

THE ELECTION OF LAY MEMBERS OF SYNOD ORDINANCE 2022

A Measure for an Ordinance to provide for the Election and Appointment of Lay Members of Synod

WHEREAS it is expedient to provide for the election or appointment of Lay Members of Synod **NOW** in pursuance of Chapter II of the Constitution **THE SYNOD HEREBY DETERMINES-**

Title

1. This Ordinance may be cited as "The Election of Lay Members of Synod Ordinance 2022".

Notification of number of Lay Members of Synod

2. At the beginning of the first year of each Triennium, the Registrar shall confirm with the Priest in Charge, or Parish Secretary in a vacancy, of every Parish of the number of Lay Members of Synod such Parish is entitled to elect.

Nominations

- 3.1. In the first year of each Triennium at each service held in a Parish on the last three Sundays in January notice shall be given that nominations for the election of Lay Members of Synod will be received. This may also be notified by email to members or through other publications of that Parish.
- 3.2. Nominations for the election of Lay Members of Synod of a Parish shall be in writing signed by a communicant member of such Parish and shall include the consent of the nominee and shall be forwarded to the Priest in Charge or the Parish Secretary by no later than 28 February in the first year of each Triennium.

Lay Members of Synod deemed elected

4. If the number of nominations for the election of Lay Members of Synod of a Parish received by 28 February in the first year of any Triennium is equal to or fewer than the number of Lay Members of Synod to which the Parish is entitled, the persons so nominated shall be deemed, subject to the provisions of Section 8(2) of the Constitution, to have been elected Lay Members of Synod.

Insufficient Nominations

5. If the number of nominations for the election of Lay Members of Synod of a Parish received by 28 February in the first year of any Triennium is fewer than the number of Lay Members of Synod to which the Parish is entitled, the Priest in Charge may appoint, before the Annual Meeting, such Lay Members of Synod as may be necessary to make up the number of Lay Members of Synod to which such Parish is entitled.

Election Procedure

- 6.1. If the number of nominations for the election of Lay Members of Synod of a Parish received by 28 February in the first year of any Triennium is greater than the number of Lay Members of Synod to which the Parish is entitled, an election shall take place at the Annual Meeting.
- 6.2. At such election, the persons present who are qualified to vote and who wish to vote shall vote for the number of Lay Members of Synod to which the Parish is entitled and the number of persons equal to the number of Lay Members of Synod to which the Parish is entitled who receive the greatest number of votes from the meeting shall be elected, and the next two persons, in preferential order, shall be deemed to have been elected as the two Alternate Lay Members of Synod to which the Parish is entitled under Section 11.1 of this Ordinance.
- 6.3. In the case of a tie, the person, or persons with the equality of votes shall be selected by lot.

Certificate of Election

7. The Parish Secretary or Priest in Charge, within 7 days of the Annual Meeting in the year of such election, shall forward to the Registrar a Certificate of Election of Lay Members of Synod in the form contained in the First Schedule of this Ordinance and the declarations in the form of the Third Schedule of the Constitution duly signed by the Lay Members of Synod elected or appointed.

Procedure in a new Parish

- 8.1 If a new Parish is recognized by the Synod, the nomination and election of Lay Members of Synod shall take place in such Parish at a Special Meeting of all Faith Communities in the Parish meeting together.
- 8.2 The Priest in Charge of such Parish shall forward to the Registrar a Certificate in the form contained in the First Schedule of this Ordinance not less than nine weeks before the session of the Synod next following the meeting of Synod at which such Parish was recognized.
- 8.3 The Lay Members of Synod so elected or appointed shall hold office until the next general triennial election of Lay Members of Synod.

Casual Vacancies

- 9.1 If any Lay Member of Synod shall cease to be a member of Synod in accordance with section 8 (3) of the Constitution or is no longer a member of the Parish from which the member was elected, the Bishop or the Priest in Charge shall forthwith give notice thereof to the Registrar.
- 9.2 Upon receipt by the Registrar of such notice that a person has ceased to be a Lay Member of Synod, the Registrar shall forthwith give notice to the Priest in Charge of the Parish to proceed to fill such vacancy.
- 9.3 The vacancy shall be filled from the Alternate Lay Members of Synod as chosen under Section 11.3 in the first instance. Should none of them accept the position then Parish Council may fill the position.
- 9.4 The certificate of election and declaration referred to in Section 7 shall be forwarded to the Registrar as soon as possible after the completion of such election.

Dissolution of Synod

10. In the event of a dissolution of the Synod by the Bishop:
 - 10.1 The Registrar will advise the Parish Secretary the date set by the Bishop for the close of nominations, no sooner than 60 days after the dissolution event.
 - 10.2 In this instance, nominations shall be submitted to the Parish Secretary by the date set under Section 10.1
 - 10.3 A Special Meeting of all Faith Communities in the Parish meeting as one shall be called for the second Sunday after nominations close to elect the Lay Members of Synod.
 - 10.4 Returns shall be made in manner provided by this Ordinance.

Alternate Lay Members of Synod

- 11.1 Each Parish is entitled to two Alternate Lay Members of Synod.
- 11.2 These are to be elected or appointed in preferential order.
- 11.3 If any office of the Alternate Lay Member of Synod is unfilled after the election conducted under section 6 of this Ordinance, Parish Council may appoint to such office a person qualified to be elected as a Lay Member of Synod.
- 11.4 Such elections shall not take place in the fourteen-day period before Synod is due to meet.
- 11.5 The Priest in Charge shall thereupon inform the Registrar of the names and addresses of the persons so elected and the order of election or appointment.
- 11.6 In the event of the inability of a Lay Member to attend a session of the Synod, the Bishop shall thereupon issue a mandate to the person whose name is first in the order of names provided under section 11.5 summoning the member to attend that session of the Synod. Should the member be unable to attend such session, the Bishop shall issue such mandate to the other person named on such list.
- 11.7 The Bishop shall not issue a mandate to any Alternate Lay Member within seven days of the commencement of any session of the Synod.
- 11.8 When any such person so summoned to attend shall have signed a declaration in the form of the Third Schedule of the Constitution the person shall be deemed to be a duly appointed Lay Member for the Parish concerned and shall hold office for the duration of such session only.

Register of Lay Members of Synod

12. The Registrar shall keep and from time to time amend a Register of Lay Members of Synod upon receipt of a Certificate of Election in accordance with this Ordinance.

Definition

13. In this Ordinance-

"Priest in Charge" shall mean the member of Clergy licensed to the cure of souls in or for the Parish and during a vacancy in the office includes a locum tenens or the Vicar General.

Repeal

14. The Election of Lay Members of Synod Ordinance 2001 is hereby repealed.

FIRST SCHEDULE
CERTIFICATE OF ELECTION
[Sections 7 and 8]

Parish of

I

of.....

HEREBY CERTIFY THAT-

at the Annual Meeting of the Parish or Special Meeting held under Section 10.3 duly convened and held on the

(date)

the persons whose names and addresses are set out hereunder. having been fully nominated in accordance with the provisions of The Election of Lay Members of Synod Ordinance 2022, were duly elected or appointed as Lay Members of Synod for the above-named Parish.

Name of Lay Member of Synod	Address	Email
.....
.....
.....
.....
.....
.....

AND I HEREBY CERTIFY THAT-

the persons whose names and addresses are set out hereunder. having been fully nominated in accordance with the provisions of The Election of Lay Members of Synod Ordinance 2022, were duly elected or appointed as Alternate Lay Members of Synod for the above-named Parish in the order listed.

Name of Alternate Lay Member of Synod	Address	Email
.....
.....

AND I forward herewith the declarations as required by Section 8 (2) of the Constitution.

DATED

.....
Priest in Charge/Parish Secretary