

August 2019

RE: Frequently Asked Questions ~ Diocesan Elections 2019

Dear Friends,

This letter is sent out to clarify some of the issues surrounding upcoming elections at our Diocesan Synod to be held in November 2019.

What is the role of the Nominating Committee?

The committee calls for and accepts the nominations from Diocesan bodies (committees; boards; Deaneries) and from synod delegates to serve on the various committees and boards of the diocese and as lay and clerical delegates to Provincial and General Synods. The deadline for nominations is Thursday, November 14th, 2019 at 5 p.m. The committee reviews them and submits to Synod names for election, and distributes the ballots during Synod.

What elections need to be held at this Synod?

Elections will be held for the members of the Diocesan Executive Council (D.E.C.), Board of Triers (clergy only), lay members of the Cathedral Centenary Endowment Fund, and lay and clerical delegates to Provincial Synod (meetings are via conference call/virtual).

When are the elections held?

Elections will be held on the second day of Synod between the hours of twelve thirty and two p.m. for the delegates to Provincial Synod and for the clerics forming the Board of Triers.

Other elections will take place after the Nominating Committee reports to Synod, during the business sessions of Synod. They are scheduled during Synod in consultation with the Officers of Synod and the Agenda Committee.

What are the responsibilities of each position/committee/board?

The responsibilities for most are outlined in the Constitution and Canons of the Diocese sections copied below. The most important responsibility is to attend all meetings and participate in the work of the committee!

The D.E.C. usually meets twice a year in Quebec City for 2 days and also have a number of conference call meetings lasting about 2 hours. The D.E.C. shall be responsible for:

- A. Transacting the business of Synod between sessions.
- B. Calculating the fair share that each Parish shall contribute to Synod Funds. This contribution shall be payable to the Synod of the Diocese in monthly installments or as agreed between each Parish and the Treasurer of Synod.
- C. Planning for the business of Synod, and preparing the agenda for the Sessions of Synod.
- D. Forming a Nominations Committee for Synod.
- E. Defining terms of reference for D.E.C. Subcommittees.

- F. Determining the conditions and terms of appointment and remuneration, if need be, of the Officers and Staff of Synod, and nominating suitable persons to fill these positions.
- G. Receiving and acting on reports and recommendations from the Subcommittees and the Programme Committee.
- H. Advising the Bishop on any matter referred to it.
- I. Report on its actions to the subsequent Synod.
- J. Undertaking any specific tasks assigned to it by Synod. Before the Synod is prorogued members of the newly elected D.E.C. shall meet to plan for the period of its mandate.
- K. Making recommendations to the Bishop regarding the appointment of clerics.
- L. Making recommendations to the Bishop regarding the appointment of the editor of the Diocesan Gazette.
- M. The creation if needed, of a sub-committee to receive application and distribute funds for missions in areas where there is no Deanery.

Board of Triers: Act as jury in case of a trial (see Canon 12). This has only happened once in the 150 years that such Courts have existed in our diocese.

The Cathedral Centenary Endowment Fund members act as trustees for fund which was set up in 1906 for the maintenance of the fabric of the Cathedral and for furthering the work of the Cathedral Chapter. It normally would meet once year for a short meeting, which trustees could attend by conference call.

What is the deadline for nominations?

5 p.m. November 14th, 2019! They must arrive in the hands of the Secretary of Synod by that time and date as we only accept nominations at Synod if the committee is unable to present the necessary slate for election.

How many people are to be elected to fill each position?

D.E.C: two representatives from each of the five Deaneries, but no more than one third of the total DEC elected may be clerics. Representatives must be members of Synod to be elected. Note: the canon also allows for the election of a substitute member for each deanery who attends a meeting if one of the other two cannot.

Board of Triers: Five licensed clerics of at least two year’s standing in this Diocese. All clerics who meet the requirements are automatically on the ballot for the Board of Triers.

The Cathedral Centenary Endowment Fund: this fund has “two lay members of the Anglican Church of Canada in the diocese of Quebec who are not members of the congregation” meeting at the Cathedral. Candidates do not need to be members of Synod to stand for election.

Provincial Synod: two clerical, two lay delegates and one youth delegate who all must be members of Synod. The Bishop also attends. Either Synod elects or the Bishop may appoint a youth delegate from our diocese. The youth must be between the ages of sixteen and twenty-five.

Assistant Secretary of Synod: Must be a member of diocesan Synod. The Assistant Secretary shall be appointed by Synod and shall assist the Secretary, or shall perform the duties of this office in the case of the absence or incapacity of the Secretary.

Registrar: The Registrar shall be appointed by Synod and shall have custody of all the Archives, documents, records and completed Parish registers; shall keep the Land Register and see that the various Parishes and missions keep their respective Parish Registers written up to date: shall report to each session of Synod on the state of our records and make recommendations thereon. The Registrar shall hold office until a successor is appointed.

How do I get nominated?

There are three ways:

1. Any member of a diocesan board or committee or any lay delegate to Synod can nominate someone by submitting the name on the form to the Secretary of Synod or to the Synod Office prior to the deadline.
2. Rural Deans on behalf of their Deanery can also make nominations.
3. You may also self-nominate.

Unless there is a need to open nominations at Synod due to a vacancy there are no extensions to the deadline of 5 pm on Thursday, November 14th, 2019. There is an official nomination form in the Synod mailing and can be downloaded from the diocesan web site. For some deaneries nominations to D.E.C. are normally done through their respective Deanery Councils but that does not preclude other nominations. All clerics who meet the requirements are automatically on the ballot for the Board of Triers.

I do not know who to contact for more information regarding elections.

Contact the Secretary of Synod (see contact information below) or any member of the nominating committee.

What happens if I'm nominated but either I am not a member of Synod or I cannot attend Synod?

You do not need to be a member of Synod nor present at Synod if you are standing for election to the Board of Triers, or The Cathedral Centenary Endowment Fund. You must be a member of Synod and present at Synod to stand for election to the D.E.C., Assistant Secretary of Synod, and as a delegate to Provincial Synod. The Registrar will take his/her place as an Officer of Synod following their election.

Who can vote at Synod?

Members of Synod will vote at Synod. One becomes a member of Synod when one takes his/her respective seat at Synod. Invited guests, retired clergy and observers do not vote.

Who pays for my expenses as a committee member or delegate?

The diocesan budget pays the travel, meals and accommodation expenses for those serving on the boards, committees or as a delegate elected by synod to Provincial Synod.

When will the first meetings be held?

- D.E.C. is scheduled to meet for a short meeting at Synod

- The Board of Triers meets only if needed - this has only happened once since 1859.
- Provincial Synod should usually meet via conference call/virtually
- The Cathedral Centenary Endowment Fund meets as needed but at least once a year.

Should you have any further need for clarification, please do not hesitate to contact me.

See you at Synod!

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