

THE ELECTION OF LAY MEMBERS OF SYNOD ORDINANCE 2001

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-**

1. This Ordinance may be cited as "The Election of Lay Members of Synod Ordinance Amendment Ordinance 2001". *Title*

2. Before 30th November in the year preceding the year in which an election of Lay Members of Synod takes place the Parish Priest of every Parish shall forward to the Registrar a Declaration and Certificate in the form contained in the First Schedule of this Ordinance. *Certificate of number of communicants*
Amended 2003

3. Before 15th January in the year of such election the Registrar shall notify the Parish Priest of every Parish of the number of Lay Members of Synod such Parish is entitled to elect in accordance with the provisions of Section 6 of the Constitution. *Notification of number of Lay Members of Synod*

4. (1) Nominations for the election of Lay Members of Synod of a Parish shall be in writing signed by the nominee and by a member of such Parish who is a communicant and shall be declared to the Parish Priest of such Parish on or before the Annual Vestry Meeting in the year of such election. *Nominations*
Amended 2003

(2) At each service held in the Parish on the three Sundays next before the Annual Vestry Meeting the Officiant at such service shall give notice that such nominations will be received.

5. In the event of the Parish Priest receiving a number of nominations less than or equal to the number of Lay Members of Synod to which that Parish is entitled, the persons so nominated shall subject to the provisions of Section 8 (2) of the Constitution be deemed to have been elected Lay Members of Synod. *Lay Members of Synod deemed elected*

6. In the event of the Parish Priest receiving no nominations or a number of nominations less than the number of Lay Members of Synod to which that Parish is entitled the Parish Priest may before the 1st March next following appoint 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. *Insufficient nominations*
Amended 2003

7. In the event of the Parish Priest receiving a number of nominations in excess of the number of Lay Members of Synod to which that Parish is entitled the following provisions shall apply- *Election procedure*
 - (a) (i) If the Parish is one to which Part VI of The Parochial Administration Ordinance 2001 applies or if the Parish comprises only one congregation an election shall be held at the Annual Vestry Meeting.

(ii) At every 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 shall be elected.

(b) (i) If the Parish comprises two or more congregations and all the vestries of the Parish shall have agreed in accordance with the provisions of Section 9 of this Ordinance an election shall be held at a meeting of the Parish Council duly convened for the purpose to be held before the last day of February.

Sec 7(b)
Amended 2003

(ii) The procedure to be adopted at such meeting shall be in accordance with that mentioned in Paragraph (a) of this Section.

(c) (i) If the Parish comprises two or more congregations and the vestries shall not have agreed in accordance with the provisions of Section 9 of this Ordinance, an election shall be held at the Annual Vestry Meeting of each congregation in the Parish.

Sec 7(c)
Amended 2003

(ii) At every such meeting 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 aggregate number of votes from all such meetings shall be elected.

(iii) In the case of a tie the person or persons with the equality of votes shall be selected by lot.

(iv) No person qualified to vote shall vote at more than one of such meetings.

8. Notwithstanding the provisions of Section 4 to 7 inclusive of this Ordinance if the Parish is one to which Part VI of The Parochial Administration Ordinance 2001 applies or if the Parish comprises only one vestry the nomination and election of Lay Members of Synod may take place at the Annual Vestry Meeting in which case the nominations and consent of nominees need not be in writing.

***Exemption from
requirement for
written
nominations***

9. In any Parish comprising two or more congregations all the vestries of such Parish by resolutions duly passed by the majority of persons present and voting at meetings thereof may at any time agree that the election of Lay Members of Synod shall be carried out by the Parish Council. Any vestry may at any time rescind such resolution and such agreement shall thereafter be of no effect.

***Election by
Parish
Council***

10. The Parish Priest shall within 7 days in the year of such election forward to the Registrar a certificate of election of Lay Members of Synod in the form contained in the Second 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.

***Certificate of
election***
Amended 2003

11. (1) In the case of a new Parish being recognised by the Synod or existing Parishes being reconstituted the Parish Priest or Parish Priests of such Parish or Parishes as the case may be shall forward to the Registrar a Declaration and Certificate in the form contained in the First Schedule hereto not less than six weeks before the session of the Synod next following the meeting of Synod at which such Parish was recognised or Parishes were reconstituted as the case may be.
- (2) The nomination and election of Lay Members of Synod shall thereupon take place in such Parish or Parishes in accordance with the provisions of this Ordinance.
- (3) The Lay Members of Synod so elected or appointed shall hold office until the next general triennial election of Lay Members of Synod.

***Procedure in
new or
reconstituted
parishes***
Amended 2003

12. (1) If any Lay Member of Synod shall cease to be a Lay Member of Synod by reason of the fact that he ceases to be a communicant the Parish Priest shall forthwith give notice thereof to the Registrar.
- (2) Upon receipt by the Registrar of such notice or of notice from the Bishop that a person has ceased to be a Lay Member of Synod the Registrar shall forthwith give notice to the Parish Priest of the Parish to proceed to a fresh election to fill such vacancy.
- (3) Such election shall take place and returns shall be made in manner provided by this Ordinance provided that the notice required by Section 4 (2) of this Ordinance shall be given on any four consecutive Sundays, the last of which shall be the closing date for nominations.
- (4) The certificate of election and declaration referred to in Section 10 hereof shall be forwarded to the Registrar as soon as possible after the completion of such election.

Casual vacancies

- 13 (1) In the event of a dissolution of the Synod by the Bishop the Registrar shall forthwith give notice thereof to the Parish Priest of every Parish and the Parish Priest shall within two months of such notice forward to the Registrar a Declaration and Certificate in the form contained in the First Schedule of this Ordinance.
- (2) Within fourteen days after the expiration of such two months the Registrar shall notify the Parish Priest of every Parish of the number of Lay Members of Synod such Parish is entitled to elect in accordance with the provisions of Section 6 of the Constitution.
- (3) The election of Lay Members of Synod shall take place as soon as convenient thereafter and returns shall be made in manner provided by this Ordinance provided that the notice required by Section 4 (2) of this Ordinance shall be given on any four consecutive Sundays, the last of which shall be the closing date for nominations.

***Dissolution of
Synod***

***Substitutionary
Lay Members of
Synod***

14. (1) Parish Council may, at any meeting, in preferential order elect up to two lay persons who are qualified to be elected lay members of Synod as substitutionary Lay Members of Synod for the Parish, preferably at the meeting of the Parish Council next following any election or appointment of Lay Members of Synod pursuant to this Ordinance. Such elections shall not take place in the seven day period before Synod is due to meet.
- (2) The Parish Priest shall thereupon inform the Registrar of the names and addresses of the persons so elected.
- (3) In the event of the Bishop being informed by the Parish Priest or by the Lay Member of Synod concerned of the inability of the Lay Member of Synod to attend a session of the Synod, the Bishop shall thereupon issue a mandate to the person whose name stands first upon the list as provided above summoning him to attend that session of the Synod. Should he be unable to attend such session the Bishop shall issue such mandate to the other person named on such list.
- (4) The Bishop shall not issue a mandate to any substitutionary Lay Member of Synod within three days of the commencement of any session of the Synod.
- (5) When any such person so summoned to attend shall have signed a declaration in the form of the Third Schedule of the Constitution he shall be deemed to be a duly appointed Lay Member of Synod for the Parish concerned and shall hold office for the duration of such session only.

15. The Registrar shall from time to time amend the Register of Lay Members of Synod upon receipt by him of a Certificate of Election referred to in this Ordinance or notification pursuant to Section 14 of this Ordinance.

***Register of Lay
Members of Synod***

16. At each session of the Synod the Registrar shall present the Register of Lay Members of Synod or an extract thereof comprising the names of all Clergymen and Lay Members of Synod who at that time are duly elected or appointed Lay Members of Synod.

Report to Synod

17. In this Ordinance-

Interpretation

"Parish Priest" shall mean the Clergyman licensed to the cure of souls in or for the Parish and includes a locum tenens or during a vacancy in the office, the Rural Dean of the area;

"Vestry" shall mean the vestry or other governing body of a congregation within a Parish.

FIRST SCHEDULE

I
of.....

DO HEREBY CERTIFY that the number of persons who have communicated not less than three times during the twelve months ended 30th November last of which Easter was one and who are members of the Parish of..... is

AND I HEREBY SOLEMNLY DECLARE that the above certificate is to the best of my belief a true and correct return of communicants for the purposes of representation in Synod.....

Date:.....

Parish Priest

SECOND SCHEDULE

Parish of

I
of.....

HEREBY CERTIFY THAT-

* at a Vestry meeting of the Parish duly convened and held on the
(date)

* at a meeting of the Parish Council duly convened and held on the
(date)

* at meetings of the Vestries of the several congregations mentioned hereunder duly convened and held on the respective dates set out hereunder-

Congregation of	Date of Meeting
.....
.....
.....

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 2001, were duly elected as Lay Members of Synod for the above named Parish.

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

AND I FURTHER CERTIFY that on the (date)..... I duly appointed the persons whose names and addresses are set out hereunder to be Lay Members of Synod for the said parish.

Name of Lay Members of Synod	Address
.....
.....
.....
.....

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

Dated