



Anglican Diocese of The Murray

Regulation:		Diocesan Council Administration	
Body adopting Policy or Regulation:	Diocesan Council	Date of adoption or last review:	19/8/2023
Related Documents:		Review schedule:	2028

A regulation for the administration of Diocesan Council.

1. Regular Meetings should be held every February, April, June, August, October, and December unless circumstances dictate otherwise. The first regular meeting shall be held three weeks following the annual session of Synod.
2. Meeting Times and Days shall be at the discretion of the Bishop; however, he may consult with the members of Diocesan Council and the Registrar.
3. Special Meetings can be called by the Bishop or the Administrator with 7 days' notice if practical. They may also be scheduled at any meeting of Diocesan Council. The Registrar or a member of DC via the Registrar may request that the Bishop or Administrator call a special meeting of Diocesan Council.
4. The Agenda shall be prepared by the Registrar in consultation with the Bishop. Council Members may submit items for the Agenda.
5. The Agenda and relevant documents, particularly financial reports, shall be issued at least 7 days before each regular meeting of Diocesan Council.
6. Agenda items should be submitted before the meeting agenda is distributed. Items may be added at the meeting at the discretion of the Chairman, these items are to be placed at the end of the published agenda unless otherwise agreed by the meeting.
7. Agenda for Special Meetings shall be primarily for the topic the meeting was called for but if time permits other items may be discussed.
8. Attendance by electronic means.
 - a. Where circumstances permit, or are necessary, it is permissible for meetings to be held by Zoom or similar.
 - b. Where a vote is required, participants indicate yes or no on the participants screen in Zoom. If necessary, the host will prepare a poll.
 - c. Those attending in such manner shall be recorded in the minutes as attending in that manner especially when there is a hybrid meeting.
 - d. Attendance by phone and Zoom counts towards a quorum.
 - e. Where a meeting is held by Zoom, the Registrar may record it for minute purposes.

9. Decisions of Council by email shall be permissible under the following circumstances.
 - a. There is only one subject to be voted on.
 - b. A contact number supplied to provide clarification.
 - c. A decision is required before a meeting can be held, a physical quorum cannot be obtained, or the item is flagged at a previous meeting.
 - d. The decision is “yes” or “no” or “abstain”. No response will be taken as an abstention.
 - e. The response time for the answer shall be advised at the time but should not exceed 72 hrs.
 - f. The number of responses must be equal or more than the quorum of Diocesan Council for the result to be valid.
 - g. The item and result shall be recorded in the minutes of the following Diocesan Council Meeting.