of the Anglican Church of Canada to local circumstances and to direct and sanction the use of additional prayers subject to such limitations as may be imposed by the General Synod of the Anglican Church of Canada and/or the Provincial Synod of British Columbia and Yukon.

ARTICLE 2 - COMPOSITION OF SYNOD

Composition

2.1 The Synod shall consist of, as voting members:

(a) The Bishop of the Diocese.

(b) All Voting Licensed Clergy as defined in Canon 1, Paragraph 1.22.

(c) The Chancellor, Vice-Chancellor, Registrar, Legal Assessor, Treasurer, Assistant Treasurer, and Secretaries.

(d) The Lay Delegates duly elected or appointed pursuant to Articles 2.2 and 2.3 below; and.

(e) Voting Members of Diocesan Council not included in sub-paragraphs (a), (b), (c) or (d).

2.2 Each parish shall be entitled to a number of Lay Delegates and Alternate Lay Delegates based on the number of baptized persons of the age of 15 years or over on its Parish List as follows:

	Lay Delegates	Alternate Lay Delegates
for less than 200	2	3
for 200 but fewer than 400	3	3
for 400 but fewer than 600	4	4
for 600 but fewer than 800	5	5
for 800 or more	6	6

Each of the foregoing Lay Delegates and Alternate Lay Delegates shall be communicants of at least one year's standing and shall be at least 15 years of age.

2.3 In addition to the foregoing, each Parish shall be entitled to an additional Lay Delegate and an additional Alternate Lay Delegate who shall be a communicant of at least one year's standing and shall be at least 15 years of age and less than 24 years of age, at the time of the election.

Meetings

2.4 Synod shall meet at least once every two years at a time and place directed by the Bishop of the Diocese. However, for the purpose of electing a Bishop in the case of a vacancy of the See, a special session of Synod shall be summoned by the Diocesan Council. Notices of any session of Synod shall be given by the Secretaries of Synod and shall be mailed to all members of Synod at least thirty days prior to the opening of a session of Synod. If Diocesan Council directs that elections be held at a session of Synod to elect the Clerical Secretary, Lay Secretary, Treasurer, members of Diocesan Council, members of Bishop's Advisory Committee on Appointments and members of the Court of the Diocese of New Westminster, the notices of that session of Synod shall include a notice of such elections. A session of Synod at which Diocesan Council has directed such elections be held is hereinafter referred to as a "regular Synod".

2.5 The Bishop of the Diocese; or in the alternative, a Coadjutor or Suffragan Bishop; or in the further alternative, the Bishop's appointee shall preside at all meetings of the Synod.

2.6 A quorum for the transaction of the business of the Synod shall consist of the Bishop of the Diocese; or, in the alternative, a Coadjutor or Suffragan Bishop (*to the extent applicable*); or in the further alternative, the Bishop's appointee as president of Synod, and not less than one-fourth of the Licensed Clergy of the Diocese, and not less than one-fourth of the Lay Delegates entitled to take part in the proceedings. Any less number than herein set out may adjourn the Synod from day to day until a quorum can be obtained. Entitled to take part in the proceedings shall mean any duly elected or appointed delegate, notice of whose election or appointment has been given as required by Canon 9.48. Synod may extend the time for such notification.

Voting

2.7 All votes of the members of Synod shall be taken collectively except at Synods called for the election of a Bishop, where votes of both orders shall be taken and counted separately.

2.8 On matters of Doctrine, voting by Orders may be taken at the discretion of the Bishop.

2.9 With the exception of elections, no act or resolution of the Synod shall become valid without the concurrence of the Bishop and (unless otherwise specified) a simple majority of the members of Synod present.

2.10 In the case of the absence of the Bishop no resolution passed at the Synod meeting shall be deemed binding until assented to by the Bishop in writing under the Bishop's seal. However, all elections shall be valid and the results of such elections binding even if the Bishop is absent.

2.11 All proposed changes to the Constitution, Canons and Rules of Order shall be submitted to the Constitution and Canons Committee at least sixty days before the meeting of the Synod.

2.12 Any resolution seeking amendment of the Act of Incorporation of the Synod or any resolution to amend the Constitution or any of the Canons passed by Synod, including all amendments thereto, shall require a two-thirds majority of the members of Synod present and the approval of the Bishop provided that the Bishop may withhold consent until the next regular Synod and then bring the amendment before that Synod again for reconsideration.

2.13 Notwithstanding any other provision of this Constitution, the Constitution and Canons Committee may recommend to Diocesan Council such corrections and alterations to the Constitution and Canons as it considers necessary provided that such correction or alteration relates only to matters of form and not to matters of substance, and provided further that any such correction or alteration (apart from clerical or formatting changes) shall be reported to the next following regular meeting of Synod and may be set aside by a simple majority of those voting.

ARTICLE 3 - OFFICERS OF SYNOD

The Secretaries

3.1 There shall be two Secretaries of Synod, one Clerical and one Lay, who shall be elected by the members of Synod at each regular Synod and shall assume office at the end of that regular Synod and continue in office until the final adjournment of the next regular Synod. The Secretaries shall be eligible for consecutive re-election no more than twice after they are first elected or appointed. If any vacancy shall occur between regular Synods, the Diocesan Council shall fill such vacancy.

3.2 The Secretaries shall be responsible for the compilation of a single set of minutes of sessions of Synod and shall deliver the minutes to their successors within thirty days following the final adjournment of the regular Synod next following their election.

The Treasurer

3.3 The Treasurer:

(a) shall be elected by the members of Synod at each regular Synod and shall hold office until a successor is elected, provided that, if the office becomes vacant between regular sessions of the Synod, the Diocesan Council shall appoint a successor who shall hold office until the next regular session of Synod. Such person so elected or appointed need not be a delegate from any Parish.

(b) shall be an ex-officio member of the Synod and of the Diocesan Council and shall have all speaking and voting rights and privileges of a Delegate.

(c) shall be bonded to the satisfaction of the Diocesan Council, in some well established guarantee company for the due and faithful performance of the duties of Treasurer.

(d) shall administer all finances and funds of the Diocese, including trust funds, and shall report to Synod and to the Diocesan Council when Synod is not in session.

(e) shall consult with the Bishop in relation to the appointment of the Assistant Treasurer.

The Auditor

3.4 The Diocesan Council shall appoint an Auditor or Auditors who shall be Chartered

Professional Accountant(s), whose report shall be approved by Synod at each regular Synod. The Auditor shall not be a Delegate of any Parish.

ARTICLE 4 - DIOCESAN COUNCIL

Membership

4.1 The Executive Committee, which shall hereafter be referred to as Diocesan Council, shall consist of the following voting members:

(a) the Bishop or, in the Bishop's absence, the Bishop's Commissary or the Diocesan Administrator;

(b) any Coadjutor or Suffragan Bishop;

(c) the two most senior Legal Officers in attendance (being in order of seniority the Chancellor, the Vice-Chancellor, the Registrar and the Legal Assessor);

(d) the Treasurer (or the Assistant Treasurer in the absence of the Treasurer);

(e) the Chair of the Standing Committee on Ministry and Mission Development;

(f) two members chosen by the Dean and Archdeacons of the Diocese from their number in accordance with Article 4.3;

(g) one Ordained and one Lay person may be appointed by the Bishop who shall continue in office, at the pleasure of the Bishop, from the time of appointment until the final adjournment of the regular Synod next following appointment, and

(h) two persons from each Regional Archdeaconry, one Lay and the other Ordained, who shall be elected in accordance with Article 4.4, and

(i) two youth representatives, who shall be elected in accordance with Article 4.5.

4.2 The following persons, although not *ex officio* members, may (if not already members under another provision of Article 4.1) be invited to attend meetings of Diocesan Council in a reporting / advisory capacity from time to time, as the Bishop may consider necessary:

(a) the Executive Archdeacon;

(b) the Director of Finance and Property;

(c) the Director for Mission and Ministry Development;

(d) the Registrar and/or Legal Assessor;

(e) the Assistant Treasurer;

(f) a recording secretary appointed by the voting members of Diocesan Council; and

(g) such other persons as may be invited by the Bishop to attend Diocesan Council from time to time.

Diocesan Council Elections and Appointments

Members elected or appointed by the Dean and Archdeacons

4.3 The procedures for the electing or appointing of members of Diocesan Council referred to in Article 4.1(f) shall be as follows:

(a) The Dean shall, on not less than 14 days' notice, convene a meeting of the Archdeacons and the Dean which meeting shall be held at least 7 days prior to the commencement of Synod for the purpose of choosing the two members of Diocesan Council referred to in Article 4.1(f). The decision shall be made by consensus or, failing consensus, by secret ballot. The Dean and each of the Archdeacons will be considered to have been nominated unless they have stated to the meeting that they do not wish their name to stand for Diocesan Council. With the unanimous consent of the Dean and the Archdeacons the time limits set out in this Article 4.3(a) may be abridged.

(b) To be eligible for nomination and election, nominees:

(i) must be the Dean or an Archdeacon of the Diocese holding a licence as such;

(ii) must have confirmed their consent to having their names placed in nomination;

(iii) may nominate themselves; and,

(iv) may be the current incumbent as long as they have not served as a member of Diocesan Council elected or appointed under this Article 4.3 for more than 3 years 6 months immediately prior to the date of the election.

(c) In the event any member of Diocesan Council so chosen is unable or unwilling to act, or shall no longer be either the Dean or an Archdeacon, or there shall be a vacancy for any other reason, then the Dean shall convene a meeting to elect a replacement which meeting shall ordinarily be held prior to the next meeting of Diocesan Council, unless the Bishop shall give consent to the election being held at later date. The procedure for such meeting shall follow, as closely as possible, the procedure set out in Article 4.3(a). The person so elected shall serve the balance of the term of the person being replaced.

Regional Archdeaconry Representatives

4.4 The procedures for the election of members of Diocesan Council referred to in Article 4.1(h) shall be as follows:

Eligibility / Nominations

(a) To be eligible for nomination and election, nominees:

(i) must be a baptized member, or have their names on the Parish List of any Parish of that Regional Archdeaconry;

(ii) must have confirmed their consent to having their names placed in nomination;

(iii) may but need not be members of Synod ;

(iv) may be the current incumbent as long as they have not have served as a member of Diocesan Council elected or appointed under this Article 4.4 for more than 3 years 6 months immediately prior to the date of the election.

(b) In order to be included in the Synod Convening Circular, nominations shall be received in writing by the Nominations Committee no later than 45 days prior to Synod to be included in the Synod Convening Circular. However, nominations may be made after this date, and from the floor of Synod, up to the time appointed by Synod for the close of nominations. In the event a Synod is not held during the required period and a Regional Archdeaconry meeting is called under Article 4.4(g) below, then nominations may be made, including from the floor of the meeting, up to the time appointed by the meeting for the close of nominations.

Voting

(c) In this Article 4.4:

"Electors" means all members of Synod whose names are on the Parish List of a Parish within the Regional Archdeaconry for which an election is being called under this Article 4.4, as of the date of the election; and

"Parish" as used in this Article 4.4 shall include a Mission.

(d) At each regular Synod, the Electors shall, unless no position is then vacant, gather together and shall elect to Diocesan Council one Lay and one Ordained member who shall each hold office for a term ending upon the final adjournment of the regular Synod next following the date which is 1 year 6 months following their election or

appointment.

(e) All elections shall be held by secret ballot at the regular Synod.

(f) The Lay and Ordained candidate for election receiving the greatest number of votes cast (respectively) under this Article 4.4 shall be duly elected.

Replacement

(g) In the event any member of Diocesan Council so elected is unable or unwilling to act, or shall no longer be a person whose name is on the Parish List of a Parish within the Regional Archdeaconry which elected that member to Diocesan Council, or there shall be a vacancy for any other reason, then the Regional Archdeacon shall call upon the Lay and Ordained Electors to meet together and to elect a person to be a member of Diocesan Council. The Regional Archdeacon shall give notice of such meeting by a notice in writing mailed at least 21 days prior to the date fixed for the meeting, setting out the date, time, place and purpose of the meeting. Such meeting shall ordinarily be held prior to the next meeting of Diocesan Council, unless the Bishop shall give consent to the election being held at later date. The person so elected shall serve the balance of the term of the person being replaced.

Diocesan Youth Representatives

4.5 The procedures for the election or appointment of members of Diocesan Council referred to in Article 4.5(i) shall be as follows:

Eligibility

(a) To be eligible for nomination and election (or appointment under Article 4.5(f)), nominees:

(i) must be a baptized member, or have had their names on the Parish List of any Parish of the Diocese for at least one year prior to the election / appointment;

(ii) must be at least 15 years of age and less than 24 years of age, at the time of the election or appointment;

(iii) must have confirmed their consent to having their names placed in nomination (or to their appointment);

(iv) may but need not be members of Synod; and,

(v) may be the current incumbent as long as they have not served as a member of

Diocesan Council elected or appointed under this Article 4.5(a) for more than 3 years 6 months immediately prior to the date of the election or appointment.

Voting

(b) In this Article 4.5:

"Electors" means all members of Synod whose names are on the membership roll of a Parish within the Diocese for which an election is being called under this Article 4.5, as of the date of the election; and

"Parish" as used in this Article 4.5 shall include a Mission.

(c) At each regular Synod, the Electors shall, unless no position is then vacant, gather together and shall elect to Diocesan Council persons meeting the description set out in Article 4.5(a) above who shall each hold office for a term ending upon the final adjournment of the regular Synod next following the date which is 1 year 6 months following their election or appointment. All elections shall be held by secret ballot at the regular Synod.

(d) The candidate for election receiving the greatest number of votes cast under this Article 4.5 shall be duly elected.

(e) All elections for members of Diocesan Council referred to in Article 4.1(i) shall be held by secret ballot at the regular Synod and the term of office shall be as set out in Article 4.5(c).

Replacement

(f) In the event any member of Diocesan Council so elected is unable or unwilling to act, or shall no longer be a person whose name is on the Parish List of a Parish within the Diocese, or there shall be a vacancy for any other reason, the position on Diocesan Council shall be declared vacant. Any such vacancy may be filled by appointment by the Bishop of a person in the Diocese who shall be communicant of at least one year's standing and shall be at least 15 years of age and less than 24 years of age, at the time of the appointment.

Powers, Duties and Meetings

4.6 The Diocesan Council shall function as the agent of Synod when Synod is not in session and may authorize the fixing of the seal of the Synod whenever necessary. By way of example only and without limitation, the Diocesan Council’s roles may include deliberating and deciding upon policy matters, approving Diocesan plans and overall budgets, reviewing progress and executing plans, authorizing program matters, and financial transactions deemed of sufficient

importance to warrant review, and debating and deciding upon matters arising from the Regional Archdeaconries through their elected representatives. The Diocesan Council shall recommend to Synod, when necessary, constitutional and canonical amendments and strategic policy decisions, and may direct the preparation of reports and plans for presentation to the Synod.

4.7 The Bishop, the Bishop's Commissary or the Administrator, together with twelve other voting members shall form a quorum of the Diocesan Council. The meeting shall be chaired by the Bishop or the Bishop's appointee or, during a vacancy in the See, by the Administrator or the Administrator's assignee.

4.8 The Diocesan Council:

(a) Shall from time to time enact such regulations as may be deemed necessary for the administration of the Constitution and Canons and in the carrying out of the business entrusted to it by the Synod. These regulations shall be published;

(b) Shall meet face to face on a regular basis, a minimum of four times a year of which at least two meetings shall be held prior to July 1 and at least 2 meetings shall be held after August 31;

(c) Subject to the instructions from the Synod, shall have control, management and administration of all Christian stewardship and financial development for and on behalf of the Synod; and

(d) May delegate authority to one or more of the Standing Committees or any task force or other committee it may establish from time to time.

Agenda Committee

4.9 The Bishop shall before the first meeting of Diocesan Council following a regular Synod, appoint an Agenda Committee that will be tasked with shaping the agenda for in-person meetings of Diocesan Council so that there are opportunities for meaningful conversation amongst Diocesan Council members.

4.10 The Agenda Committee shall consist of the Executive Archdeacon and three other members of Diocesan Council and shall serve at the pleasure of the Bishop.

Diocesan Committees

4.11 The Diocesan Council shall appoint and establish terms of reference for:

(a) a Standing Committee on Mission and Ministry Development with responsibility for:

(i) identifying the ministry needs of the Diocese as a whole and of each of its various areas; and

(ii) congregational development, expansion and revitalization; and

(b) a Standing Committee on Finance and Property with responsibility to oversee activity and planning with respect to management and finances in the diocese, with the overarching purpose of encouraging and facilitating mission and ministry.

4.12 The Diocesan Council and/or the Standing Committees described in Articles 4.11(a) or (b) above may appoint or dissolve such other Committees as is deemed necessary or advisable from time to time, or in accordance with Canons or Regulations enacted from time to time.

4.13 Diocesan Council shall have the power to clarify the terms of reference of any Standing Committee or other committee of Diocesan Council appointed from time to time.

4.14 Unless the Diocesan Council shall by regulation decide otherwise, appointments to all Committees shall be made at the first meeting of Diocesan Council following a regular Synod and such appointments shall usually be for three year terms but may be less.

4.15 The Diocesan Council shall by regulation establish a system to ensure that persons rotate on and off all Committees in order to maintain continuity of membership while injecting new members and ideas and with those concepts in mind should strive to retire and replace approximately 50% of the committee members in any given 3 year period.

4.16 All Committees shall report to Diocesan Council.

CANONS

CANON 1 - DEFINITIONS

1.1 "**Administrator"** means, during a vacancy in the See, the person appointed pursuant to Canon 2, paragraphs 2.6 - 2.8, below.

1.2 "**Assistant Bishop**" means a Bishop appointed by the Diocesan Bishop.

1.3 "**Bishop**" means the Bishop of the Diocese, or any Coadjutor Bishop, Suffragan Bishop, Assistant Bishop, Administrator or Bishop's Commissary acting for the time being in the Bishop's place and stead upon the Bishop's authority or the authority of the Metropolitan, save for where otherwise provided or where the context requires.

1.4 "**Bishop of the Diocese**" means the Bishop of the Anglican Diocese of New Westminster.

1.5 "**Bishop's Commissary**" means a cleric of the Diocese of not less than ten years' standing, appointed under the hand and seal of the Bishop and as designated under Canon 4, paragraph 4.2 to exercise, in place of the Bishop, such duties as the Bishop may define. The Bishop's Commissary may not confirm or ordain any person unless the Bishop's Comissary is in episcopal orders.

1.6 "**Clergy**" includes Bishops, Bishop's Commissaries, Coadjutor Bishops, Suffragan Bishops, Assistant Bishops, Priests and Deacons and "Bishops" includes Archbishops.

1.7 "**Coadjutor Bishop**" means a duly elected and employed bishop with right of succession.

1.8 "**Dean**" means the Dean of the Diocese (*see further Canon 4*)

1.9 "**Diocese**" means, unless otherwise specified, the Anglican Diocese of New Westminster.

1.10 "**Licensed Clergy**" means all Clergy licensed to and actually engaged in a definite sphere of work within the Diocese, whether parochial or otherwise, and whether stipendiary or non-stipendiary and shall include Clergy holding the Bishop's license and serving in Her Majesty's Canadian Armed forces, either inside or outside the Diocese but shall not include Clergy that only hold:

(a) a licence styled "honorary", "on leave" or "permission to officiate" and/or

(b) any form of permit that is not a license.

1.11 "**Metropolitan**" means the Metropolitan or acting Metropolitan of the Ecclesiastical Province of British Columbia and the Yukon of the Anglican Church of Canada.

1.12 "**Mission**" means an ecclesiastical division within an existing Parish which is supported, in whole or in part, by the Diocese, and which has not been organized as a Parish.

1.13 "**National Canons**" mean the Canons of the General Synod of the Anglican Church of Canada.

1.14 "**Parish**" means an ecclesiastical district whose boundaries have been defined and wherein a congregation or congregations have been established for the worship of Almighty God and served by a cleric or clergy holding the licence of the Bishop of the Diocese.

1.15 "**Parish List**" means the membership roll, or list of persons formally registered as members of a Parish.

1.16 "**Priest in charge**" means the priest who has been appointed to have responsibility for a Parish, regardless of the title by which such priest is known.

1.17 "**Provincial Canons**" mean the Canons of the Synod of the Ecclesiastical Province of British Columbia and the Yukon of the Anglican Church of Canada.

1.18 "**Qualified Retired Clergy**" means those Clergy retired from the Diocese, and not holding a license, that (i) have completed 10 years' service as Licensed Clergy in the Diocese in the 15 years immediately preceding retirement, (ii) are resident in the Diocese and (iii) are not under Ecclesiastical Censure or process.

1.19 "**Regional Archdeaconry**" means a defined area of the Diocese as defined by the Bishop over which a Regional Archdeacon has been given oversight.

1.20 "**Regional Deanery**" means a defined area of the Diocese and within a Regional Archdeaconry as defined by the Bishop over which a Regional Dean has been given pastoral responsibility.

1.21 "**Suffragan Bishop**" means a duly elected and employed bishop who may have territorial jurisdiction as ordered by the Bishop of the Diocese.

1.22 "**Voting Licenced Clergy**" means and includes Licenced Clergy and Qualified Retired Clergy.

1.23 For the purposes of this document, words importing the singular shall include the plural and vice versa; and words importing gender shall include any gender. This document is to be read as if all changes in grammar, number and gender rendered necessary by the context had been made, specifically including a reference to a person as a corporation and vice-versa.

CANON 2 – ELECTION OF THE DIOCESAN BISHOP

The Episcopal Election Committee

2.1 The Office of Diocesan Bishop shall be declared vacant:

(a) upon the death or permanent incapacity of the Diocesan Bishop while in office;

(b) upon the removal of the Diocesan Bishop as the consequence of ecclesiastical discipline; or

(c) upon the actual date of the retirement or resignation of the Diocesan Bishop.

2.2 The Diocesan Bishop shall give the Metropolitan and the Diocesan Council at least ninety days notice of their intent to retire or to resign the Office of Diocesan Bishop.

2.3 Upon the announcement of the intent of the Diocesan Bishop to resign or retire, or the death, permanent incapacity or removal of the Diocesan Bishop, the Diocesan Council shall, within thirty days, appoint an Episcopal Election Committee ('the Committee') using the following criteria:

(a) The Committee shall consist of eleven members:

(i) A Chair, either lay or ordained, chosen by the Diocesan Council;

(ii) Five clergy, drawn from the canonically resident bishops, priests and deacons of the Diocese, and

(iii) Five lay members who are qualified to be members of their Parish Vestry pursuant to Canon 14 or Canon 15 and have been so for at least two years.

(b) The membership of the Committee shall reflect the diversity of the Diocese with particular attention to:

(i) gender identity,

(ii) age,

(iii) ethnic and cultural identity, and

(iv) theological perspectives.

(c) The members of the Committee shall be drawn from all the regional archdeaconries

of the Diocese.

(d) The Committee shall be responsible for establishing an electoral process that is:

(i) transparent,

(ii) fair,

(iii) accountable,

(iv) committed to discernment and

(v) guided by a pastoral concern for the nominees.

(e) The Committee shall determine how electronic and social technology is to be used in the electoral process.

2.4 The Committee shall carry out those duties set out in paragraphs 2.13, 2.15, 2.16, 2.20, and 2.26.

2.5 Diocesan Council shall provide the Committee with the requisite financial and personnel resources to complete its responsibilities pursuant to this Canon and any relevant Regulations.

The Administrator

2.6 Upon the vacancy in the Office of the Diocesan Bishop and there being no Coadjutor Bishop, the Administrator of the Diocese shall be:

(a) the Suffragan Bishop or, in the absence of or inability to act on the part of the Suffragan Bishop,

(b) the Dean of the Diocese or, in the absence of or inability to act on the part of the Dean,

(c) the most senior Archdeacon who is able and willing to act as Administrator.

2.7 The seniority of the Archdeacon shall be determined by the date of appointment as an Archdeacon to the office of Archdeacon. If they have equal seniority in this respect, then seniority between them shall be decided by which of them has been licensed as an ordained person in the Diocese for the longest length of time.

2.8 The Administrator shall have the powers and responsibilities of a Diocesan Bishop as these are set out in the Constitution and Canons of the Diocese. The Administrator may not confirm or ordain any person unless the Administrator is in episcopal orders.

2.9 Diocesan Council shall provide the Administrator with the requisite financial and personnel

resources to complete their responsibilities pursuant to this Canon and any relevant Regulations.

Nomination of Candidates

2.10 The election of a Bishop shall be made at an Electoral Synod called pursuant to the provisions of this Canon, the Rules of Order of the Diocese and any relevant Regulations.

2.11 Diocesan Council, within thirty days of the death in office, permanent incapacity or removal from office of the Diocesan Bishop or upon receiving notice of the intention of the Diocesan Bishop to resign or retire, shall obtain permission from the Metropolitan pursuant to the Provincial Canons to summon an Electoral Synod for the election of a Bishop. Upon receipt of the Metropolitan's permission an Electoral Synod shall be convened by the Metropolitan on a date approved by Diocesan Council no less than three months and no more than six months from the effective date of the vacancy in the Office of Diocesan Bishop.

2.12 The Metropolitan shall chair the Electoral Synod unless the Metropolitan shall be unable or unwilling to act or is a candidate for election as Diocesan Bishop, in which case, the next senior Bishop in the Province who is able and willing to act and who is not a candidate for election as Diocesan Bishop shall chair the Electoral Synod. The Chair of the Electoral Synod shall not be entitled to a vote.

2.13 The Episcopal Election Committee shall:

(a) receive the nominations of persons eligible for the office of Diocesan Bishop;

(b) oversee the process of vetting the qualifications of those persons nominated for the Office of Diocesan Bishop;

(c) plan and execute a fair and transparent process by means of which qualified nominees are presented to the members of the Electoral Synod for their review; and

(d) ensure that all necessary information regarding the nominees is available to the members of the Electoral Synod no less than fourteen days before the date of said Synod.

2.14 No person shall be nominated for the Office of Diocesan Bishop unless that person qualifies for such position according to the Constitution and Canons of the Anglican Church of Canada and the Constitution and Canons of the Ecclesiastical Province of British Columbia and Yukon. These qualifications are as follows:

(a) The nominee must be at least thirty years of age.

(b) The nominee's learning, training or experience shall meet the needs of ministry as a bishop.

(c) The nominee has neither directly or indirectly secured or attempted to secure the Office of

Diocesan Bishop by any improper means.

(d) The nominee is not guilty of any crime or immorality.

(e) The nominee does not hold or taught nor has held or taught within five years previously anything contrary to the doctrine or discipline of the Anglican Church of Canada.

(f) The nominee must be a priest or bishop in holy orders of the Anglican Church of Canada or of some church in full communion with the Anglican Church of Canada.

(g) If the nominee is a priest or bishop of a church in full communion with the Anglican Church of Canada, they must fulfill the requirements of Canon IV of the General Synod of the Anglican Church of Canada.

2.15 All nominees shall be required to undergo a process to confirm their qualifications for the Office of Diocesan Bishop in the Anglican Church of Canada which will include a criminal records check with vulnerable sector from the jurisdictions set forth in any relevant Regulations.

2.16 Each nominee must be nominated by at least four members of Synod, at least two of whom shall be ordained members and at least two of whom shall be lay members. The names of the nominators shall be made public and no nominator may nominate more than one candidate. The Nominee must give their consent to their nomination to the Chair of the Episcopal Election Committee.

The Electoral Synod

2.17 At least thirty days prior to the Electoral Synod Diocesan Council shall appoint a Returning Officer and a Deputy Returning Officer to oversee the balloting process at the Electoral Synod. The Returning Officer shall have the power to appoint such assistants as the Returning Officer shall deem appropriate. The Deputy Returning Officer shall undertake such duties as are assigned by the Returning Officer and shall act as the acting Returning Officer in the absence of the Returning Officer.

2.18 On the day and at the place appointed, after the celebration of the Holy Eucharist, the Chair shall proceed to organize the meeting in accordance with the Rules of Order of the Electoral Synod.

2.19 The Members of the Electoral Synod are set forth in Article 2.1 and the quorum for an Electoral Synod is set forth in Article 2.6 of the Constitution of the Diocese.

2.20 Following the celebration of the Holy Eucharist, the Episcopal Election Committee shall formally table the names of the nominees for the Office of Diocesan Bishop. After the nominations, the members of the Electoral Synod present and voting shall vote in their respective orders until a person is elected Diocesan Bishop or ten ballots have been conducted.

All voting shall be by secret ballot and conducted as follows:

(a) On the conclusion of each balloting the Chair shall declare the voting on that balloting closed.

(b) The ballots shall be counted and a written report from the Returning Officer shall be given to the to the Chair, indicating,

(i) the number of ballots not included in the results of the voting and the reasons why these ballots are not included;

(ii) the number of votes of each order required for an election;

(iii) the results, by order, of the voting.

(c) Upon receipt of the report of the Returning Officer, the Chair shall announce:

(i) the number of ballots cast in each order;

(ii) the number of ballots not included in the results of the voting and the reasons why these ballots are not included in the count;

(iii) the number of votes in each order required for an election;

(iv) the number of votes cast in each order for each candidate, and

(v) whether or not there has been an election.

(d) If the balloting does not result in an election, balloting shall continue pursuant to sub-paragraphs (a), (b) and (c) above with the exception that the names of the following candidates shall be removed from the list of candidates for election:

(i) any candidate who has received no votes in either or both Orders,

(ii) any candidate who has (or, in the case of a tie, the candidates who have) received the lowest number of lay and clerical votes in aggregate, unless the number of votes received, although the lowest of all candidates, is at least one- fifth of the votes in either order, and

(iii) any candidate who has given or caused to be given signed written notice to the Chair stating that the candidate wishes to withdraw from the election.

(e) If no candidate is elected after ten ballots, the Chair shall determine the will of the Electoral Synod as to whether the Electoral Synod shall recess for a specific period of time, adjourn indefinitely or continue balloting.

2.21 No person shall be held to be duly elected Diocesan Bishop unless that person shall have first

obtained the majority of the votes of the members of both orders present and voting on the same ballot.

Reconvening an Electoral Synod

2.22 Paragraphs 2.23 to 2.27 apply only if an Electoral Synod has been adjourned under subparagraph 2.20(e).

2.23 The Diocesan Council shall determine the date and location of the reconvened Electoral Synod in consultation with the Metropolitan. Notice shall be sent to the members of the Electoral Synod at least fourteen days before the reconvening of the Electoral Synod as well as any requisite information regarding any newly-nominated candidates.

2.24 Following the adjournment new nominations may be made whose candidacy will be reviewed according to the requirements of this Canon above and any relevant Regulations. Any new nominations must be submitted within sixty days of the adjournment of the Electoral Synod.

2.25 No person who either withdrew or whose name was removed from the ballot pursuant to subparagraph 2.20(d) during the previous Electoral Synod may be re-nominated.

2.26 When the Electoral Synod reconvenes, the Electoral Election Committee shall table:

(a) the names of those candidates who were validly nominated previously who did not withdraw their names in the previous election and who have consented to their names being re-submitted to the Electoral Synod, and

(b) the names of any candidates nominated pursuant to paragraph 2.24 above.

2.27 Balloting shall resume as pursuant to paragraphs 2.19, 2.20 and 2.21 above. If no candidate is elected after ten ballots, the Chair shall determine the will of the Electoral Synod as to whether the Electoral Synod shall be adjourned or whether further balloting shall take place, and:

(a) If the Electoral Synod chooses to adjourn, it shall reconvene pursuant to paragraphs 2.19, 2.20, and 2.21 above; or

(b) If the Electoral Synod chooses to continue balloting, balloting shall continue until there are two nominees remaining, then:

(i) Prior to any ballot on which there remains only two nominees, the Chair may prescribe that, if an election does not occur after a specified number of ballots, the Electoral Synod shall be adjourned for not less than seven days nor more than thirty days;

(ii) When the Electoral Synod reconvenes, balloting will continue until one of the two nominees is elected or the Electoral Synod chooses to adjourn indefinitely; and

(iii) If the Electoral Synod chooses to adjourn indefinitely, it shall reconvene pursuant to paragraphs 2.19, 2.20, 2.21 and 2.23 above.

Confirmation of Election

2.28 No person shall be consecrated and/or installed as Diocesan Bishop until their election is confirmed by a majority of the House of Bishops of the Ecclesiastical Province of British Columbia and Yukon in accordance with the Canons of the Ecclesiastical Province.

2.29 Prior to their consecration and/or installation, the Diocesan Bishop-elect shall:

(a) Promise obedience to the Constitution and Canons of the Diocese and

(b) agree to fulfill the shared commitments and obligations of the clergy of the Diocese as these are expressed in the Regulations and Policies of the Diocese.

2.30 The Consecration of the Diocesan Bishop-elect is within the jurisdiction of the Metropolitan in consultation with the Diocesan Council.

2.31 The Installation of the Diocesan Bishop-elect is within the jurisdiction of the Administrator of the Diocese in consultation with the Diocesan Council.

Regulations, Electoral Synod Rules of Order and Diocesan Profile

2.32 Diocesan Council may:

(a) make Regulations consistent with this Canon and matters related to the nominating and election of a Diocesan Bishop and

(b) make Rules of Order for the Electoral Synod consistent with this Canon and any relevant Regulations.

2.33 Diocesan Council shall maintain a Diocesan Profile that shall be reviewed annually and, if necessary, revised.

Mandatory Review of the Electoral Process

2.34 Within thirty days of its first regular meeting following the consecration and/or installation of the Diocesan Bishop, Diocesan Council shall establish an Electoral Process Review Task Force.

2.35 The Task Force shall review the electoral process just completed and shall report back to Diocesan Council with any recommendations regarding the electoral process which may include revisions to the Canon and to any relevant Regulations.

2.36 The Task Force shall complete its report within twelve months of its appointment.

CANON 3 – COADJUTOR, SUFFRAGAN AND ASSISTANT BISHOPS

Election of a Coadjutor or Suffragan Bishop

3.1 When the Diocesan Bishop has given notice of their intent to resign or retire as Bishop within the following twelve months, the Bishop or the Synod, by three-fourths vote, may request the election of Coadjutor Bishop. The election of a Coadjutor Bishop shall take place on a date and at a place fixed by the Diocesan Bishop after consultation with the Diocesan Council.

3.2 When the Diocesan Bishop believes that the mission and ministry of the Diocese requires additional episcopal leadership, the Diocesan Bishop or the Synod by three-fourths vote, may request the election of a Suffragan Bishop. The election of a Suffragan Bishop shall take place on a date and at a place fixed by the Diocesan Bishop after consultation with the Diocesan Council.

3.3 The nomination election, consecration and installation of a Coadjutor Bishop shall take place pursuant to Canon 2 and any relevant Regulations with the exception that the Diocesan Bishop, if present, shall preside over the Electoral Synod.

3.4 The nomination, election, consecration and installation of a Suffragan Bishop shall take place pursuant to the provisions of Canon 2 and any relevant Regulations with the exception that:

(a) the nominees for the Office of Suffragan Bishop shall be submitted to and approved by the Diocesan Bishop, and

(b) the Diocesan Bishop, if present, shall preside over the Electoral Synod.

Duties and Privileges of a Coadjutor or Suffragan Bishop

3.5 The Coadjutor and/or Suffragan Bishop shall perform such Diocesan duties and exercise such Episcopal authority in the Diocese as assigned by the Diocesan Bishop.

3.6 The Coadjutor and/or Suffragan Bishop shall have a seat in the Synod and the same right of voting therein as any other voting licensed Clergy registered for a Synod.

(a) In the absence of the Diocesan Bishop, the Coadjutor Bishop shall preside.

(b) In the absence or unwillingness of the Coadjutor Bishop to preside, then the Suffragan Bishop shall preside.

(c) In the absence or unwillingness of the Suffragan Bishop to preside, then the Administrator or Commissary of the Diocese shall preside.

3.7 The Coadjutor and/or Suffragan Bishop shall be a member of the Diocesan Council.

3.8 The Coadjutor Bishop shall become the Diocesan Bishop without any further election when any vacancy occurs in the See.

3.9 The Coadjutor Bishop has seniority over any Suffragan Bishop.

Assistant Bishop

3.10 When the Diocesan Bishop believes that the mission and ministry of the Diocese requires additional episcopal leadership, the Diocesan Bishop, in consultation with Diocesan Council, may appoint an Assistant Bishop.

3.11 No person shall be appointed as Assistant Bishop who is not in episcopal orders and does not fulfill the qualifications for the Office of Bishop as stated in Canon 2, paragraphs 2.14 and 2.15.

3.12 Prior to their appointment, an Assistant Bishop shall:

(a) promise obedience to the Constitution and Canons of the Diocese and

(b) agree to fulfill the shared commitments and obligations of the clergy of the Diocese as these are expressed in the Regulations and Policies of the Diocese.

3.13 The Assistant Bishop shall perform such Diocesan duties and exercise such Episcopal authority in the Diocese as assigned by the Diocesan Bishop.

3.14 The Assistant Bishop shall have a seat in the Synod and the same right of voting therein as any other voting licensed Clergy registered for a Synod.

3.15 The Assistant Bishop shall not be a member of the Diocesan Council.

3.16 The Coadjutor and Suffragan Bishops have seniority over any Assistant Bishop.

CANON 4 - DIOCESAN OFFICERS

The Dean

4.1 The Bishop shall appoint the Dean of the Diocese. The Dean may but need not be the Rector of the Cathedral.

Bishop's Commissary

4.2 In the event that the Bishop leaves the Diocese or is temporarily incapacitated for a period in excess of one month, the Bishop shall appoint a Commissary by letter under the hand and seal of the Diocese. Such an appointment shall continue in force until revoked in writing by the Bishop.

4.3 The Commissary may be the Dean, an Archdeacon or, a senior member of the Clergy of the Diocese. In the event that a Bishop's Commissary is required and none has been formally appointed, the default Bishop's Commissary shall be the Executive Archdeacon.

Archdeacons

4.4 The Bishop may appoint Archdeacons who shall assist the Bishop in the administration of the Diocese as directed by the Bishop. Archdeacons shall hold office at the pleasure of the Bishop.

Regional Deans

4.5 Regional Deans may be appointed by the Bishop after consultation with the Licensed Clergy of the relevant Regional Deanery, and they shall hold office at the pleasure of the Bishop. They shall perform such duties as shall be assigned to them by the Bishop.

Honourary Canons

4.6 The Bishop may appoint Honourary Canons.

The Chancellor

4.7 The Bishop shall appoint a Chancellor, who shall hold office at the pleasure of the Bishop.

4.8 The Chancellor:

(a) shall be:

(i) a Communicant member of the Church;
(ii) a member of the Bar of the Province of British Columbia; and
(iii)of at least ten years' standing as a barrister or solicitor.

(b) shall advise and assist the Bishop, or in the Bishop's absence, the Coadjutor Bishop, Suffragan Bishop, Administrator or Commissary, on all pertinent matters and shall advise the presiding officer of session of Synod on points of order and other questions referred by the presiding officer.

(c) shall perform such other duties as required by the Bishop.

The Vice-Chancellor

4.9 The Bishop may appoint a Vice-Chancellor, to hold office at the pleasure of the Bishop.

4.10 The Vice-Chancellor shall be:

(a) a Communicant member of the Church;
(b) a member of the Bar of the Province of British Columbia; and
(c) of at least five years' standing as a barrister or solicitor.

4.11 The Vice-Chancellor shall assist the Chancellor and shall act for, and on the Chancellor's behalf, during the absence or inability of the Chancellor, attend to the Chancellor's duties.

4.12 Either the Registrar or the Legal Assessor may simultaneously serve as Vice-Chancellor.

The Registrar

4.13 The Bishop shall appoint a Registrar, who shall hold office at the pleasure of the Bishop.

4.14 The Registrar:

(a) shall be:

(i) a communicant member of the Church;
(ii) a member of the Bar of the Province of British Columbia; and
(iii) of at least five years' standing as a barrister or solicitor.

(b) shall be a member of the Committee on Constitution and Canons.

(c) shall act as a legal advisor to the Bishop and perform such other duties as may be required by the Bishop.

(d) shall perform the duties of the Legal Assessor during the absence of the Legal Assessor and

during a vacancy in the office of the Legal Assessor.

Legal Assessor

4.15 The Bishop shall appoint a Legal Assessor, who shall hold office at the pleasure of the Bishop.

4.16 The Legal Assessor:

(a) shall be:

(i) a Communicant member of the Church;
(ii) a member of the Bar of the Province of British Columbia; and
(iii) of at least five years' standing as a barrister or solicitor.

(b) shall be a member of the Committee on Constitution and Canons.

(c) shall act as a legal advisor to the Bishop and perform such other duties as may be required by the Bishop.

(d) shall perform the duties of the Registrar during the absence of the Registrar and during a vacancy in the office of the Registrar.

Assistant Treasurer

4.17 The Bishop may, in consultation with the Treasurer and with the concurrence of Diocesan Council, appoint an Assistant Treasurer, who shall hold office at the pleasure of the Bishop.

4.18 The Assistant Treasurer shall:

(a) be a communicant member of the Church.

(b) assist the Treasurer in their duties as directed by the Treasurer.

(c) perform the duties of the Treasurer during the absence of the Treasurer and during a vacancy in the office of the Treasurer.

CANON 5 – APPOINTMENT, RESIGNATION AND RETIREMENT OF CLERGY

5.1 All clerical and lay appointments at the Diocesan Synod Office come under the Bishop's jurisdiction.

5.2 All resignations of clergy shall be submitted to the Bishop in writing. Where clergy are licensed to a particular parish, copies of such written resignations shall be provided to the Church Wardens.

Bishop's Advisory Committee on Appointments

5.3 There shall be a Bishop's Advisory Committee on Appointments.

5.4 The Bishop's Advisory Committee on Appointments shall consist of:

(a) the Bishop, who shall chair the meetings;

(b) the Executive Archdeacon;

(c) three Ordained and three Lay Persons elected by Orders at Synod, who shall hold office for a term ending upon the final adjournment of the Regular Synod next following such election; and

(d) any persons appointed under paragraph 5.6, below.

5.5 Members pursuant to subparagraphs 5.4(c) and 5.4(d) above shall not serve more than two consecutive terms.

5.6 Diocesan Council shall have the authority to fill by appointment any vacancy which may occur between regular sessions of Synod which appointments shall be effective until the final adjournment of the regular Synod next following such appointment.

5.7 When the Bishop's Advisory Committee on Appointments is considering an appointment to a parish vacancy for which a Search Committee has been convened pursuant to Canon 9, paragraph 9.40, the following persons shall be added as fully participating and voting members with respect to any and all discussions of the Advisory Committee relating to such appointment:

(a) two members of the Search Committee, elected by the Search Committee; and

(b) the Regional Archdeacon for the Parish concerned, or their delegate.

Appointments, Leaves and Resignations

5.8 Applications for clerical appointment in the Diocese shall be made to the Bishop but no appointment shall be made to a Parish by the Bishop without consulting the Search Committee of that Parish and the Bishop's Advisory Committee on Appointments.

5.9 Notwithstanding Paragraph 5.8, in the event the Bishop has proposed multiple candidates for a clerical appointment and the Search Committee of the Parish has refused to consent to the appointment of any of the candidates, the Bishop thereafter may make a clerical appointment to that Parish.

5.10 All requests for leaves of absence shall be made in writing to the Bishop.

5.11 Ordinarily an appointment or assignment shall be expected to cease when the appointee reaches full pensionable age as determined by reference to the applicable provisions of the General Synod Pension Plan of the Anglican Church of Canada. However, application may be made to the Bishop for authority to continue from year to year. Such application shall be reviewed in consultation with the Parish Council of the Parish concerned.

5.12 The Bishop may also call on the Bishop's Advisory Committee on Appointments to assist in respect of chaplaincies and other appointments, both clerical and lay, which come under the Bishop's jurisdiction.

Required Licenses and Permissions

5.13 All clergy appointed to a particular ministry within the Diocese must hold a license from the Bishop for the exercise of that ministry.

5.14 No person shall officiate within the Diocese for more than two consecutive weeks in the same Parish without a written license or permission from the Bishop.

CANON 6 - THE CATHEDRAL

Diocesan Cathedral

6.1 Christ Church Parish, Vancouver, B.C., or such other church designated by the Bishop, shall be the Cathedral of the Diocese.

The Chapter of Christ Church Cathedral in Vancouver

6.2 The Chapter shall consist of:

(a) the Dean;

(b) the Rector of the Cathedral of the Diocese, if not the Dean;

(c) the Archdeacons of the Diocese, and

(d) such Licensed Clergy and lay members of Synod as the Bishop may from time to time appoint, to a maximum of sixteen in number, for a term not to exceed three years, of whom one shall be nominated to the Bishop by the Cathedral Parish.

6.3 The Chapter shall perform such duties as the Bishop shall from time to time assign to it.

Holy Trinity Cathedral

6.4 It is recognized that, for historical reasons, the Parish Church of the Holy Trinity, New Westminster, shall be by courtesy designated Holy Trinity Cathedral in perpetuity although not presently being the Cathedral of the Diocese.

CANON 7 – REGIONAL ARCHDEACONRIES AND REGIONAL DEANERIES

7.1 The Bishop may, in consultation with the Diocesan Council, create:

(a) Regional Archdeaconries, and/or

(b) Regional Deaneries,

and alter or adjust their boundaries.

Regional Deanery Conferences

7.2 The Regional Deanery Conference of the Regional Deanery shall be composed of all licensed Clergy, Lay Delegates and Alternates to Diocesan Synod, Church Wardens, Treasurers, and Secretaries of the Church Committees of the Congregations of the Regional Deanery.

7.3 A Regional Deanery Conference shall be convened at least once a year to provide opportunities for fellowship, learning and encouragement among all the Congregations of the Regional Deanery, and to deal with such matters of business as may be brought before it.

The Clericus

7.4 The Clericus shall consist of all Licensed Clergy within a Regional Deanery and shall meet at least three times a year to promote personal and professional growth, fellowship and co-operation, and to deal with such matters of business as may be brought before it.

CANON 8 - CREATION AND AMENDMENT OF PARISHES, PARISH CORPORATIONS, AND PARISH NAMES

Records

8.1 A record of the names and boundaries of every Parish shall be kept and maintained by the Registrar of the Diocese.

New Parishes

8.2 The Bishop, in consultation with Diocesan Council, may establish and name new Parishes and set their boundaries.

8.3 Subject to the Bishop's approval, Diocesan Council may propose names for new Parishes.

Parish Name-Changes

8.4 Any Parish may apply to the Bishop to change its name.

Parish Boundary-Changes

8.5 The Bishop, in consultation with Diocesan Council and the Parish in question, may alter boundaries of any existing Parish.

Merger

8.6 The Bishop may initiate the merger of Parishes, whether incorporated or not, in either of the following cases:

(a) The Parishes have voted to merge by a 75% majority of those attending their respective Vestry Meetings specially called on 14 days' notice for the purpose, or

(b) Diocesan Council shall have voted by a 75% majority at two consecutive meetings to merge the Parishes.

8.7 Where Diocesan Council intends to put merger of Parishes to a vote under paragraph 8.6 above, Diocesan Council must first:

(a) give three months' notice in writing to the Priest in charge and Church Wardens of the Parish; and

(b) give the Parish a right of audience at the meetings at which Diocesan Council shall consider the resolution to merge.

8.8 In the event that any Parish shall contest its merger after the first meeting at which Diocesan Council votes to merge it:

(a) the Priest in charge and Church Wardens may apply to the Bishop in writing before the second Council meeting at which merger is to be considered; in which case

(b) the Bishop shall then appoint a Commission of not fewer than three people, with each Regional Deanery in which the Parishes are situated represented; and

(c) the Commission shall study the question and consult with the Parishes, the Regional Deaneries, the relevant Standing Committees of Diocesan Council and representatives of the Diocese and shall report its recommendation as to whether the parishes should be merged or not, together with any recommendations about the terms and manner of merger.

(d) The Commission's report shall be considered by Diocesan Council when it deliberates at its second meeting to consider merger.

8.9 The Bishop shall not be bound to merge any Parish in any case.

8.10 When the Bishop has given consent, the formal process of merger shall be confirmed and initiated by the Bishop's letter to the Priest in charge and Church Wardens of the Parishes involved announcing the Bishop’s consent to merger.

8.11 The process of merger shall be completed within 18 months of its formal initiation but the Bishop may extend the time limit.

8.12 Where in the course of a merger of Parishes a Parish is closed, the disposition of the proceeds of its assets shall be determined by Diocesan Council in consultation with its Standing Committees.

Closure

8.13 The process to consider closure of a Parish may be initiated by the Bishop, Diocesan Council, or the relevant Parish.

8.14 The Bishop may initiate the process of closing a Parish in the following cases:

(a) The parish has voted by a 75% majority of those attending a Vestry Meeting specially called on 21 days’ notice for that purpose, to request closure, or

(b) Diocesan Council has voted by a 75% majority at two meetings to close the Parish.

8.15 Where Diocesan Council intends to put closure of Parishes to a vote under paragraph 8.6 above, Diocesan Council must first:

(a) give three months' notice in writing to the Priest in charge and Church Wardens of the Parish, and

(b) give the Parish a right of audience at the meetings at which Diocesan Council shall consider the resolution to merge.

8.16 In the event that a Parish contests its closure after the first meeting at which Diocesan Council votes to close it:

(a) the Priest in charge and Church Wardens may apply to the Bishop in writing before the second meeting at which closure is to be considered, in which case

(b) the Bishop shall then appoint a Commission of not fewer than three people, one of whom shall be from the Regional Deanery in which the Parish is situated, and

(c) the Commission shall study the question and consult with the Parish, the Regional Deanery, the Standing Committee on Mission and Ministry Development and representatives of the Diocese and shall report its recommendations as to whether the Parish should be closed or not, together with any recommendations about the manner of closure.

(d) The Commission's report shall be made to Diocesan Council and to the Parish. The report shall be considered by Diocesan Council when it deliberates at its second meeting to consider closure.

8.17 The Bishop shall not be bound to close a Parish in any case.

8.18 Once the above steps have been completed, and with the Bishop's consent, the formal process of closure shall be confirmed and initiated by the Bishop's letter to the Priest in charge and Church Wardens announcing the Bishop's consent either to the request of the Parish or to the resolution of Diocesan Council to close the parish. The process of closure, once formally initiated by the Bishop shall be completed within 18 months, but the Bishop shall have power to extend the time limit.

8.19 In any formal Parish closure, the Trustees (or, in the case of an unincorporated Parish, the Church Wardens together with the Priest-in-charge) shall provide Diocesan Council with audited financial statements to cover the period of time since the last audited annual statements and also any financial documentation that shall be requested by Diocesan Council to show the disposition of the Parish's property, and the Church Wardens shall deliver over to the Diocesan Registrar for safekeeping the Parish books, records and documents.

Notwithstanding the foregoing, Diocesan Council may by resolution or regulation direct that the financial statements required by this paragraph be for a shorter or longer period than set out above and permit such financial statements to be unaudited rather than audited.

8.20 Where a Parish is closed, its net assets shall be transferred to the Diocesan Mission and Ministry Fund (or such equivalent alternative Fund as may be established from time to time) for its use in developing worship or ministry centres anywhere in the Diocese or for the establishment or development of ministry programs anywhere in the Diocese. Such transfers shall be subject to any trusts and to any reserve fund established by Diocesan Council for the provision of a continuing ministry to replace the parish.

8.21 Where a Parish is closed, the Bishop in consultation with Diocesan Council shall, pursuant to paragraph 8.5, amend the boundaries of neighbouring Parishes to include the area of the closed Parish.

8.22 The Bishop may appoint replacement Trustees to the Parish Corporation of any closed incorporated Parish, as necessary.

CANON 9 - PARISH ORGANIZATION

Vestry Membership

9.1 The Priest in charge of a parish, or that person's delegate, shall maintain the Parish List. No one shall have their name on the Parish List of more than one Parish in the Diocese at the same time.

9.2 The Vestry of a Parish shall consist of all baptized persons of the age of fifteen or over:

(a) who are accustomed worshippers within the Parish and;

(b) whose names have been on the Parish List of the Parish for at least the three months preceding the Vestry Meeting.

9.3 For the purposes of subparagraph 9.2(a) above, indicia of an "accustomed worshipper" may include, among other things, a person's:

(a) frequent attendance;

(b) material commitment of time, talents, or financial resources; or

(c) receipt of the ministrations of the Parish because of illness or other incapacity,

though the presence of such factors shall not necessarily be determinative of a person's status as an accustomed worshipper.

9.4 Any questions as to a person's right to be on a Parish List, the date from which a person's place on a Parish List is deemed to be effective, or whether or not a person qualifies as an "accustomed worshipper" within the Parish shall be determined by the Church Wardens of the Parish.

Vestry Meetings

9.5 Each parish must hold an Annual Vestry Meeting before the end of February in each year.

9.6 Vestry meetings may be held for purposes including, without limitation, receiving reports, approving budgets, and electing Officers and Delegates / Alternate Delegates to Synod.

9.7 A meeting of the Vestry shall be called by the Priest in charge or one of the Church Wardens by notice in writing picked up, delivered, mailed or sent electronically to all those persons on the Parish List of the Parish, at least 14 days prior to the date fixed for the Vestry Meeting. Where a number of persons in the same family residing at the same address are on the Parish

List of the Parish a notice addressed to and picked up, delivered or mailed to one of such persons shall be deemed to be a proper notice to all such persons. Such notice shall set out the date, time, place, and purpose of the meeting. The Priest in charge of the Parish shall be responsible for the announcing of such a meeting at all regular Sunday services of worship at least eight days prior to the date fixed for the meeting.

9.8 An Extraordinary Vestry Meeting:

(a) may be called by the Priest in charge of a Parish or Church Wardens at any time, and

(b) shall be called by them when a group representing no less than 10% of the members of a Parish requests the same, by delivering to the Priest in charge or Church Wardens of the Parish a petition setting out their names, together with a proposed agenda indicating the purpose of the proposed meeting and any motions to be discussed.

9.9 In the event of a properly-made request for an Extraordinary Vestry Meeting being refused by the Priest in charge of a Parish or Church Wardens, an appeal may be made in writing by the petitioners to the Bishop stating the reasons for requesting a Vestry Meeting. The Bishop shall consider the matter and may require, if considered appropriate, that the Priest in charge of the Parish convene the Extraordinary Vestry Meeting as requested.

9.10 Vestry meetings shall be chaired by the Priest in charge or some other member of Vestry as may be appointed by the Priest in charge or the meeting.

9.11 A vestry clerk shall be appointed by the Priest in charge at the start of every Vestry Meeting. It shall be the responsibility of the vestry clerk to record minutes of proceedings and resolutions of all Vestry meetings.

9.12 The minutes shall be read, corrected and approved by the Vestry at its next meeting, and once confirmed, shall be signed by the chair of the meeting, after which they shall be available for the inspection of any Parishioner at any reasonable time.

No act or resolution of Vestry shall be valid unless it receives the votes of a majority of the voting members of Vestry present and voting at the meeting. Proxy voting is not permitted.

9.13 In the case of protest against the legality of elections at any Vestry meeting, such protest shall be made in writing to the Diocesan Council which shall rule either that the election is valid or order that a new Vestry Meeting for the purpose of convening a new election be held within 30 days of the date of their decision.

Parish Officers

9.14 Legal responsibility for the administration of the Parish rests with the Trustees (in the case of incorporated Parishes), or the Church Wardens together with the Priest in charge (in the

case of unincorporated Parishes) (each respectively, for the purposes of this section, the "**Responsible Persons**").

9.15 The duties of the Responsible Persons include, without limitation:

(a) to oversee, care for and administer, buildings, records, and funds of the Parish;

(b) to make an annual report, and

(c) to have prepared, in accordance with paragraph 9.51, annual financial statements for presentation to the Trustees (in the case of an incorporated Parish), Church Wardens, Parish Council, and the Annual Vestry Meeting,

provided however that the Responsible Persons may also delegate these responsibilities to other persons.

9.16 The Responsible Persons shall also assist in guiding the implementation of the programs of the Parish and share with the Priest in charge the pastoral and spiritual concerns of the Parish.

Trustees

9.17 Incorporated Parishes shall have at least five Trustees (whether elected or *ex officio*) or such greater number as may be required by the Bylaws and/or Declaration of Incorporation of the incorporated Parish.

9.18

(a) The Priest in charge, and (subject to applicable bylaws) at least two Church Wardens, are Trustees by function of their offices.

(b) Additional Trustees shall be appointed or elected pursuant to the bylaws of each respective Parish.

9.19 To be eligible to be a Trustee, a person must, at the time they become a Trustee, be:

(a) serving in a clerical role which entitles them to be a Trustee (for example, the Priest in charge of the Parish); or

(b) a member of the Parish with the right to vote at Vestry Meetings and a communicant of at least one year's standing; and

(c) at least eighteen years of age.

Church Wardens

9.20 Every Parish shall have at least two Church Wardens.

9.21 To be eligible to be a Church Warden, a person must, at the time of their election or appointment, be:

(a) a member of the Parish with the right to vote at Vestry Meetings and a communicant of at least one year's standing; and

(b) at least eighteen years of age.

9.22 Of the Church Wardens, one (known as the "Rector's Warden") shall be appointed by the Priest in charge of the Parish and the other (known as the "People's Warden") shall be elected by the Vestry, or both may be elected by the Vestry, if the Priest in charge so prefers.

9.23 If there be no Priest in charge of the Parish at the time fixed for the appointment or election of Church Wardens, one Church Warden shall be appointed by the Bishop, and shall remain in office until the Priest in charge of the Parish has been appointed and has nominated a Church Warden. The other Church Warden shall be elected by the Vestry.

9.24 If the office of a Church Warden who must be elected by the Vestry shall become vacant before the Annual Vestry meeting, a meeting of the Vestry shall be called within 30 days to elect a successor. If the office of a Church Warden who may be appointed by the minister in charge of the parish shall become vacant before the Annual Vestry Meeting, the minister shall appoint a successor or cause a meeting of the Vestry to be called within 30 days to elect a successor.

Associate Wardens

9.25 In addition to the Church Wardens, a Vestry may choose to have up to two Associate Wardens, one of whom may be elected and the other may be appointed by the Priest in charge.

9.26 Any such Associate Warden(s) shall assist the Church Wardens and attend to any duties delegated to them by the Church Wardens.

Treasurer

9.27 Each Parish shall have a Treasurer who shall report to and take direction from the Responsible Persons.

9.28 The Treasurer shall be appointed or elected at the Annual Vestry Meeting as Vestry shall see fit. The Responsible Persons may remove or replace the Treasurer, in consultation with the Parish Council.

9.29 The Treasurer, under the direction of the Responsible Persons, shall keep financial books of account for the Parish and prepare periodic financial statements for the Responsible Persons, Parish Council, and Diocese.

Parish Council

9.30 There shall be in each Parish a Parish Council. If a Parish is incorporated and every person who is a member of Parish Council is also a Trustee of the Parish, then the Board of Trustees and the Parish Council shall be for all intents and purposes one body.

9.31 The duties of the Parish Council shall be to assist the Trustees (if any), Priest in charge and the Church Wardens in the general business of the Parish and in all aspects of the ministry of the Parish.

9.32 The Parish Council shall consist of:

(a) the Priest in charge of the Parish;

(b) all Licensed Clergy of the Parish;

(c) the Church Wardens and the Associate Warden(s) (if any),

(d) the Lay Delegates and the Alternate Lay Delegates;

(e) the Treasurer, and

(f) at least two Members-at-large.

9.33 At each Annual Vestry Meeting, Vestry shall determine if there shall be more than two Members-at-large to be elected and shall elect all Members-at-large.

9.34 No person shall be a member of the Parish Council unless at the time of election or appointment to the Parish Council that individual is a member of the Vestry who has the right to vote.

9.35 The Priest in charge shall be the chair of the Parish Council, but may delegate the chair to another member.

9.36 The Parish Council shall appoint or elect a person to record contributions and issue statements and receipts to all contributors.

9.37 A Secretary shall be appointed by the Priest in charge at the start of every Parish Council Meeting. It shall be the responsibility of the Secretary to record minutes of proceedings and

resolutions of all Parish Council meetings.

9.38 The minutes shall be read, corrected and approved by the Parish Council at its next meeting, and once confirmed, shall be signed by the chair of the meeting, after which they shall be available for the inspection of any Parishioner at any reasonable time.

Search Committee

9.39 Where a vacancy of a Priest-in-Charge of a parish arises, a Search Committee shall be convened at such a time as the Bishop may direct.

9.40 The Search Committee shall be comprised of the individuals holding the offices of Church Wardens, the Associate Wardens (if any), the Lay Delegates and Alternate Lay Delegates, as of the date the vacancy arose. Such individuals shall remain members of the Search Committee until the vacancy in question is filled; however, in the event that a member resigns from the Search Committee or is otherwise unable to continue serving on the Search Committee, the chairperson(s) may appoint a replacement for that person.

9.41 The Search Committee shall choose a chairperson, but if the Search Committee is unable to do so meetings of the Search Committee shall be chaired by a person appointed by the Bishop. If the person so appointed is not appointed from among the Search Committee's members, that person shall have no vote.

Terms of Office

9.42 Subject to paragraphs 9.25 and 9.41, Church Wardens and all other officers and Committees shall continue in office until their successors are appointed or elected.

Lay Delegates to Synod

9.43 The Vestry of a Parish shall elect, at the Annual Vestry Meeting, up to the number of Lay Delegates and Alternate Lay Delegates to which that Parish is entitled under Article 2.2 of the Constitution. If more candidates than the allocated number of delegates for the Parish are nominated, the elections shall be by secret ballot.

9.44 If a Lay Delegate is unable to attend a session of Synod then at any time prior to the commencement of registration for Synod the Lay Delegates and the Alternate Lay Delegates may meet for the purpose of electing one of the Alternate Lay Delegates to replace the Lay Delegate and failing such election taking place, at any time during the registration for Synod the Priest in Charge of the Parish and the Church Wardens may appoint one of the Alternate Lay Delegates to replace the Lay Delegate. A Lay Delegate so replaced shall automatically assume the office of Alternate Lay Delegate.

9.45 In the event of a vacancy in the office of Lay Delegate before the Annual Vestry Meeting the Lay Delegates and the Alternate Lay Delegates shall meet for the purpose of electing one of the Alternate Lay Delegates as a Lay Delegate. Immediately upon that election being made, and the Alternate Lay Delegate having accepted the position, the office of Alternate Lay Delegate held by that person shall immediately become vacant.

9.46 In the event of a vacancy in the office of Alternate Lay Delegate before the Annual Vestry Meeting, the Parish Council shall by election fill that office with one of the Members of the Parish Council.

9.47 The Priest in charge of the Parish or if absent, the People's Warden, shall notify the Secretaries of Synod in writing of the names and addresses of those elected Lay Delegates and Alternates:

(a) on or before the last day of February of each year; and,

(b) immediately after any change under paragraphs 9.45 – 9.47.

Services, Rites and Ceremonies

9.48 The Priest in charge of the Parish, subject to the Rubrics of the *Book of Common Prayer* and the direction of the Bishop, shall control the conduct and ordering of all services, rites and ceremonies in the Parish including the music to be sung or used.

Financial Accounts and Required Records

9.49 Every Parish shall keep and maintain, at a minimum, the following permanent records:

(a) register book(s) for Baptisms, Confirmations, Marriages and Burials;

(b) a Vestry book;

(c) book(s) for entering the Minutes of Committee Meetings;

(d) financial book(s) of accounts;

(e) Annual Financial Statements (as defined in paragraph 9.51), of which at least one copy of the current version of the Bylaws and the Declaration of Incorporation are easily accessibly to the members of the Vestry;

(f) a Parish List;

(g) register of current and past members of Parish Council including names, addresses and terms of office;

(h) for incorporated Parishes, a register of Trustees and all minutes of meetings of the Trustees and any sub-committees;

(i) for incorporated Parishes, all incorporating documents and bylaws both current and historic, of which at least one copy of the current version of the Bylaws and the Declaration of Incorporation are easily accessibly to the members of the Vestry; and

(j) copies of the current version of each of the Policy Manual, Constitution, Canons and Regulations of the Diocese, of which at least one copy of each are easily accessible to the members of the Vestry.

9.50 The Responsible Persons, together with the Treasurer, shall ensure that annual financial statements (the "**Annual Financial Statements**") shall be prepared and provided to the Parish Council, Church Wardens, and the Annual Vestry Meeting.

9.51 The Annual Financial Statements shall show comparison figures with the immediate prior year and shall include a statement of Revenue and Expense, a Balance Sheet and Statements of all special funds of the Parish.

9.52 Copies of the Annual Financial Statements shall be provided to the Diocese as soon as possible after the Annual Vestry Meeting.

9.53 The Annual Financial Statements shall be audited unless the Diocesan Council, by regulation, shall otherwise direct.

CANON 10 - ALTERNATIVE PARISH STRUCTURES

10.1 In this Canon a "geographical area" means one or more Parishes or Missions, or all or any part of a Regional Deanery or Regional Archdeaconry.

10.2 A new or alternative form of Parish or congregational organization structure may be established in one or more geographical areas of the Diocese:

(a) at the request of a geographical area(s); or

(b) at the initiation of the Bishop,

in such form and with such regulations as shall be determined by the Bishop and Diocesan Council.

10.3 When a Parish or Mission is unable, in the opinion of the Bishop, to manage its affairs adequately :

(a) the Bishop, normally after having first consulted with the Regional Archdeacon, Regional Dean and one or more of the Legal Officers of the Diocese, may take such action as the Bishop deems appropriate or necessary including but not limited to establishing a new or alternative form of Parish or congregational organization structure and shall advise Diocesan Council of such action;

(b) if any action is taken by the Bishop under this paragraph 10.3, which action amends the Parish or congregational organization structure on a temporary or permanent basis, the same shall be implemented in accordance with such written instrument as shall be determined by the Bishop for such period as the Bishop may establish, not exceeding 120 days.

(c) within the aforesaid 120 days, Diocesan Council and the Bishop shall either:

(i) pursuant to paragraph 10.2, pass a regulation formalizing the new or alternative Parish Structure implemented under this paragraph 10.3; or

(ii) pursuant to paragraph 10.2 pass a regulation to establish some other new or alternative structure under paragraph 10.2; or

(iii) reinstate the structure existing immediately prior to implementation of the new or alternative structure under this paragraph 10.3, and call a Vestry Meeting to effect the election of a new Parish Council and Church Wardens and such reinstatement shall take effect after completion of the said elections;

and failing such action under this clause, a Vestry meeting shall be called to elect a

new Parish Council and Church Wardens in accordance with Canon 9, which Vestry meeting shall be held within 30 days of the expiration of the said 120 days and the Organizational structure implemented under this paragraph 10.3 shall be replaced by the structure prescribed under Canon 9 after completion of the said elections; and,

(d) The time limits set out in this paragraph 10.3 may be extended, prior to or after the expiration thereof, by resolution of Diocesan Council with the assent of the Bishop.

10.4 Notwithstanding paragraph 10.3, the Bishop has the inherent jurisdiction to amend the organizational structure of a Parish or Mission where the Bishop is of the opinion that the same is desirable or necessary.

10.5 The provisions of Canon 9 are expressly waived and are deemed to have no application to Parish Organizations and structures implemented under provision of this Canon, save and except:

(a) where Canon 9 refers to the election of Synod Delegates and Alternates of each Congregation; and,

(b) to the extent that the regulation or instrument implementing the new or alternative structure provides otherwise.

10.6 Alternative organizational structures established pursuant to paragraphs 10.2, 10.3 or 10.4 may be amended or rescinded at any time and from time to time.

10.7 Notwithstanding Article 2.2 of the Constitution, Canon 9 or paragraph 10.5 of this Canon 10:

(a) The number of Lay Delegates to which a Mission is entitled, if any, shall be determined in the sole discretion of the Bishop, provided that the number shall not exceed the number that it would be entitled to send if it was a Parish.

(b) If the Bishop does not grant a Mission the right to send any Delegates to Synod, it may send a lay observer to Synod and that observer shall have all the rights of a Delegate to Synod other than the right to vote.

CANON 11 – DIOCESAN, PARISH, AND MISSION BUILDINGS AND LAND

11.1 In this Canon 11:

(a) "acquisitions" include, without limitation, purchases, leases of a year or more, trades, and gifts;

(b) "disposals" include, without limitation, sales, leases having a term (including all possible options to renew or other extensions) of one year or more, trades, gifts and the granting of mortgages and all other financial and non-financial encumbrances, whether registered or not.

11.2 No land or buildings shall be acquired, disposed of, developed, or redeveloped, and no buildings shall be constructed, altered or demolished, by the Diocese, or any Parish or Mission, without the review and approval of Diocesan Council.

11.3 Notwithstanding paragraph 11.2 above, the Bishop may waive the requirement for Diocesan Council approval of any lease of a rectory of a Parish or Mission to clergy of that Parish or Mission during the term of their appointment.

11.4 Diocesan Council shall establish a procedure for reviewing proposed property acquisitions, disposals, development and redevelopment for parish or diocesan projects, and retaining a repository of property related information in the Diocesan archives.

11.5 For the avoidance of doubt: the foregoing provisions of this Canon are in addition to and not substitution for federal, provincial and local laws dealing with relationships between landlords and tenants.

CANON 12 - DIOCESAN ARCHIVIST

12.1 There shall be an Archivist of the Diocese who shall be appointed by the Bishop and remain in office at the pleasure of the Bishop.

12.2 The Archivist shall be responsible for and advise on matters relating to archival records, and implement such relevant Regulations as may be passed by Diocesan Council.

12.3 Synod shall provide a secure place of deposit for the archival records of the Diocese.

12.4 The expenses necessary for the purposes of this Canon shall be provided for by the Diocesan Budget.

CANON 13 - CONSTITUTION AND CANONS COMMITTEE

13.1 There shall be a Constitution and Canons Committee, which shall be a standing committee of Synod and which shall consist of:

(a) The Registrar;

(b) The Legal Assessor, and

(c) No fewer than three other members, to be appointed by the Bishop after consultation with Diocesan Council,

each of whom shall hold office at the Bishop's pleasure.

13.2 The Bishop shall designate one of the members to be chairperson of the Committee.

13.3 In addition to performing other duties as may be assigned to the Committee from time to time, the Committee shall review drafts of proposed Regulations prior to their consideration by Diocesan Council.

CANON 14 - FINANCE

14.1 Subject to instructions from Synod, Diocesan Council shall be responsible for the management and administration of all funds and assets of Synod and the administration of funds and assets entrusted to Synod.

14.2 Diocesan Council may delegate some or all of those responsibilities to the Standing Committee on Finance and Property, which shall carry out such responsibilities in accordance with Regulations prepared by Diocesan Council.

14.3 A formula for determining the annual fair share assessment and apportionment of the Parishes and Missions of the Diocese shall be fixed by Synod, which regulation shall be altered or amended only by Synod.

14.4 All fair share assessment monies shall be paid by the Parish or Mission by equal monthly instalments to the Diocese.

CANON 15 - DIOCESAN FUNDS

15.1 Diocesan Council may establish by Regulation specific funds to hold certain assets of the Diocese (each, for the purposes of this Canon, a "Fund").

15.2 Such Funds may include:

(a) the Fair Share Fund; and

(b) the Mission and Ministry Fund.

15.3 Diocesan Council shall be responsible for administering each Fund. Diocesan Council may delegate some or all of its administrative functions in relation to a Fund to any standing committee or other committee of Diocesan Council, or any other person or persons, provided that such delegation may be revoked by Diocesan Council, and such delegates shall be responsible to and report to Diocesan Council.

15.4 In relation to each Fund, Diocesan Council shall pass regulations in relation to:

(a) the purpose(s) of the Fund;

(b) procedures governing the Fund administrators (whether Diocesan Council, or its delegate(s)) and their proceedings not inconsistent with this Canon

(c) guidelines for use by the Fund administrators in setting priorities for the use of monies in the Fund;

(d) how the income and capital of the fund are to be invested and/or otherwise dealt with;

(e) the procedure, form and method of application to obtain grants from the Fund;

(f) the terms and conditions upon which grants are advanced;

(g) the terms of repayment of any monies advanced by way of loan having regard both to the importance of the proposed use within the life of the Diocese and to the importance of preserving the capital of the Fund for future use, and/or

(h) any other matters relevant to each Fund.

15.5 Allocations of funds for disbursal from any Fund shall be made by the Fund administrators subject to the final approval of the Bishop.

CANON 16 – ELECTION OF GENERAL SYNOD DELEGATES

16.1 The Synod shall elect as many delegates to General Synod as the Diocese may be entitled to from time to time.

16.2 To be eligible for election as a delegate to the General Synod of the Anglican Church of Canada ("**General Synod**"), a person must be either:

(a) a member of a Parish who has the right to vote at a Vestry Meeting in accordance with Canon 9, Paragraph 9.2; or,

(b) among the Licensed Clergy of the Diocese.

16.3 If for any reason elections are required to be held to elect delegates to General Synod by a particular date and a regular Synod has not been scheduled so that such elections can be held on or before that date, Diocesan Council may authorize by regulation an election that may be held in any way chosen by Diocesan Council including but not limited to a special session of Synod, Regional Archdeaconry meetings, mail or electronic voting.

CANON 17 – ELECTION OF PROVINCIAL SYNOD DELEGATES

17.1 The Synod shall elect as many delegates to Provincial Synod as the Diocese may be entitled to from time to time.

17.2 To be eligible for election as a delegate to the Anglican Provincial Synod of British Columbia and the Yukon ("**Provincial Synod**"), a person must be either:

(a) a member of a Parish who has the right to vote at a Vestry Meeting in accordance with Canon 9, Paragraph 9.2; or,

(b) among the Licensed Clergy of the Diocese.

17.3 If for any reason elections are required to be held to elect delegates to Provincial Synod by a particular date and a regular Synod has not been scheduled so that such elections can be held on or before that date, Diocesan Council may authorize by regulation an election that may be held in any way chosen by Diocesan Council including but not limited to a special session of Synod, Regional Archdeaconry meetings, mail or electronic voting.

CANON 18 - COURT OF THE DIOCESE OF NEW WESTMINSTER

Interpretation

18.1 In this canon:

(a) "accused" shall refer to any person charged with an offence under any canon on church discipline;

(b) "applicant" shall refer to any party in the position of plaintiff with respect to any matter referred to the court;

(c) "Bishop" shall refer to the bishop of the Diocese and shall include an Administrator of the Diocese or Bishop's Commissary;

(d) "Canon XVIII" shall refer to Canon XVIII of the canons of the General Synod;

(e) "Canons" shall include the canons of the Diocese as well as canons of Provincial Synod and General Synod;

(f) "cause" includes any matter referred to the court;

(g) "charge" is an accusation of any breach of discipline under the Canons;

(h) "commission" shall refer to the commission of the Bishop requiring the Court to deal with a cause;

(i) "complainant" shall include any person who instigates a charge or complaint;

(j) "complaint" shall refer to the document upon which a charge is based;

(k) "Court" shall mean the Court of the Diocese of New Westminster;

(l) "Panel" shall mean the five-person panel chosen from among the court's members to hear a matter, pursuant to paragraph 18.4;

(m) "party" shall include any party to the proceedings;

(n) "President" shall mean the person referred to in paragraph 18.8 below;

(o) "proceeding" shall include any cause or matter referred to the court;

(p) "Provincial Court of Appeal" shall mean the provincial court of appeal of the Ecclesiastical Province of British Columbia and Yukon;

(q) "Registrar" shall mean the registrar of the court;

(r) "respondent" shall include any party responding to any matter referred to the court;

(s) "Supreme Court of Appeal" shall mean the supreme court of appeal for the Anglican Church of Canada;

(t) "supreme court" shall mean the Supreme Court of the Province of British Columbia.

Court

18.2 There shall be a Court to be known as the "Court of the Diocese of New Westminster".

18.3 Members of the Court shall include:

(a) The Bishop;

(b) The Legal Officers of the Diocese, being the Chancellor, the Vice-Chancellor (if any), the Registrar, and the Legal Assessor;

(c) Three clergy to be elected at Synod, none of whom need be members of Synod.

(d) Three lay members, to be elected at Synod, none of whom need be members of Synod but all of whom must be communicants of at least three years' standing in the Diocese, and of the age of twenty-three or more.

18.4 In the event of any matter brought before the Court, a five-person Panel shall be chosen from among the members set out above, which shall be comprised of:

(a) The Bishop, unless the matter comes before the Court after the Bishop has exercised initial jurisdiction pursuant to Canon XVIII, in which case the Bishop must recuse themselves;

(b) One of the Legal Officers of the Diocese, to be chosen by the Bishop or, if the Bishop has exercised initial jurisdiction pursuant to Canon XVIII, by the drawing of lots;

(c) Three (or where the Bishop has exercised initial jurisdiction, four) additional members, to be chosen by the drawing of lots from among the three clergy and three lay members of the Court, provided that at least one clergy and one lay member is included.

18.5 Where the Bishop has referred a question to the Court for determination, the Bishop may choose to recuse themselves from the Panel, in which case a replacement shall from among

the other members of the Court by the drawing of lots.

18.6 No member of the Court shall be disqualified from membership of a Panel by reason of that member dealing in any way with a charge or preliminary investigation, but no member of the Court may be a member of the Panel in relation to any charge or complaint in which such member may have an interest and in such case another member of the Court shall be selected by lots to join the Panel.

18.7 Any vacancy which may occur in the membership of the elected members of the Court by death, resignation or otherwise shall be filled by a replacement appointed by the Diocesan Council, to stand until the next session of Synod.

18.8 The Panel shall be presided over by the Bishop, or if the Bishop is not a member of the Panel, another member thereof elected by the Panel.

18.9 The Panel shall from time to time appoint a Registrar or acting Registrar of the Court (for the purposes of this Canon, the "**Registrar of the Court**"), and such other officers as may be found necessary.

18.10 The Panel may sit in any place in the Diocese and at such time as the President may order and direct.

Jurisdiction

18.11 The Court shall have the jurisdiction within the Diocese conferred on a diocesan court by Canon XVIII of the canons of the General Synod of the Anglican Church of Canada.

18.12 Without limiting the generality of the foregoing:

(a) The Court shall have cognizance and may try any member of the church within the Diocese, clerical or lay, for any disciplinary offence as defined in Canon XVIII.

(b) The Court shall also have jurisdiction to determine any other question which may be referred to it by the Bishop.

18.13 Nothing in this canon infringes on the authority of the Bishop as set out in Canon XVIII.

Initial Disciplinary Jurisdiction

18.14 The Bishop may elect to exercise initial jurisdiction as set out in Canon XVIII to investigate and determine any matter falling within the jurisdiction of the Court.

18.15 The Bishop shall be at liberty to determine the procedures to be used in such exercise of initial jurisdiction, provided that such procedures shall comply with the principles set out in part V of Canon XVIII.

Procedure

18.16 Notwithstanding anything in this canon and unless the Court otherwise directs, any proceedings may be disposed of by:

(a) agreement;

(b) consent order; or

(c) where the parties have waived such hearing or compliance, by a decision of the Court given,

(i) without a hearing, or
(ii) without compliance with any other requirement of this canon.

18.17 It shall be the duty of the President to see that all of the proceedings of the Court as well as any sentence are duly recorded by the Registrar of the Diocese and retained with all proceedings in the matter, and the decision of the Court and any sentence shall be in writing.

18.18 All decrees, citations, orders and other instruments under seal, shall be issued by the Registrar of the Court and shall bear date on the day on which they are respectively issued.

18.19 The seal of the Court shall bear the device of the seal of the Synod.

18.20 No member of the Court shall divulge the sentence recommended by it until such time as the sentence has been approved and confirmed, and further, no member of the Court will disclose the vote of any particular member of the Court.

18.21 The judgment of the Court shall in all cases be that of the majority of the Panel.

18.22 Any action, ruling, decision, direction, order or judgment of the Panel shall stand as that of the Court.

Appeals Regarding Hearings

18.23 Every person whose case may have been disposed of and decided adversely to such person, who shall make it appear that new evidence having an important bearing on the case has been discovered since the hearing, the existence of which was unknown by such person at the time of the hearing may, within six months of discovery of such new evidence, petition the Bishop for a rehearing of the case, and such person may apply by petition to the Bishop for an arrest of sentence or judgment, upon causes to be shown; and the Bishop shall, upon receiving such petition, refer the same with or without comment to the Court and the Court's decision on the above questions, shall be final insofar as this Diocese is concerned.

18.24 The decision of the Court and any sentence imposed in accordance with the provisions of this canon shall be subject to appeal to the Provincial Court of Appeal of the Ecclesiastical Province of British Columbia and Yukon, or to the Supreme Court of Appeal of the Anglican Church of Canada in accordance with the canons of the Provincial and General Synods constituting the said courts, and within such time periods as may be provided for in those canons.

18.25 On notice of appeal by an accused person being given and served as provided in the previous section from any conviction or sentence, the Bishop or Court from whose conviction or sentence the appeal is asserted shall not proceed to enforce such sentence against the accused until further order of the court appealed to.

Rules

18.26 Diocesan Council shall enact, by regulation, rules to regulate the practice and procedure of the Court, and every matter deemed expedient for carrying out the objects of this canon (for the purposes of this canon, the "**Rules of Court**"). Notwithstanding the generality of the foregoing the Court may, from time to time, suspend, repeal, vary, or revive any such Rules of Court, but no order made by the Court shall have the effect of altering any matter defined by this canon.

18.27 Matters not provided for by the Rules of Court shall be regulated by analogy to the *Supreme Court Civil Rules* or such other rules of the Supreme Court of British Columbia as may be in force from time to time.

DRAFT REGULATION - RULES OF THE COURT OF THE DIOCESE OF NEW WESTMINSTER
[INCLUDED FOR REFERENCE AT MAY 2019 SYNOD. DOES NOT FORM PART OF THE CANONS]

Style and Commencement of Proceedings

1. Any proceedings in the Court shall be styled in the Court of the Diocese of New Westminster with the name(s) of the applicant(s) or the complainant(s) and the name(s) of the accused or the respondent(s).

2. Any new matter or proceeding within the jurisdiction of the Court may be referred to the Court for determination by written notice delivered to the attention of the Bishop at the Diocesan Office at 1410 Nanton Street, Vancouver, British Columbia, setting out the following:

(a) The name(s) of the applicant(s) or the complainant(s) and the name(s) of the respondent(s);

(b) A short description of the cause or matter;

(c) The relief sought; and

(d) An address within the Diocese at which further notices may be delivered.

3. Any complaint made against the Bishop should be handled according to relevant provisions in the canons of the Provincial Synod or General Synod, as applicable.

4. In the event of a vacancy in the position of Bishop, a notice may be delivered to the attention of the Chancellor.

Form of Charge and Hearing by Court

5. The Court may appoint two of its members to determine the sufficiency or insufficiency of the form in which the charge is presented.

6. If such members determine the charge is presented in a sufficient manner, the Bishop shall forward the charge to the respondent(s), subject to such measures (for example, redacting certain names) as may be deemed reasonable in the circumstances.

7. The respondent(s) shall provide a response within 21 days of receiving the charge.

Notice of Hearing

8. A notice of hearing by the Court shall include a statement of the time, place and purpose of the hearing and a reference to the authority under which the hearing will be held, and shall also include a statement that if any party notified does not attend at the hearing, the Court may proceed in the absence of such party who will not be entitled to any further notice in the proceedings.

9. The Court may permit such procedural hearings (for example, case management hearings) as it may consider necessary in the circumstances.

Service of Notice of Hearing

10. 14 clear days before the hearing, a notice of hearing shall be served upon the respondent and other parties, or such service may be accepted by any party, and a party shall be given reasonable notice of the hearing, the question of reasonableness in any case to be solely determined by the Court. Clear days shall exclude Saturdays, Sundays and statutory holidays.

Procedure on Failure to Attend After Notice

11. Where notice of hearing has been given to a party and the party does not attend, the Court may proceed in the absence of the party, who will not be entitled to any further notice in the proceedings.

Representation by Counsel

12. A party to the proceedings may be represented by counsel or an agent; may call and examine witnesses and present arguments and submissions, and may conduct cross-examinations of witnesses, at a hearing reasonably required for full and fair disclosure of the facts, and where any person is not so represented the Court may appoint a representative when the Court determines that such representation may be required in the interest of justice, and where any party is charged with any offence the Court may appoint counsel to prosecute the charge.

Witness' Rights

13. A witness at a hearing is entitled to be advised by counsel or agent as to such witness' rights, but such counsel or agent may take no other part in the hearing without leave of the Court, and where a hearing is in camera, any counsel or agent for a witness is not entitled to be present except when that witness is giving evidence.

Open Hearings

14. A hearing shall be open to the public except where the Court is of the opinion that matters involving intimate, financial or personal matters may be disclosed at any hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure in any interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public, in which case the Court may hold the hearing in camera.

Oaths

15. Any member of the Court has power to administer oaths and affirmations with respect to any of its proceedings, and the Court may require evidence before it to be given under oath or affirmation.

Power to Summon Witnesses

16. The Court may summon and orally examine witnesses, including any party, in open Court, (including where a Court hearing is conducted in camera) to give evidence under oath or by affirmation and to produce in evidence documents and things so specified by the Court, and may for sufficient reason order any particular fact or facts to be proved by statutory declaration or allow the affidavit or statutory declaration of any witness to be read in

evidence at the hearing, or may direct any witness to be examined before an examiner or commissioner or or other person authorized by the civil law of the Province to examine witnesses or take statutory declarations.

Service of Summons

17. The summons herein referred to shall be served personally in accordance with the rules of the Supreme Court of British Columbia. If personal service cannot be reasonably effected the Court may make such order for substituted or other service as it deems fit.

Inferences

18. The Court shall be entitled to draw inferences from evidence accepted by it whether of fact or law which might have been drawn therefrom if proved at a trial.

Canada Evidence Act

19. A witness at a hearing shall be deemed to have objected to answer any question that may be asked of such witness on the grounds that it may tend to incriminate or be deemed to establish liability to civil proceedings, and no answer given by a witness shall be used or be receivable in evidence against that witness at any hearing or trial or other proceedings against such witness thereafter taking place other than a prosecution for perjury, and a witness shall be informed by the Court of the provisions of the Canada Evidence Act.

Affidavit Evidence

20. A witness at a hearing shall be orally examined but the Court may at any time by sufficient reason order particular evidence or facts to be proved by affidavit, or that the affidavit of a witness may be read at the hearing.

Depositions and Commission Evidence

21. The Court may, whenever it appears necessary, make an order for the examination before a member of the Court or any other person at any place and permit such deposition to be given in evidence, or the Court may order the issue of a commission to take such testimony as approved in the form of the Supreme Court of British Columbia, and such testimony may be given in evidence.

Admission of Evidence

22. The Court may admit as evidence at a hearing, whether or not given or proven under oath or affirmation or admissible as evidence in Court, any oral testimony or document or other thing relevant to the subject matter of the proceedings, but nothing is admissible in evidence that may be inadmissible in the Supreme Court of British Columbia by reason of any

privilege under the law of evidence, or which would be inadmissible by statute.

Copies of Document

23. A copy of a document may be admitted as evidence where the Court is satisfied as to its being a true copy, and where the document may be filed as evidence the Court may authorize a copy to be filed in evidence when accepted to be a true copy by a member of the Court.

Judicial Notice

24. The Court may take notice of facts that may be judicially noticed, and take notice of any generally recognized scientific or technical facts, information, or opinions within scientific or specialized knowledge.

Decision in Writing

25. The Court shall give its final decision or order, if any, in writing, and shall give reasons in writing therefor if requested by any party.

Service of Decision

26. The Court shall send by regular mail addressed to the parties to any proceeding at their last known address, or such other means of electronic communication as a party may have consented to receive notices by, a copy of the final decision or order, together with reasons where reasons have been given, and each party shall be deemed to have received a copy of the decision on the fifth day after the day of mailing unless a party acting in good faith did not receive the decision or order through absence, accident, illness, or other cause beyond the control of such party.

Record

27. The Court shall compile a record of any proceeding before it which shall include the complaint, notice of hearing, the answer if any, any intermediate or interlocutory orders, all documentary evidence, transcripts if any of oral evidence, the decision of the Court and reasons, where reasons have been given.

Maintenance of Order

28. The Court may make such orders or take such proceedings as it considers necessary for the maintenance of order at the hearing.

Abuse of Process

29. The Court may make such orders or give such direction in proceedings before it as it considers proper to prevent abuse of its processes.

Lay Contempt

30. In the event of persistent non-compliance by a lay member of the Diocese with an order or direction of the Court (for example, refusing to answer a summons to appear as a witness), the Court may in its discretion find that member to be in contempt of the Court.

31. In response to a finding of contempt against a lay member, the Court may:

(a) Issue a formal admonition, or notice of contempt; or

(b) Recommend that the Bishop take such other measures within the Bishop's power.

Exclusion of Agents

32. The Court may exclude any person acting as agent from the hearing other than a barrister and solicitor qualified to practice in the Supreme Court of British Columbia, if it finds that such person is not competent to properly advise or represent a witness or a party.

Limitation of Cross Examination

33. The Court may reasonably limit further cross-examination of a witness where it is satisfied that the cross-examination of a witness has been sufficient to disclose the facts.

Adjournment

34. Any hearing may be adjourned from time to time by the Court, either generally, or to a fixed date.

Notice of Order by Publication

35. Where the Court is of the opinion that because the parties to any proceedings are so numerous, or for any other reason it is impractical to send its decision and the material to all or any of the parties individually the Court may cause reasonable notice of the decision or order to be given to the parties in such manner as the Court may direct.

Amendments

36. Amendments to any proceeding or document may be made by order of the Court at any time.

Adding or Deleting Parties

37. The Court may at any stage of the proceedings order that the name of any complainant or respondent improperly added be struck out and may also order that any person(s) who ought to have been joined, or whose presence is necessary, be added.

Costs and Expenses

38. All expenses necessarily incurred by the Court or by anyone acting under its direction in any investigation or hearing pursuant to this canon shall be paid by the Synod.

39. The costs including counsel fees of and incidental to any proceedings authorized to be dealt with by the Court are in the discretion of the Court. The Court has full power to determine by whom, or to what extent, costs shall be paid including the legitimate costs of any party out of the Synod, and in any proceeding the Court may fix the amount of costs awarded or may in its discretion deal with the question of costs separately.

Application to Supreme Court of British Columbia for Directions

40. The Court may apply to the Supreme Court for such directions as it deems necessary or to enforce its orders with respect to evidence or for any other purpose, and the Court may state a case to the Supreme Court of the Province of British Columbia, where permitted by law.

Matters Not Provided For

41. As to all matters not provided for in these rules the practice shall be regulated by analogy thereto and to the rules of practice of the Supreme Court of the Province of British Columbia, insofar as the Court considers it reasonable to do so.

[END OF THE CANONS]

RULES OF ORDER

1. Definitions

1.1. In these Rules:

(a) "Chair" means the person presiding at a meeting of the Synod;

(b) "member" means a member of the Synod.

1.2. These Rules shall apply to all meetings of the Synod and, *mutatis mutandis*, to all meetings of the Diocesan Council or committees of the Council or Synod.

2. The Chair

2.1. The Chair is responsible for preserving order and decorum at meetings of the Synod by:

(a) recognizing members who wish to speak and determining the order of speakers,

(b) inviting the mover of a motion to present the opening and closing arguments on the question;

(c) facilitating discussion and enabling the members to hear and listen to each other,

(d) ensuring that all voices are heard and that none dominate,

(e) ruling, when necessary, that speeches be limited to the time limits specified in section 4.8,

(f) ruling whether proposed procedural motions or amendments to motions are in order, and

(g) putting the question to a vote when all views have been sufficiently expressed.

2.2. The Chair may request the advice of the Chancellor or the Legal Assessor on questions of order and shall rule on such questions stating the applicable rule or practice without argument or debate.

2.3. Any member may appeal the Chair's ruling on a question of order and the Synod shall decide the appeal without debate, by a two-thirds majority vote.

3. Sessional Committees

3.1. There shall be a Resolutions Committee, consisting of at least four members, who shall be appointed by the Bishop at least 90 days prior to the meeting of Synod. The Resolutions Committee shall:

(a) receive all substantive resolutions not of a constitutional or canonical nature to be presented to Synod;

(b) have the power, on consultation with the mover and seconder of each motion,

(i) to amend the wording of resolutions for clarity; and

(ii) to consolidate two or more resolutions dealing with the same matter;

(c) ensure that no resolution presented is:

(i) outside the jurisdiction of the Synod;

(ii) unclear or ambiguous;

(iii) inaccurate;

(iv) impossible of performance; or

(v) calculated to be a source of embarrassment to the Church;

(d) report to Synod whether any resolution is contradictory to any policy, Canon Article or Regulation of the Diocese and, if so, to advise Synod what action might be taken to resolve the contradiction; and

(e) prepare a No Debate list of motions.

3.2. Prior to and during the Synod the Constitution and Canons Committee shall:

(a) receive all resolutions of a constitutional or canonical nature;

(b) fulfil the requirements of the Resolutions Committee with respect to such resolutions; and

(c) consider the effect of such resolutions on the provision in the Constitution, Canons, Regulations or Rules of Order in question, as well as any consequential effects in other parts of the Constitution, Canons, Regulations and Rules of Order.

3.3. In addition to the Resolutions Committee and the Constitution and Canons Committee, the Bishop shall appoint the following committees and determine their terms of reference:

(a) Nominations Committee;

(b) Messages Committee;

(c) Memorials Committee;

(d) Registration Committee; and

(e) Credentials Committee.

3.4. The Synod may appoint additional committees during the session as required.

4. Order and Decorum

4.1. Members are responsible for assisting debate by:

(a) identifying themselves and addressing all remarks to the Chair;

(b) confining their remarks strictly to the motion being considered;

(c) stating their positions clearly, succinctly and without repetition;

(d) maintaining an impersonal tone and avoiding personal comments; and

(e) declaring conflicts of interest to the Chair prior to participating in debate.

4.2. A member wishing to speak shall rise and address the Chair.

4.3. When two or more members rise at the same time, the Chair shall determine the order in which they shall speak.

4.4. A member called to order while speaking shall sit down, unless permitted by the Chair to explain.

4.5. A member, if not interrupting a speaker, may at any time request that the motion being debated be read for clarification of the debate.

4.6. No member shall speak more than once on the same question, except the mover of the motion, who shall have the right to reply at the close of debate.

4.7. A member who has spoken on a question may speak in explanation if recognized by the Chair, but may not introduce new information.

4.8. No speaker may speak for more than three minutes in debate, except the mover of a motion, who may not speak for more than five minutes in presenting a motion, and for three minutes in reply at the close of debate.

4.9. The seconder of a motion shall have the right to speak immediately after the mover, but may defer speaking until a later time in the debate.

4.10. The mover of a motion may delegate the right of reply to the seconder.

4.11. An address by the Bishop is in order at any time.

5. Courtesies of the Synod

The Chair may invite a person who is not a member of the Synod to sit with the Synod or to address the Synod but that person shall not participate in debate or vote.

6. Privileges of the Synod

At the request of the Chair, the Synod may by majority vote grant privileges of the floor to any person who is not a member of Synod, who may then participate in debate, but not vote.

7. Reports of Committees

7.1. Reports of any committee or other body required to report to the Synod shall be in writing and signed by the chair of the committee or other body.

7.2. Before any motion involving the spending of money, not already provided for, is put to the Synod for a vote, it shall be referred by the Chair to the Standing Committee on Finance and Property or other appropriate or special Committee for a report as to whether the money proposed to be spent is presently available, or if not, what steps should be taken to provide such money should such motion be adopted by Synod.

8. Notices of Motion and No Debate List

8.1. Members may give notices of motion to the Chair of the Resolutions Committee of the Synod by

sending the same to the Chair of the Resolutions Committee not less than six weeks before a regular meeting of the Synod.

8.2. The Chair of the Resolutions Committee shall cause notices of motion given pursuant to subsection (1) to be printed in the notice of the meeting in the order in which they were received.

8.3. Members may give notices of motion during a meeting of the Synod at times provided in the agenda.

8.4. Motions of which notices are given pursuant to subsection (1) shall be considered in priority to motions of which notices are given pursuant to subsection (3).

8.5. There shall be a No Debate List of resolutions prepared by the Resolutions Committee and the Constitution and Canons Committee consisting of motions which, in the opinion of the relevant Committee, do not require debate.

8.6. The No Debate List shall be circulated on the floor of Synod not less than two hours prior to its consideration.

8.7. Any member of Synod may request that a motion be removed from the No Debate List by:

(a) giving written notice to the Resolutions Committee stating that the member will speak against the resolution;

(b) providing notice of motion in writing and duly seconded to amend the resolution; or

(c) providing written notice to the Resolutions Committee that the member requires clarification of the resolution.

8.8. When the No Debate List is presented to Synod, there shall be an omnibus motion to adopt all the resolutions on the List, which shall be decided without debate.

8.9. If the omnibus motion is defeated, each resolution on the List shall be presented individually to the Synod and decided without debate or amendment.

9. Motions

9.1. No motion or amendment shall come before the Synod unless it is seconded and in writing.

9.2. No motion shall contain a preamble, however a motion may be accompanied by explanatory material setting out the rationale of the motion, but such explanatory material shall not form part of the motion.

9.3. No original motion, except a procedural motion, shall be received without notice unless permitted by the Synod.

9.4. No motion that would result in a new expenditure may be considered unless it identifies a proposed source of funding or is qualified as being subject to available funding.

9.5. When a motion has been read by the Chair it cannot be withdrawn without the consent of the Synod.

9.6. When a motion is being considered, no other motion shall be received except

(a) to adjourn,

(b) to consider it clause by clause,

(c) to divide a complex motion,

(d) to postpone it until a certain time,

(e) to postpone it indefinitely,

(f) to refer it,

(g) to amend it, or

(h) that the debate be closed,

and such motions shall have precedence in the order named.

9.7. No more than one amendment to a proposed amendment of a motion shall be in order at one time.

9.8. Motions to adjourn, or to close the debate shall be decided without debate.

9.9. With respect to a motion to close debate:

(a) When a motion or an amending motion has been made and seconded, any member who has not spoken on the motion or amendment may move that the debate be closed and a vote taken on the motion or the amendment.

(b) The Chair shall not accept a motion that the debate be closed if in the opinion of the Chair the motion that the debate be closed is an abuse of the rules or would deny members of the Synod an adequate opportunity for discussion.

(c) When the Chair accepts a motion that the debate be closed that motion, when seconded, shall be decided without debate.

(d) A motion that the debate be closed, to be carried, requires a two-thirds majority of all of the members of the Synod voting together.

(e) When a motion that the debate be closed is carried the chair shall immediately call the question on the motion or amendment before the Synod. When a motion that the debate be closed is lost, discussion shall continue on the motion or amendment before the Synod.

9.10. Debate on a motion to refer shall be restricted to questions whether to refer and to whom.

9.11. Debate on a motion to postpone a motion to a certain time shall be restricted to the specified time.

9.12. When amendments to a motion are proposed, the amendments and the original motion shall be put in the reverse order to that in which they were made.

9.13. When the Chair declares that a question is being put no further debate shall be allowed and no member shall rise.

10. Voting

10.1. When a question is put, all members present shall vote, except that a member who declares a conflict of interest to the Chair may abstain from voting. Any such abstentions shall be recorded

in the minutes.

10.2. When required by any three members of Synod, the vote of Synod upon any question may be taken by orders voting separately. In that case, a majority of each order shall be necessary to an affirmative vote. When a vote by orders is required, the question shall be put first to the order of the mover.

10.3. In voting, those who vote in the affirmative shall so signify first, and then those who vote in the negative.

10.4. A question once determined shall not again be drawn into discussion at the same meeting of the Synod without the unanimous consent of Synod.

11. Suspension of the Rules of Order

A motion to suspend a Rule of Order and Procedure shall take precedence over all other motions, shall be decided without debate, and to be carried requires the affirmative votes of two thirds of the members present.

12. Unprovided Cases

When a question of order is not covered by these Rules, the Chair may refer to Kerr and King's *Procedures for Meetings and Organizations* for guidance.

ELECTORAL SYNOD RULES OF ORDER
Diocese of New Westminster

1. Interpretation and General

1.1. The Rules of Order of the Synod shall prevail except to the extent that they contradict these rules.

1.2. In the event of a conflict between these rules and Canons, the Canons shall prevail.

1.3. In these Rules:

(a) "Chair" means the person holding the chair of the Electoral Synod;

(b) "Canons" mean the Canons of the Diocese of New Westminster unless otherwise stated;

(c) "Ballot Device" means an electronic or mechanical device used in replacement of a paper ballot;

(d) "Balloting" includes the taking of a ballot by paper ballots or electronic means;

(e) "Nominee" has the meaning ascribed by rule 6.1;

(f) "Returning Officer" includes the Assistant Returning Officer when the Returning Officer is not available;

(g) "Visitor" has the meaning ascribed by rule 5.1.

1.4. The following persons, if they are not Members of the Electoral Synod, shall have the privilege of speaking at the Synod as and when permitted by the Chair:

(a) All members of the Credentials Committee;

(b) The Returning Officer and the Deputy Returning Officer;

(c) The Synod Planning Committee Chair;

(d) The Director of Finance and Property;

(e) The Synod Office Staff;

(f) Such other persons as Synod may, by resolution, approve.

2. Chair

The Electoral Synod shall be presided over by a Chair who shall be the Metropolitan or such other Bishop chosen in accordance with Canon 2.12.

3. Returning Officer and Staff

3.1. In accordance with Canon 2.17 Diocesan Council shall appoint the Returning Officer and Deputy Returning Office. The Returning Officer may appoint staff to assist them. Persons hired by the Diocese to operate electronic balloting shall report to the Returning Officer.

3.2. In the event of a vacancy or absence of both the Returning Officer and the Deputy Returning

Officer the Chair in consultation with the Chancellor may appoint a person to fill that vacancy.

3.3. Until the results of a ballot are released pursuant to Canon 2.20.b and Canon 2.20.c, the Returning Officer and their staff shall keep such results confidential.

4. Conduct of the Synod

4.1. Unless the Chair otherwise directs, the Members of the Electoral Synod shall be seated by Order, in the areas so designated.

4.2. Unless the Chair otherwise directs, Members must be on the floor of Synod during voting. The Chair may permit Members of the Electoral Synod to leave the floor of Synod between votes.

5. Visitors

5.1. Persons who are not Members of the Electoral Synod ("Visitors") shall withdraw from the area designated for Members of the Electoral Synod at the conclusion of the opening Eucharist.

5.2. Each Visitor:

(a) may, unless the Chair otherwise directs, sit in the designated visitors' gallery;

(b) is in attendance at the pleasure of the Chair; and

(c) shall remove themselves from the visitor's gallery or the Synod at any time when requested or ordered to do so the Chair.

5.3. Subject to rules 5.1 and 5.2, Nominees who are not Members of the Electoral Synod shall be entitled to attend the Electoral Synod as Visitors.

6. Nominations and Withdrawals

6.1. "Nominee" is a person who has been nominated in accordance with Canons 2.14, 2.15 and 2.15.

6.2. In no instance shall a Nominee whose name was on a prior ballot have their name removed from the current or future ballot unless their name has been withdrawn by means of one of the following:

(a) The Nominee delivers a written withdrawal notice to the Chair by a method acceptable to the Chair. Notices of withdrawal must be received by the deadline specified by the Chair. Notices received after the said deadline will not take effect until after the current ballot.

(b) The Nominee’s name has been removed by means of the process set forth in Canon 2.20.d.

7. Balloting

7.1. All paper ballots and Ballot Devices shall be distributed to the Members of the Electoral Synod in the manner authorized by the Returning Officer.

7.2. Each Member receiving a paper ballot or Ballot Device must retain possession of the same and return such paper ballot or Ballot Device to or at the direction of the Returning Officer. Lost or misplaced Ballot Devices and paper ballots shall be immediately reported to the Returning Officer. No lost or misplaced paper ballot or Ballot Device shall be replaced unless the Returning Officer, in their discretion, believes that adequate provision has been made to ensure that the lost

or misplaced Ballot or Ballot Device cannot be improperly used. Members failing to return a Ballot Device may be charged for the same. Defective Voting Devices shall be returned to the Returning Officer for repair or replacement.

7.3. Before balloting begins, the Members of the Electoral Synod shall be instructed on how to use the Ballot Device and shall be taken through some sample ballots to ensure they are comfortable with the devices and to ensure that the Returning Officer is comfortable with the accuracy of such devices.

7.4. The time of each ballot shall be set by the Chair provided that balloting shall not start prior to 20 minutes after the results of the prior ballot have been received unless the Synod by simple majority agrees otherwise and the Chair assents to such decision of the Synod.

7.5. Balloting shall take place in the areas designated by the Chair in consultation with the Returning Officer. The Returning Officer may make accommodation to assist handicapped Members of the Electoral Synod to cast their ballots.

7.6. All balloting shall take place by way of Balloting Devices unless the Returning Officer in consultation with the Chair otherwise directs.

7.7. If paper ballots are used no person other than the Returning Officer and those working for the Returning Officer shall handle or touch any paper ballot after it has been cast.

7.8. The results of each ballot shall be provided to the Chair by the Returning Officer in accordance with Canon 2.20.b and reported to the Members of the Electoral Synod by the Chair in accordance with Canon 2.20.c

THIS DOCUMENT DOES NOT ADDRESS ANY CHANGES TO THE REGULATIONS

THE CURRENT REGULATIONS WILL REMAIN IN PLACE UNTIL DEALT WITH BY DIOCESAN COUNCIL.