

**THE EPISCOPAL DIOCESE OF LONG ISLAND**  
**CONSTITUTION,**  
**CANONS**  
**and**  
**RULES OF ORDER**  
**(as amended November 16, 2019)**

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**THE CONSTITUTION**  
**of the**  
**PROTESTANT EPISCOPAL CHURCH**  
**in the United States of America**  
**in the**  
**DIOCESE OF LONG ISLAND**  
**in the State of New York**

IN THE NAME OF THE FATHER, AND OF THE SON,  
AND OF THE HOLY GHOST. AMEN.

WHEREAS, the members of the Protestant Episcopal Church in the United States of America, resident in the Diocese of Long Island, are united together, and a representative body has been created for government, and such members have associated themselves by voluntary compact for the inculcation and maintenance of sound doctrine and true religion, the promotion of discipline, the ordering of the affairs and the management of the property of the Church in the Diocese;

AND WHEREAS, the Bishops, Priests, Deacons, and the Laity by their representatives, have met together in the Convention;

NOW THEREFORE, they do solemnly declare and establish:

ARTICLE I. Declaration of Doctrine. We hold and maintain the Sacraments as the Lord Jesus Christ hath commanded, the Doctrine, Discipline and Worship, as the Protestant Episcopal Church in the United States of America doth receive the same.

ARTICLE II. Diocesan Convention. There shall be a representative governing body of the Diocese to be called the Convention of the Protestant Episcopal Church in the Diocese of Long Island.

ARTICLE III. Representation in the Convention.

(a) Composition. The Convention shall be composed of the clerical order and lay order.

(b) The Clerical Order. The clerical order shall consist of the Bishop, Bishop Coadjutor, Bishops Suffragan, Assistant Bishop, if canonically resident, and all Priests

and Deacons canonically resident in the Diocese. No Priest or Deacon shall be entitled to vote in the Convention unless he/she shall have been canonically resident in the Diocese for a period of at least three months immediately preceding such Convention. If an Annual Meeting of the Convention shall be adjourned, any Priest or Deacon shall be entitled to vote at the adjourned meeting of the Convention if he/she shall have been canonically resident in the Diocese for a period of at least three months immediately preceding such adjourned meeting. No member of the clerical order who is under suspension or ecclesiastical censure shall be entitled to vote in the Convention.

(c) The Lay Order. The lay order shall consist of the following Lay Delegates, adult confirmed communicants of the Church in good standing, having domicile in the Diocese and elected in the manner prescribed by Canon:

(i) at least one Delegate from the Cathedral and each Church or Congregation in Union with the Church in this Diocese having a Vestry and from each Mission having a Bishop's Committee;

(ii) from the Cathedral and each such Church or Congregation and Mission, having between three hundred one (301) and five hundred (500) communicants in good standing, as reported to the Convention for the year ending as prescribed by Canon, there shall be a second Lay Delegate; from any such Cathedral, Church, Congregation, or Mission having five hundred one (501) or more communicants in good standing, there shall be a third Lay Delegate.

(iii) in no case, however, shall any such Cathedral, Church, Congregation, or Mission be entitled to more than three Lay Delegates;

(iv) any such Church, Congregation, or Mission which is under suspension shall not have the right to elect Lay Delegates to the Convention, and forfeiture of such right for other reasons may be prescribed by Canon.

ARTICLE IV. Election of Delegates. The mode of electing Lay Delegates and of admitting Churches or Congregations into Union with the Church in the Diocese and the maintenance of such Union, shall be prescribed by Canon.

ARTICLE V. Time of Meeting. The Convention shall meet in annual session on the Saturday closest to November 15, or on such other date as the previous annual session may determine, at such place in the Diocese as the Ecclesiastical Authority shall designate and shall be convened by the Ecclesiastical Authority by summons, stating the time and place of the meeting, issued not less than one month before the day of the meeting. The Ecclesiastical Authority, for urgent and sufficient cause, shall have power to change the place and time of the meeting.



ARTICLE VI. President of the Convention. The Bishop, or the Bishop's absence, the Bishop Coadjutor, a Bishop Suffragan, or President of the Standing Committee, shall be the President of the Convention and may adjourn or recess the same with its concurrence. In the absence of all the foregoing, the senior Priest by canonical residence present shall call the Convention to order and the Convention shall elect a temporary President.

ARTICLE VII. Secretary of the Convention. A Secretary of the Convention shall be elected at each annual meeting of the Convention who shall take office upon the adjournment of that annual meeting and until a successor be chosen. He/She shall perform such duties as may be prescribed by the Canons.

ARTICLE VIII. Treasurer of the Convention. A Treasurer of the Convention shall be elected at each annual meeting of the Convention who shall take office upon the adjournment of that annual meeting and until a successor be chosen. He/She shall perform such duties as may be prescribed by the Canons.

ARTICLE IX. Special Sessions. The Ecclesiastical Authority may and shall at the request of ten Clerical and twenty Lay Delegates convene a special session of the Convention, at which no business other than that stated in the summons shall be considered without the consent of two-thirds of each order present.

ARTICLE X. Voting in the Convention.

(a) One Body. The clerical order and lay order shall sit and vote together in the Convention and shall deliberate in one body. A majority of those voting shall be necessary for a decision, except when any five members present demand, or a Canon requires a vote by orders.

(b) Vote By Orders. In a vote by orders, the two orders shall vote separately and a concurrence of a majority in each order shall be necessary for a decision, except as provided in Article XII of this Constitution; and except that the Convention may determine by Canon what vote shall be required for amendment of or repeal of a Canon or the addition of a Canon. In case of the election of a Bishop, the two orders shall always vote separately and according to the mode described in subsection (c) below.

(c) One Vote. In all votes each Clerical Delegate and each Lay Delegate shall be entitled to one vote.

ARTICLE XI. Power. The Convention shall have power to provide for all matters not governed by the National Constitution and the National Canons or by this Constitution.

ARTICLE XII. Amendments. This Constitution may be amended at any session of the Convention by a vote of two-thirds of the members of each order present and voting, provided that notice in writing containing a transcript of the proposed amendment or amendments shall have been given at the preceding Convention. In no event shall such notice be effective unless it shall have been given to a session of the Convention at least eight months before the session of the Convention at which it is proposed the amendment, or amendments, be adopted.

## **THE CANONS**

### **TITLE I. DEFINITIONS PRELIMINARY CANON. DEFINITION OF TERMS**

Unless it shall otherwise appear from the context, or be otherwise expressly directed, the following terms shall for the purposes of these Canons be construed to mean as follows:

"Bishop" shall mean the Diocesan Bishop of The Episcopal Diocese of Long Island, unless the context of a given provision requires otherwise.

"Canonically Resident" means that a bishop, priest or deacon has been duly received into this Diocese by the Ecclesiastical Authority by acceptance of Letters Dimissory duly recorded, ordination, or some other mode.

"Canons" mean the Canons of the Church in this Diocese.

"Church" means the Protestant Episcopal Church in the United States of America.

"Clergy" mean bishops, priests, and deacons.

"Constitution" means the Constitution of the Church in this Diocese.

"Diocesan Corporation" means any corporation organized and existing under the laws of the State of New York, whether by Special Act, or pursuant to the Not-for-Profit Corporations Law, the Religious Corporations Law, or the Education Law (or any predecessor thereto), whose Board of Trustees or Directors (or other governing body) is elected or appointed pursuant to the Canons, and which is subject to the will of, and is answerable to, the Diocesan Convention in accordance with the Canons.

"Diocesan Unit" means any Parish, parochial or diocesan mission, summer chapel, and any other group maintaining public worship as members of the Church in

this Diocese, other than the chapels of Episcopal Health Services, the Mercer School of Theology, and other similar Diocesan Corporations or institutions.

"Diocesan Institution" means any corporation or other entity related to or affiliated with the Diocese, but whose Board members are not elected at Convention.

"Ecclesiastical Authority" is as defined in the Canons.

"National Canons" mean the Canons for the government of the Protestant Episcopal Church in the United States of America.

"National Constitution" means the Constitution for the government of the Protestant Episcopal Church in the United States of America and amendments thereof.

"Quorum" means the minimum number of members of any Committee, Commission, Council, Body, or Entity of the Diocese which must be present for any business of such Committee, Commission, Council, Body, or Entity of the Diocese to be transacted.

Unless otherwise set forth in these Canons, a Quorum is one more than one half of all the members of any such Committee, Commission, Council, Body, or Entity of the Diocese, not counting ex officio members.

Words in the singular number include the plural and in the plural number include the singular.

A masculine pronoun or title, whenever used in Canons shall be deemed to include the feminine pronoun or title.

## **TITLE II. THE CONVENTION OF THE DIOCESE**

### **CANON 1 RECORD OF CLERGY IN THE DIOCESE**

SECTION I. A List of Clergy to be Made. The Ecclesiastical Authority shall prepare or cause to be prepared and recorded in a book designated "Record of Clergy in the Diocese", a list of all Clergy of the Church Canonically Resident in the Diocese, designating those settled in the Cathedral or in some Church or Congregation in Union with the Convention by the names of their respective offices, Churches, Congregations, or Cures; those employed as Missionaries by their respective stations; those who are Chaplains in the Armed Forces of the United States of America or as Chaplains for the Veterans Administration, or Federal Correctional Institutions, by their posts of duty; those employed as instructors of youth in any College, Academy or Seminary of

Learning, by the Colleges, Academies or other Seminaries of Learning in which they are engaged; and those not so employed, by their residence.

SECTION II. Changes in the List. The Ecclesiastical Authority shall cause all changes in said Record, by reason of death, transfer, deposition, removal, release, or suspension, and all additions thereto by reason of acceptance of Letters Dimissory, ordination or any other mode, to be made promptly.

SECTION III. Presented to the Convention. Such Record, or a copy thereof, authenticated by the Ecclesiastical Authority, shall be laid before the Convention on the first day of its meeting and shall be prefixed to the Journal.

SECTION IV. Evidence of Right to Seat. The right of any of the Clergy to a seat in the Convention shall, if disputed, be determined by the Convention itself, whether his name is inserted in such Record or omitted. Such Record shall, however, be taken as presumptive evidence of the right of those whose names appear thereon to seats in the Convention, and that none others have such right.

SECTION V. Certificate to be Recorded. The Ecclesiastical Authority shall record or cause to be recorded in a book designated "Letters Dimissory" all such letters received by it, the date of reception, and a brief minute of the action taken thereon. When a certificate pursuant to the National Canons is given, it must be recorded at length. From the date of such certificate as recorded, and not before, a member of the Clergy shall be deemed Canonically Resident.

SECTION VI. Secretary of the Convention to Record Election of Rectors. The Secretary of the Convention shall record or cause to be recorded in a book to be called "Election of Rectors" all notices of the election of a Rector required by the Canons.

SECTION VII. Evidence in Case of Trial. The Record named in Section I, the record of "Letters Dimissory" named in Section V, and the record of "Election of Rectors" named in Section VI of this Canon, or transcripts thereof or of such parts thereof as may relate to the matter in question, duly certified by the Secretary of the Convention, shall be received in evidence upon all proceedings or trials under any law or Canon in force in this Diocese.

## **CANON 2 REGULATIONS RESPECTING THE LAITY**

SECTION I. Members Defined.

(a) Persons Baptized. All persons who have received the Sacrament of Holy Baptism with water in the name of the Father, and of the Son, and of the Holy Spirit,

whether in the Church or in another Christian Church, and whose Baptisms have been duly recorded in the Church, are members thereof.

(b) Age. Members sixteen years of age and over are to be considered adult members.

(c) Confirmation. It is expected that all adult members of the Church, after appropriate instructions, will have made a mature public affirmation of their faith and commitment to the responsibilities of their Baptism and will have been confirmed or received by a Bishop of the Church or by a Bishop of a Church in communion with the Church.

(d) Baptized and Confirmed. Any person who is baptized in the Church as an adult and receives the laying on of hands by the Bishop at Baptism is to be considered, for the purposes of this and all other Canons, as both baptized and confirmed; also

⓪ Any person who is baptized in the Church as an adult and at some time after the Baptism receives the laying on of hands by the Bishop in Reaffirmation of Baptismal Vows is to be considered, for the purpose of this and all other Canons, as both baptized and confirmed; also

⓫ Any baptized person who received the laying on of hands at Confirmation (by any Bishop in apostolic succession) and is received into the Church by a Bishop of the Church is to be considered, for the purpose of this and all other Canons, as both baptized and confirmed; and also

⓬ Any baptized person who received the laying on of hands by a Bishop of the Church at Confirmation or Reception is to be considered, for the purpose of this and all other Canons, as both baptized and confirmed.

## SECTION II. Communicants.

(a) Defined. All members of the Church who have received Holy Communion in the Church at least three times during the preceding year are to be considered communicants of the Church.

(b) Adult Communicants. For the purposes of statistical consistency throughout the Church, communicants sixteen years of age and over are to be considered adult communicants.

SECTION III. Communicants in Good Standing. All communicants of the Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.

#### SECTION IV. Member Removal, Enrollment.

(a) A member of the Church removing from the Congregation in which his or her membership is recorded shall procure a certificate of membership indicating that he or she is recorded as a member (or adult member) of the Church and whether or not such a member:

- (i) is a communicant;
- (ii) is recorded as being in good standing;
- (iii) has been confirmed or received by a Bishop in communion with the Church.

Upon acknowledgment that a member who has received such a certificate has been enrolled in another Congregation of this or another Church, the Minister or Warden issuing the certificate shall remove the name of the person from the Parish register.

(b) The Minister or Warden of the Congregation to which such certificate is surrendered shall record in the Parish register the information contained on the presented certificate of membership, and then notify the Minister or Warden of the Congregation which issued the certificate that the person has been duly recorded as a member of the new Congregation, whereupon the person's removal shall be noted in the Parish register of the Congregation which issued the certificate.

(c) If a member of the Church, not having such a certificate, desires to become a member of a Congregation in the place to which he or she has removed, that person shall be directed by a Minister of the said Congregation to procure a certificate from the former Congregation, although on failure to produce such a certificate through no fault of the person applying, appropriate entry may be made in the Parish register upon the evidence of membership status sufficient in the judgment of the Minister or Warden.

(d) Any communicant of any Church in communion with the Church shall be entitled to the benefit of this section so far as the same can be made applicable.

SECTION V. Rights. No one shall be denied rights or status in the Church because of race, color, gender, sexual orientation or ethnic origin.

SECTION VI. Denial of Sacraments. A person to whom the Sacraments of the Church shall have been refused, or who has been repelled from the Holy Communion under the rubrics, or who desires a judgment as to his or her status in the Church, may lodge a complaint or application with the Bishop or Ecclesiastical Authority. No Minister of the Church shall be required to admit to the Sacraments a person so refused or repelled without the written direction of the Bishop or Ecclesiastical Authority. The Bishop or Ecclesiastical Authority may in certain circumstances see fit to require the person to be admitted or restored because of the insufficiency of the cause assigned by

the Minister. If it shall appear to the Bishop or Ecclesiastical Authority that there is sufficient cause to justify refusal of the Holy Communion, however, appropriate steps shall be taken to institute such inquiry as may be directed by the Canons; and should no such Canon exist, the Bishop or Ecclesiastical Authority shall proceed according to such principles of law and equity as will ensure an impartial investigation and judgment.

SECTION VII. Unbaptized Persons. No unbaptized person shall be eligible to receive Holy Communion in the Church.

**CANON 3**  
**THE RIGHTS OF PARISHES TO INCLUDE PERSONS OVER**  
**EIGHTEEN YEARS OF AGE AMONG QUALIFIED VOTERS,**  
**AND TO BE ELIGIBLE AS CHURCH WARDENS AND VESTRYMEN,**  
**AND DELEGATES AND OFFICERS TO THE CONVENTION**

SECTION I. Voters. Persons over 18 years of age, belonging to any Parish in this Diocese having like qualifications to other voters of such Parish may vote at the annual elections and meetings of such Parish, whenever such Parish shall so determine in the manner provided by the Laws of the State of New York.

In no event, however, shall any person entitled to vote at the annual elections and meetings of any Parish to which such person belongs, vote by absentee ballot, which said absentee ballots are null and void.

SECTION II. Wardens or Vestrymen. Persons over 18 years of age, who have the qualifications prescribed by law, shall be eligible for election to the office of Church Warden or Vestryman.

SECTION III. Delegates to the Convention. Any person over 18 years of age, a confirmed communicant of the Church in good standing, and having domicile in this Diocese, shall be eligible for election as a Delegate to the Convention of the Diocese and to hold elective offices of the Convention.

**CANON 4**  
**THE DIOCESAN CONVENTION**

SECTION I. Call of the Convention. Within thirty days following the first day of the preceding Convention, the Secretary of the Convention shall mail a notice of the time and place of the next Convention to each of the Clergy, who by the "Record of Clergy in the Diocese" may be entitled to a seat therein, to the Chapter of the Cathedral of the Incarnation and to the Vestry or Trustees of each Parish or Congregation entitled to appoint Lay Delegates and Youth Delegates thereto named in the "Record of Parishes or Congregations in Union with the Church in this Diocese" and the "List of Missions Subject to Diocesan Tithe". The Secretary shall

also include a copy of Section II of this Canon together with blank printed forms for proceeding under it.

## SECTION II. Lay Delegates.

(a) From the Cathedral. The Lay Delegates and Alternates to the Convention from the Cathedral of the Incarnation shall be chosen by the Trustees (commonly called the "Cathedral Chapter") of the Cathedral of the Incarnation and shall be regular attendants at its worship and contributors to its support for at least twelve months prior to appointment. Certificate of their appointment shall be signed by the Dean of the Cathedral of the Incarnation or, if there be no Dean or he or she be absent, by one of the Trustees present at the Cathedral Chapter at which they were appointed and by the Chancellor of the Cathedral of the Incarnation.

### (b) Number of Lay Delegates.

(i) The Constitution. The number of Lay Delegates from the Cathedral of the Incarnation and each Parish, Congregation, or Mission shall be determined as prescribed in Section 3 of the Constitution. For the purposes of that section and of this section, the number of communicants in good standing of the Cathedral of the Incarnation and each Parish, Congregation, or Mission shall be that stated in its Parochial Report for the previous Calendar Year, subject to revision due to any contest thereof.

(ii) Parochial Report. If the Cathedral of the Incarnation or any Parish, Congregation, or Mission shall fail to file its Parochial Report prior to the first day of March, as required by Title V, Canon 2, Section II, the number of communicants in good standing, for the purposes of Section 3 of the Constitution and of this section shall be that stated in the Parochial Report of such Cathedral, Parish, Congregation, or Mission for the year ending December 31 of the next to last year preceding the Convention.

(iii) Qualification and Election of Lay Delegates. Lay Delegates and Alternates from Churches, Congregations, and Missions shall have the qualifications required by Section 3 of the Constitution and by this Canon and shall be elected by the Vestry or Bishop's Committee.

(iv) Evidence of Appointment. The evidence of their election shall be either a written or electronic certificate authorized by the Diocese and submitted by the Rector or Priest in Charge or if there be no Rector or Priest in Charge, or if he/she be absent, by the person who presided at the meeting at which they were elected.



(v) Certificate of Appointment. Every certificate of the election of a Lay Delegate and Alternate shall certify upon its face that the election was carried out in pursuance of the requirements of Section 3 of the Constitution and of this Canon and shall certify that the Delegate and Alternate have the qualifications required by Section 3 of the Constitution and by this Canon.

(c) Secretary of the Convention to Prepare List of Delegates. The Cathedral of the Incarnation and any Church, Congregation, or Mission electing Lay Delegates and Alternates to the Convention shall, not later than 120 days following the preceding Convention, file the Certificates of Election as provided above with the Secretary of the Convention. The Secretary of the Convention shall prepare a list of Delegates, Alternates, and Youth Delegates and place it before the Convention on the first day of its meeting. Irregular or defective certificates and certificates and documents relating to contested seats shall be reported by the Secretary of the Convention when organized, for its action. The Secretary of the Convention shall also read at this time the list of delinquent Churches, Congregations, and Missions reported to or by the Bishop under these Canons.

(d) Contested Seats. No other certificate or evidence of the appointment of a Lay Delegate than such as is required by this action shall be necessary, and the right of any Lay Person to a seat in the Convention, in cases of doubt or dispute, shall be determined by the Convention itself.

(e) Must be Communicants in Good Standing. Lay Delegates and Alternates shall have domicile in the Diocese and shall be members of the Church, adult confirmed communicants in good standing, regular attendants at its worship and contributors to the support of the Cathedral, Parish, Congregation, or Mission electing them for at least twelve months prior to election.

SECTION III. Pre-Convention Journal. It shall be the duty of the Secretary of the Convention to send to each of the Clergy, and Delegates, and Youth Delegates, not less than eight days before each meeting of the Diocesan Convention, a Pre- Convention Journal, which shall contain a copy of each committee report to be submitted to the Convention for action.

SECTION IV. Quorum. The presence of at least sixty Clergy entitled to vote in the Convention, and of Delegates from at least sixty Churches or Congregations entitled to vote in the Convention, shall be necessary for the transaction of business, but a smaller number may adjourn from day to day.

SECTION V. Organizing Convention Secretary to Ascertain a Quorum.

(a) Call to Order. The Presiding Officer, as provided by the Constitution, shall call the Convention to order.

(b) Determination of Quorum. The Organizing Secretary shall ascertain the presence of Clergy and Lay Delegates and shall report this to the Presiding Officer.

(c) Duly Organized. A Canonical quorum being present, the Presiding Officer shall declare the Convention duly organized.

(d) Irregular or Defective Certificates. The Convention shall then take action upon the irregular or defective certificates of appointment of Lay Delegates, and certificates and documents relating to contested seats reported by the Organizing Secretary.

(e) Election of Secretary of the Convention. The Convention shall then proceed to the election, by ballot, of a Secretary. The Secretary of the Convention, once elected, may nominate an Assistant Secretary or Secretaries for confirmation by the Convention.

(f) Rules of Order. The Rules of Order in force at the preceding Convention, so far as they are applicable to the preliminary proceedings for the organization of the Convention, shall be deemed in force for that purpose and the said Rules of Order shall regulate the proceedings, after the organization, until altered by the Convention.

SECTION VI. Elections by Ballot. Elections by ballot, when required by the Canons, may be dispensed with by unanimous vote of the Convention. Notwithstanding anything contained in these canons to the contrary, no person shall be eligible to be elected at Diocesan Convention to serve concurrently on more than one of the following entities: The Diocesan Council, The Standing Committee, The Trustees of the Estate Belonging to the Diocese of Long Island, The Mercer School of Theology, Episcopal Ministries of Long Island, The Board of Managers of Camp DeWolfe, Episcopal Community Services Long Island.

SECTION VII. Nomination Procedures. Nominations for all elective offices, other than that of a Bishop, Bishop Coadjutor, or Bishop Suffragan, shall be made in writing, the consent of the nominee having been secured, and shall be signed by a nominator and a second in writing, each of whom shall be a Delegate or Alternate to the Convention, and submitted to the Secretary of the Convention no later than thirty (30) days prior to the Convention, together with a statement of not more than seventy-five (75) words of the qualifications of the nominee. Such nominations shall

be printed in the Pre-convention Journal in random order as certified by the Secretary of Convention and the Chair of the Committee on the Dispatch of Business, together with the name of the Parish of the nominee. Nothing in the foregoing shall prevent other nominations from being made at the Convention. Such nominations shall be added to the Ballot in the order received, together with sufficient blank spaces below the printed names to provide for names to be written thereon from nominations which may be made at the Convention. Each such nominee at the time the nomination is made shall submit a statement of not more than seventy-five (75) words of the qualifications of the nominee either in a digital form acceptable to the Secretary of Convention or by supplying sufficient printed copies for all seated delegates of Convention. No designation as to present incumbents or alternates shall be made on the list of nominees in the Pre- convention Journal nor on the printed ballot forms supplied to the Convention.

#### SECTION VIII. Nominating Committee.

(a) As part of the nominating procedures in Section VII, the Bishop with the advice and consent of the Diocesan Council, shall appoint a Nominating Committee for the Diocesan Convention comprised of at least one person from each county of the Diocese.

(b) The Nominating Committee shall be appointed at the first meeting of the Diocesan Council following the Diocesan Convention and shall serve until the rising of the next Diocesan Convention.

(c) It shall be the duty of the Nominating Committee to:

(i) Identify the elective offices that require nominations at the next Diocesan Convention.

(ii) Request that the leadership of the diocesan entities requiring new elective offices identify the gifts and skills that will serve their mission and communicate their discernment to the Nominating Committee.

(iii) Solicit nominees from throughout the diocese with the gifts and skills identified.

(iv) Report to the delegates through the Pre-Convention Meetings the elective offices, gifts and skills discerned, the nominees and the nominees qualification in those gifts and skills using the statement required in Section VII of this canon.

(d) Nominations by the Nominating Committee shall be submitted to the Secretary of Convention no later than forty-five (45) days prior to the Convention and shall be printed in the Pre-convention Journal.

SECTION IX. List of Delegates. It shall be the duty of the Secretary of the Convention to maintain an accurate current listing of all certified delegates, Clergy and Lay, together with addresses of same. A delegate wishing to communicate with fellow delegates on any matter pertaining to Convention business may obtain from the Secretary of the Convention a copy of such list upon payment of a reasonable charge, payable to the Diocese of Long Island. Lists so obtained shall not be used for any other purpose. Neither the Secretary of the Convention nor the Diocese shall be responsible for any other aspect or expense of such communication for which a list of delegates is requested.

**CANON 5**  
**THE RIGHTS OF PARISHES TO INCLUDE YOUNG PERSONS AS**  
**YOUTH DELEGATES TO THE CONVENTION**

SECTION I. Youth Delegates. Youth Delegates shall be in addition to the delegates provided for in Article 3(c) of the Constitution of this Diocese and in Title II, Canon 4, Section II of the Diocese. Members of the Church under 18 years of age and as outlined in Title II, Canon 2, Section III of the Diocesan Canons regarding a communicant, and having domicile in this Diocese, shall be eligible to serve as a Youth Delegate to the Convention of the Diocese.

SECTION II. Qualifications of Youth Delegates. Youth Delegates shall be elected by the youth in each parish or mission, or if no active youth group exists in a parish or mission, the Youth Delegates shall be elected by the same means as the Lay Delegate(s) as outlined in Title II, Canon 4, Section II subsection (a) and subsection (b), item (iii) of the Canons of the Diocese.

SECTION III. Number of Youth Delegates. The number of Youth Delegates from the Cathedral of the Incarnation and each Parish, Congregation, or Mission shall be no more than TWO.

SECTION IV. Entitlements of Youth Delegates. In accordance with Article 3, Section 43, Subsection 6, of the Laws of New York State relating to Protestant Episcopal Churches (The Religious Corporations Law), Youth Delegates shall only be entitled to a seat at Convention with voice but no vote.

SECTION V. Evidence of Appointment. The evidence of a Youth Delegate's election shall be the same as stated in Title II, Canon 4, Section II, Subsection (b), Item (iv) of the Canons of the Diocese.

SECTION VI. Certificate of Appointment. Every Certificate of election of a Lay Delegate and Alternate shall show upon its face the necessary information pertaining to Youth Delegates.

### **TITLE III. OFFICERS OF THE CONVENTION AND THE DIOCESE**

#### **CANON 1 THE SECRETARY OF THE CONVENTION**

SECTION I. Exchange of Diocesan Journals. In addition to the offices and duties elsewhere declared, the Secretary of the Convention shall transmit annually to the Secretary of every other diocesan convention in the Protestant Episcopal Church in the United States of America a copy of the Journal of the Convention, and shall request the Secretaries of such other diocesan conventions to send copies of their respective Journals in exchange.

SECTION II. Transmission of Documents to the House of Deputies. The Secretary of the Convention shall transmit also to the Secretary of the House of Deputies and to the Recorder of the House of Deputies such documents, testimonials, and other papers as are required by the National Canons.

SECTION III. Minutes of Proceedings. The Secretary of the Convention shall take minutes of the proceedings, preserve the Journals and records, and attest the acts of the Convention.

SECTION IV. Vacancies. Whenever there shall be a vacancy in the office of Secretary of the Convention, or he/she shall be unable to act, the duties shall devolve upon the Assistant Secretary of the Convention, if there be one. In the event that the offices of Secretary and Assistant Secretary shall both be vacant, the Bishop shall nominate a person to become Secretary of Convention whose nomination shall be confirmed by Diocesan Council.

#### **SECTION V. Pre-Convention Meetings**

(a) Pre-Convention meetings shall be held at the discretion of the Bishop. Notice in writing of the Bishop's decision to convene one or several pre-convention meeting in each of the counties of the Diocese shall be given to the Secretary of Convention not later than May 1st of each year. Each such notice shall contain the date of the pre-convention meeting, the location thereof, and the name of the Dean appointed by the Bishop to convene such meeting. It shall be the duty of the Secretary of the Convention to notify the Dean appointed to convene each Pre-Convention Meeting, and all Clergy and Lay Delegates, of the date, time, and location of such Pre- Convention Meetings, or that such meeting or meetings shall not be conducted.

(b) In the absence of the Bishop, the Dean appointed by the preceding section shall preside over the Pre-Convention Meeting.

(c) The business of the pre-convention meeting shall be:

(i) To hold discussion on issues to be included in the agenda of Diocesan Convention, including all propositions and resolutions received by the Secretary of Convention by the appropriate filing deadline;

(ii) To discuss such issues as may concern the several parishes and/or missions in the Diocese; and

(iii) To give notice of and consider the vacancies in the several elected Diocesan Offices, Committees and commissions to be filled at the forthcoming Convention.

SECTION VI. Deadline for Distribution of Diocesan Journal. It shall be the duty of the Secretary of the Convention to cause a copy of the Journal of the Convention to be circulated to all Diocesan Units and to all persons entitled to a seat and vote in the Convention by June 30 of the year following the annual meeting.

## **CANON 2 THE TREASURER OF THE CONVENTION**

SECTION I. Monies of the Convention. At every annual Convention there shall be chosen by ballot a Treasurer, who shall remain in office until the next annual Convention, and until a successor is appointed. He/She may nominate an Assistant Treasurer of the Convention for confirmation by the Convention. In addition to the offices and duties elsewhere declared, it shall be his duty to act as financial agent of the Diocese for the receipt and disbursement of all monies under the authority of the Convention, and where no disbursement has been ordered by the Convention, under the direction of the Diocesan Council.

SECTION II. Basis of Tithe. No later than sixty days prior to the date of each annual meeting of the Convention, the Treasurer of the Convention shall submit to each Diocesan Unit a Diocesan Tithe for the support of the Bishop's Office and other budgeted expenses of the Diocese for the calendar year following the annual meeting. This tithe shall be set at 10% of the average Subtotal of Normal Operating Income as reported on the last three parochial reports submitted by each such Diocesan Unit.

SECTION III. Further Support. In addition to this tithe, a further substantial pledge towards the budget of the Diocese is urged.

SECTION IV. Record of Accounts. The Treasurer shall give such bond or security as may be required from time to time by the Diocesan Council. The

Treasurer's accounts shall be audited by a Certified Public Accountant, be rendered annually to the Convention, and be examined by the Diocesan Council.

SECTION V. Vacancy. In case of a vacancy in the office of Treasurer of the Convention, the Bishop or, should there be none, the Ecclesiastical Authority, with the advice of the Diocesan Council, shall appoint a successor who shall continue to act until the next annual Convention.

### **CANON 3 THE CHANCELLOR**

SECTION I. The Chancellor. There shall be a law officer to be known as the Chancellor of the Diocese of Long Island. The Chancellor shall be a resident adult confirmed communicant in good standing and an attorney and counselor of the Supreme Court of New York. The Chancellor shall be appointed by the Ecclesiastical Authority during whose pleasure the Chancellor shall hold office and shall advise, appear for and represent the Ecclesiastical Authority and any Diocesan officer or body in all matters referred to the Chancellor by the Ecclesiastical Authority. The Ecclesiastical Authority may from time to time upon request of the Chancellor appoint Vice Chancellors of similar qualifications to assist the Chancellor in the performance of such duties as may be assigned by the Ecclesiastical Authority or the Chancellor. The Chancellor shall be *ex officio* a member of the Committee on Canons.

### **CANON 4 THE REGISTRAR**

SECTION I. The Registrar. There shall be an officer to be known as the Registrar. The Ecclesiastical Authority, during whose pleasure the Registrar shall hold office shall appoint the Registrar and the Registrar shall perform such duties as shall be assigned to him/her by the Ecclesiastical Authority.

**CANON 5  
THE HISTORIOGRAPHER**

SECTION I. Appointment Annually. The Bishop shall appoint annually a Historiographer. It shall be the duty of the Historiographer to act as custodian of all journals, files, papers, reports, and other documents which shall become the property of the Diocese.

SECTION II. Custodian of Records. It shall be the duty of the Historiographer to act as custodian of all journals, files, papers, reports, and other documents which shall become the property of the Convention.

SECTION III. Deposit by Parishes, Missions, Etc. All Parishes, Missions, societies, and organizations of the Diocese may deliver into the hands of the Historiographer all papers, documents, and books of historic interest and value.

SECTION IV. Extinct or Dissolved Parishes, Etc. Whenever a Parish or Mission shall be declared extinct, or dissolved, the Charters, Registers, and other papers and records shall be delivered to the Historiographer.

SECTION V. Diocesan Record. The Historiographer shall provide a suitable Register, wherein shall be recorded the consecration of all the Bishops of this Diocese, designating accurately the time and place of the same, with the names of the consecrating Bishops and of others officially present and assisting. The Historiographer shall also keep a list of all Presbyters and Deacons, with the dates of their connection with the Diocese. The Historiographer shall likewise procure and file copies of the Charter and Acts of Incorporation of Churches in the Diocese, with such additional facts as may be worthy of safekeeping.

SECTION VI. Safekeeping. The Historiographer shall provide safekeeping deposit for all such matters in the Diocesan House or other suitable place, and arrange and index the same.

**TITLE IV. NOMINATIONS AND ELECTIONS IN THE CONVENTION**

**CANON 1  
DEPUTIES TO THE GENERAL CONVENTION & PROVINCIAL SYNOD**

SECTION I. Nominations

In the second year preceding that in which a stated meeting of the General Convention will be held, the Convention of the Diocese shall elect Clergy and Lay Deputies to the General Convention. Nominations for Clergy and Lay Deputies shall be received according to Title II, Canon 4, Section VII of these Canons.



## SECTION II. Qualifications, Manner of Election, and Terms of Office

At the annual meeting of the Diocesan Convention in the second year preceding that in which a stated meeting of the General Convention will be held, the Convention shall, in a vote by orders, elect:

- (a) Four priests or deacons canonically resident in the diocese to serve as Clergy Deputies to General Convention.
- (b) Four adult confirmed communicants in good standing, and residing within the boundaries of the Diocese, to serve as Lay Deputies to General Convention
- (c) Four priests or deacons canonically resident in the diocese, from among those nominated but not receiving election as Clergy Deputies, to serve as Clergy Alternates to General Convention
- (d) Four adult confirmed communicants in good standing, and residing within the boundaries of the Diocese, from among those nominated but not receiving election as Lay Deputies, to serve as Lay Alternates to General Convention.

Such Deputies and Alternates, in their respective orders, shall rank in order of election first by priority of the ballot at which the Deputies or Alternates were elected, or, if more than one such Deputy or Alternate be elected by that ballot, by the cumulative votes cast in both orders for the Deputies or Alternates so elected. Such Deputies and Alternates shall hold their respective places until successors are appointed, and shall be Deputies or Alternates to any General Convention which may be held during their continuance in office.

## SECTION III. Deputies to the Provincial Synod

- (a) Those two Deputies to the General Convention in each order ranking highest in order of election shall be deemed to have been elected, as Clergy and Lay Deputies to the Provincial Synod.
- (b) Those two Deputies to the General Convention in each order ranking lowest in order of election shall be deemed to have been elected as Alternate Clergy and Lay Deputies to Provincial Synod.

## SECTION IV. Deputation Chair

Within six months of their election, the Deputies and First Alternates to General Convention shall elect, by a simple majority, a Deputation Chair. Such election may be

held by electronic or paper ballot, and such ballots shall be returned to the Secretary of Convention within five business days of receipt. The person elected as Chair of the Deputation shall then notify the Secretary of the House of Deputies of their election.

SECTION V. Allowance

It shall be the duty of the Treasurer of the Convention to pay the reasonable and necessary travelling expenses of Deputies and First Alternates to the General Convention, and of Deputies and First Alternates to the Provincial Synod.

**CANON 2**  
**THE SOLEMN ELECTION OF A BISHOP**

SECTION I. Prayers of Clergy and People. Whenever, in the Providence of God, it may be necessary for the Diocese to choose a Bishop, due notice of the same shall be given by the Ecclesiastical Authority, and the prayers of the Clergy and people shall be bidden, that God may supply a Pastor after His own heart.

SECTION II: Diocesan Joint Oversight Committee. There shall be a Diocesan Joint Oversight Committee consisting of eight members, four of whom shall be selected by the Standing Committee from among its members, and four of whom shall be selected by the Diocesan Council from among its members.

SECTION III: Duties and Responsibilities. In addition to being responsible for general oversight of the election of a bishop, it shall be the duty of the Diocesan Joint Oversight Committee, from time to time, to develop general protocols and procedures which shall govern the election of a Bishop.

SECTION IV. Effective Date. This canon shall become effective immediately upon its passage.

## TITLE V. ORGANIZATION AND FUNDING PROGRAM OF THE DIOCESE

### CANON 1 THE DIOCESAN COUNCIL

#### SECTION I. Purpose.

(a) Programs and Policies of the Convention. There shall be a Diocesan Council whose duty it is and shall be to carry out the program and policies adopted by the Diocesan Convention. The Diocesan Council, hereinafter referred to as the Council, shall have charge of the unification, development, and prosecution of the work of the Church in this Diocese of which work shall be the Executive Head. It is and shall be the program planning and policy-making body between sessions of the Convention.

#### (b) Powers.

(i) Subject to the limitations hereinafter set forth, between sessions of Convention, the Council shall exercise all powers otherwise exercisable by Convention when it is in session, and shall be deemed to be Convention when Convention is not in session. Except as specifically provided in Sections X(g) and (h) of this Canon, in no case shall the Council be empowered to reverse any action of Convention or consider any matter tabled by Convention. Any action taken by Council pursuant to this Section of the Canon shall be reported in writing to all delegates to the next session of Convention prior to its convening.

(ii) Except as to all powers reserved to the diocesan bishop, Diocesan Council shall be empowered to create diocesan policy with the consent of the Bishop. No such policy so created shall contravene any national or diocesan canon or any standing resolution or other action taken by Convention. Any policy so created by Diocesan Council shall be reported in writing to all delegates to the next session of Convention prior to its convening.

#### SECTION II. Membership, Terms, Manner of Election, and Application.

(a) Composition. The Council shall be composed of (i) the Bishop, the Bishop Coadjutor (if there be one), Bishop(s) Suffragan (if there be any), the Secretary of the Diocesan Convention, the Treasurer of the Convention and the Assistant Treasurer of the Convention (if there be one) who shall be members *ex officio*; and of the following other members: (ii) six ordained persons, Presbyters or Deacons and six Lay Persons adult confirmed communicants in good standing domiciled in the Diocese, elected by the Convention, each of whom shall serve three year terms. At each Convention there shall be elected two Presbyters and

two lay persons to serve three year terms; and (iii) four persons, clergy and lay, shall be appointed by the Bishop within one month following the Convention, each of whom shall serve a one year term. All of the above terms are subject to no person being elected to serve more than two full terms in succession. If there be no Bishop or if he/she be unable to act, the Ecclesiastical Authority shall make these appointments.

(b) Absences. Unexcused absence by a member of the Council, other than an *ex officio* member, from two consecutive regular or special meetings of the Council, shall constitute a resignation from the Council by such member. A member of the Council who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected, appointed or reappointed to the Council, until one year shall have elapsed following the resignation by reason of said absence.

(c) Vacancies. Should any vacancy occur in the Council other than in the office of a member *ex officio*, or an appointed member, through death, resignation, unexcused absence, or through any other cause, the Council shall fill the vacancy by election of a qualified person to serve until a successor is elected at the next annual meeting of the Convention, who shall serve the balance of the unexpired term. The name of the person so elected to fill the vacancy shall be immediately certified to the Secretary of the Convention.

### SECTION III. Officers.

(a) The officers of the Council shall be a President; one or more Vice Presidents if desired by the Council, a Secretary, and a Treasurer, with such duties as the Council may prescribe.

(b) The President shall be the Bishop, or, if the Bishop shall so choose, a member of the Council elected by the Council.

(c) All Vice Presidents, if the Council shall desire any, and the Secretary shall be elected from the membership of the Council.

(d) The Treasurer shall be the Treasurer of the Convention.

(e) All officers of the Council shall be elected for one-year terms to serve until their successors are elected.

### SECTION IV. Meetings.

(a) Place, Time, and Frequency. The Council shall meet at such place and at such times as it shall determine, but not less than quarterly, commencing with a

meeting not more than three months after the annual Convention. The Council shall be convened at the call of the President, or by the Secretary of the Council, upon the written request of six members of the Council and with not less than seven days notice in either case.

(b) Quorum. The Bishop and at least one more than one half of the Council, exclusive of members *ex officio*, or in the absence of the Bishop, one more than one half of the whole number of the Council, exclusive of members *ex-officio*, shall be necessary to constitute a quorum at any meeting of the Council. Proxies shall not be permitted to establish a quorum or in any vote of the Council.

(c) By-Laws of Council. The Council shall adopt such By-Laws and Rules of Order as it shall deem necessary except that such By-Laws shall not permit voting by proxy and shall in all other regards comply with the laws of the State of New York, the Constitution and Canons of the Diocese of Long Island and the Constitution and Canons of the Protestant Episcopal Church in the United States of America for the conduct of its business, and shall provide the Secretary of the Convention with a true copy thereof and of any amendments thereto, who shall publish same in the Journal of the Convention.

#### SECTION V. Reports.

(a) Report of Receipts and Expenditures. The Council shall publish in the Convention Journal a statement of Diocesan receipts and expenditures for the preceeding year.

(b) Budget Requests and Hearings. Budgetary requests for inclusion in the proposed budget shall be submitted to Diocesan Council.

(c) Submission of Proposed Budget. Prior to the date of each annual meeting of the Convention, the Council shall approve and publish a proposed budget including all the work of the Church at home and abroad for the next calendar year for the approval by the convention.

(d) Diocesan Tithe. By the first day of December following the date of the annual meeting of the Convention, each Diocesan Unit shall communicate to the Diocesan Council, through the Treasurer of the Convention, its pledge in response to the Diocesan tithe and any further pledge for the fiscal year following that in which the meeting shall occur. The Treasurer of the Convention shall report the total tithe and pledge responses to the Diocesan Council not later than the next scheduled meeting of the council.

(e) Report of Estimated Income. Prior to January 31 in each year, the Treasurer of Convention shall submit to the Council a reasonable estimate of the

monies likely to be available to the Diocese from all sources for that year. If it is determined that the total anticipated income will be less than the amount required for the support of the budget approved by the Convention, the Council shall make appropriate decreases to maintain a balanced budget. If the total anticipated income is more than the budget approved by the Convention, the Council shall make appropriate increases to maintain a balanced budget.

(f) Balanced Budget. If during the course of a budget year it is determined that the total anticipated income for the support of that budget will be less than the amount required to support the budget approved by the Convention, or the Council as provided in subsection (e), the Council will make appropriate decreases to maintain a balanced budget. The responsibility for seeing that expenditure by the Diocese remains within the constraints of the budget approved by Convention will fall to the Treasurer of the Convention, in consultation with the appropriate members of the staff of the Diocese, who will meet at least once a month for the purpose of such evaluations, and if the budget is found to be out of balance, are authorized to call a special meeting of the Diocesan Council to consider such findings.

## **CANON 2 SECURING AN ACCURATE VIEW OF THE STATE OF THE CHURCH IN THIS DIOCESE**

SECTION I. Fiscal Year. The fiscal year of all Parishes, Missions, Diocesan Corporations, etc., shall begin January 1 and continue through December 31, and all reports made to the Convention shall cover this period.

SECTION II. Parochial Reports. A report of every Parish and other Congregation of this Diocese shall be prepared annually, for the fiscal year preceding, upon the blank forms provided by the General Convention, and shall be addressed to the Bishop or Ecclesiastical Authority of the Diocese and presented to the Secretary of the Convention thereof before the first day of March. In every Parish the preparation and delivery of this report shall be the joint duty of the Rector and Vestry, and in every Mission or other Congregation the duty of the Clergy in charge thereof.

SECTION III. Penalty When In Default. Whenever any Parish, Congregation, or Mission shall be in default by more than sixty (60) days in filing the Parochial Report required by the National Canons and by this Canon, the Bishop shall report such Parish, Congregation, or Mission to the Convention and such Parish, Congregation, or Mission shall thereby forfeit its seat and right to vote of its elected Lay Delegates and Alternates to the Convention. Such right shall be restored to a Parish, Congregation, or Mission, upon filing all reports as to which it may be in default.

Notwithstanding the foregoing, whenever a Parish or Mission shall have failed to have

timely filed its current parochial report, the Bishop, for good cause shown, may request that the Convention temporarily restore the right of the Lay Delegates and Alternates of said Parish or Mission to be seated and to vote for the duration of the Convention to which the request is made.

Notwithstanding the foregoing, whenever a Parish or Mission shall have timely filed its current parochial report but shall have failed to file one or more previously due parochial reports, and, for good cause shown, shall be unable to file said previously due reports, the Bishop, may request that Convention permanently restore the right of the Lay Delegates and Alternates of said Parish or Mission to be seated and to vote at the Convention to which the request is made and at all subsequent Conventions thereafter.

SECTION IV. Items to be Included. The form and content of Parochial Reports shall be as determined by General Convention and outlined in the National Canons.

SECTION V. Non-Parochial Clergy to Report. All members of the clergy of this Diocese whose report is not included in a parochial report shall report annually on the exercise of their offices to the Bishop, and if there have been none, the causes or reasons which have prevented the same. Such of these reports as the Bishop may deem proper shall be entered in the Journal of the Convention.

SECTION VI. Contest as to Number of Communicants in Good Standing.

(a) Secretary of the Convention to Contest. If in his opinion there is just cause to do so, it shall be the duty of the Secretary of the Convention to contest the number of adult communicants in good standing claimed by the Cathedral or a Parish, Congregation, or Mission. If unresolved prior to the Convention, the Secretary of the Convention shall report the contest to the Convention for action and for determination of the number of Lay Delegates and Alternates to which the Cathedral, Church, Congregation, or Mission is entitled.

(b) Submission of List to the Convention. The Secretary of the Convention shall submit to the Convention, together with the lists required by Title IV, Canon 1, Section III, a list of the number of adult communicants in good standing reported pursuant to this Canon, by the Cathedral and each Parish, Congregation, or Mission.

### **CANON 3 BUSINESS METHODS IN CHURCH AFFAIRS**

SECTION I. Standard Business Methods. In every Parish, Mission, Diocesan Corporation, and institution connected with this Diocese including the Diocesan Offices, Diocesan Convention and Diocesan Council with all its other committees, organizations and affiliates shall adopt the procedures described in the Manual of Business Methods in Church Affairs as the standard for business methods. No voting by proxy shall be permitted at any business meeting.

SECTION II. Annual Audit. All accounts of the diocese and of all diocesan corporations and/or institutions shall be audited annually by an independent Certified Public Accountant. All accounts of all parishes and missions shall be audited annually by an independent certified public accountant, or independent licensed public accountant or such audit committee as shall be authorized by Diocesan Council.

All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, shall be filed with the Bishop or Ecclesiastical Authority not later than 30 days following the date of such report, and in no event, not later than September 1 of each year, covering the financial reports of the previous calendar year.

SECTION III. Penalty When in Default. Whenever any Parish or Mission shall be in default in filing the annual audit, the Bishop or the Ecclesiastical Authority shall report such Parish or Mission to the Convention, and such Parish or Mission shall thereby forfeit its seat and the right to vote of its elected Lay Delegates and Alternates to the Convention. Such right shall be restored upon filing all reports as to which it may be in default.

Notwithstanding the foregoing, whenever a Parish or Mission shall have failed to have timely filed its current audit, the Bishop, for good cause shown, may request that the Convention temporarily restore the right of the Lay Delegates and Alternates of said Parish or Mission to be seated and to vote for the duration of the Convention to which the request is made.

Notwithstanding the foregoing, whenever a Parish or Mission shall have timely filed its current audit but shall have failed to file one or more previously due audits, and, for good cause shown, shall be unable to file said previously due audits, the Bishop, may request that Convention permanently restore the right of the Lay Delegates and Alternates of said Parish or Mission to be seated and to vote at the Convention to which the request is made and at all subsequent Conventions thereafter.



SECTION IV. Written Consent of Bishop and Standing Committee. No Vestry, Trustee, or other Body, other than the Trustees of the Estate, authorized by Civil or Canon law to hold, manage, administer real property for any Parish, Mission, Congregation, Diocesan Corporation, or institution, shall encumber or alienate the same or any part thereof without the written consent of the Bishop and the Standing Committee and then only in compliance with the statutes of the State of New York.

SECTION V. Property Held in Trust. All real and personal property held by or for the benefit of any Parish, Mission, or Congregation is held in trust for the Church and this Diocese. The existence of this trust, however, shall in no way limit the power and authority of the Parish, Mission, or Congregation otherwise existing over such property so long as the particular Parish, Mission or Congregation remains a part of, and subject to, the Church, this Diocese, and their respective Constitutions and Canons.

Every parish shall within 30 days following the acquisition of real property, whether by purchase, gift or otherwise, notify the Bishop, in writing, of such acquisition. Every such notice shall include the date of acquisition, the address of the real property acquired, the tax block and lot thereof and a brief description of said real property. Every parish shall in addition provide the Bishop with a copy of the recorded deed within 30 days after receipt by said parish of said recorded deed.

SECTION VI. Payment of Diocesan Budget. It shall be the duty of every Parish and Mission to provide for the payment of its share of the Diocesan Budget as finally determined, and to pay monthly to the Treasurer of the Convention all monies applicable to the same.

SECTION VII. Conflicts Policy. In connection with action taken with respect to any contract or transaction between any corporation, trust or association (each an "Organization") and one or more of its trustees or officers, or between an Organization and any other corporation, trust, association, committee, firm or other entity in which one or more of the trustees or officers of the Organization are trustees or officers or have a substantial financial interest, affiliation, or other significant relationship, each such interested trustee or officer shall:

(a) disclose to the other trustees or officers the material facts as to such trustee's or officer's interest in such contract or transaction and as to any such common trusteeships, offices, or substantial financial interest, affiliation, or other significant relationship.

(b) leave the room while the contract or transaction is discussed and voted on by the disinterested trustees or officers, and

- (c) abstain from voting on any such contract or transaction.

Interested trustees may be counted in determining the presence of a quorum at a meeting where such a contract or transaction is considered. The trustee's or officer's disclosure, absence from the room, and abstention from the vote shall be duly recorded in the minutes or resolutions relating to such actions.

## **TITLE VI. COMMITTEES OF THE DIOCESE**

### **CANON 1 THE STANDING COMMITTEE**

SECTION I. Duties. The Standing Committee (the "Standing Committee") of the Diocese (or only the clerical members thereof as set forth in the National Canons, the Diocesan Canons, or by law) shall perform such duties and exercise such powers as may be prescribed by the Diocesan and National Canons, and law, including but not limited to acting as the Council of Advice to the Bishop with respect to matters involving the National Canons, Diocesan Canons, and ecclesiology, consenting to the election of Bishops, recommending to the Bishop ordinations to the Priesthood and to the Diaconate, recommending to the Bishop acceptances of candidates for Holy Orders, consenting to the encumbrance or alienation of property, and acting as the Ecclesiastical Authority in the absence of the Bishop.

SECTION II. Composition, Manner of Selection and Terms, Qualifications, Removal and Vacancies.

(a) Composition. The membership of the Standing Committee shall always be comprised of an equal number of clerical and lay members. The Standing Committee shall be composed of a total of eight members, four of whom shall be clerical members and four of whom shall be lay members. Each of the members of the Standing Committee shall be elected by the Diocesan Convention, two of whom (one clerical and one lay) shall be elected annually as set forth below.

(b) Manner of Selection and Terms.

(i) General Provisions. The eight members to be elected by the Diocesan Convention shall be divided into four classes consisting of two members each and each class shall consist of one clerical member and one lay member. Each member to be elected must obtain a majority of votes in both the clerical and lay orders. When the terms of the members of each class expire, replacements will be elected at each subsequent annual Diocesan Convention for full four-year terms as set forth above, and so on thereafter; provided that no person shall be elected to serve more than two full terms in succession. Clerical members shall be canonically resident in the Diocese. Lay members shall be adult communicants in good standing of this Church

and domiciled in the Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a member of the Standing Committee.

(ii) Rotating Membership; Founding Board. At the first annual Diocesan Convention following adoption of this provision, two members will be elected for four-year terms. In addition, and in order to begin and continue the process of a rotating and staggered membership on the Standing Committee, at the first annual Diocesan Convention following adoption of these provisions, the eight members of the founding members of the Standing Committee shall be comprised of those incumbents (who were previously elected in four classes consisting of two members each, being one clerical and one lay member) who has not served out his full term and who has not declared his intent to resign from the Standing Committee prior to such Diocesan Convention. In such event such member shall continue as a member of the Standing Committee until completion of his/her full term or until such member shall have resigned, and there will be no nominations or elections for persons in such class.

(c) Removal and Vacancies. Standing Committee members shall continue in office until replaced by the Diocesan Convention. Any member of the Standing Committee may be removed, with cause, by a majority vote of the members of the Diocesan Council and a majority vote of the members of the Standing Committee. If vacancies on the Standing Committee occur, they shall be filled by persons elected by the majority vote of the remaining members of the Standing Committee and the person or persons elected shall serve in the unexpired terms until successors have been duly elected by Diocesan Convention.

SECTION III. Meetings. The By-laws of the Standing Committee shall contain the following provisions:

(a) Frequency. The Standing Committee shall meet at least six times annually and at such other times, as it deems necessary.

(b) Annual Meeting; Election of Officers. The first meeting of the Standing Committee shall be convened by the President of the Standing Committee no more than four weeks following the annual meeting of the Diocesan Convention. In addition to the President, who shall be a member of the clerical order, the Standing Committee shall, at its first meeting, elect one or more Vice Presidents, Secretaries, and other officers to serve until the first meeting of the Standing Committee following the next annual meeting of the Diocesan Convention, and until their successors have been duly elected and qualified.

(c) Summons of Meeting. The Standing Committee shall be summoned on the requisition of the Bishop, whenever the Bishop shall desire their advice, and the Standing Committee may meet of its own accord, when it may be disposed to advise the Bishop.

(d) Acting as the Ecclesiastical Authority. Whenever the Standing Committee shall be acting as the Ecclesiastical Authority, the disciplinary powers and duties of the Bishop shall devolve upon it; provided, however, that whenever such powers are vested in the clerical members of the Standing Committee they shall be exercised by such members alone; and provided, further that no sentence shall be pronounced on a Priest or Deacon except by a Bishop.

(e) Meeting for Actions; Council of Advice. In all cases in which a National Canon or a Diocesan Canon directs a duty to be performed, or a power to be exercised, by the Standing Committee, the Standing Committee must meet as one body. Whenever the Standing Committee shall be acting as the Council of Advice to the Bishop and in all other cases, the Standing Committee may act without a meeting, and without distinction of orders, except when otherwise directed by the National Canons or the Diocesan Canons, or by law.

(f) Quorum. A quorum for a meeting of the Standing Committee shall consist of more than one half of the members of the Standing Committee; provided that at least two clerical members also must be present at any meeting in order to constitute a quorum. Proxies shall not be permitted to establish a quorum or in any vote of the Standing Committee at any such meeting.

(g) Absences. Unexcused absence by any member of the Standing Committee from more than two consecutive meetings of the Standing Committee shall constitute a resignation from the Standing Committee by such member. A member of the Standing Committee who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected until one year shall have elapsed following the resignation by reason of said absence.

SECTION IV. Annual Report. The Standing Committee shall submit an annual report to the Diocesan Convention of such of its official acts as do not pertain to the exercise of its functions as the Council of Advice to the Bishop. This report shall contain, among other things, consents to the election of Bishops, recommendations to the Bishop for ordinations to the Priesthood and to the Diaconate, recommendations to the Bishop for acceptances as candidates for Holy Orders, consents to encumber or alienate property, and its official acts as the Ecclesiastical Authority in the absence of the Bishop.

**CANON 2**  
**THE ECCLESIASTICAL AUTHORITY**

SECTION I. Standing Committee When Authorized. If there be no Bishop or Bishop Coadjutor canonically authorized to act, the Standing Committee shall be the Ecclesiastical Authority of the Diocese for all purposes declared by the General Convention of the Church. The rights and duties of the Standing Committee, except as provided in the National Constitution and the National Canons, shall be prescribed by these Canons.

**CANON 3**  
**THE AUDIT COMMITTEE**

SECTION I. Committee Appointments. There shall be an Audit Committee comprised annually of two persons to be appointed from their own number by the Trustees of the Estate; two persons to be appointed from their own number by the Council; and two persons to be appointed from their own number by each other Diocesan corporation or entity whose books and records are audited by the independent auditor or auditors designated in accordance with Section III(b) of this Canon. The Treasurer of the Convention and the Assistant Treasurer of the Convention (if there be one), shall be members ex officio. The Treasurer of the Convention shall serve as the Convener.

SECTION II. Elect Chair. The Audit Committee shall elect its Chair and adopt such rules for its work, as it deems appropriate to discharge its duties under this Canon.

SECTION III. Purposes of Committee. The purposes for which the Audit Committee is constituted shall be:

(a) Auditing of Financial Affairs. To provide standards for the effective, efficient and appropriate auditing of the financial affairs of the Diocese, the Trustees of the Estate, and the several Diocesan Corporations;

(b) Designation of Auditors. To recommend the designation of an independent auditor or auditors from time to time;

(c) Submit Audited Financial Statements. To cause to be submitted to the Annual Convention audited financial statements showing the financial condition of the Diocese, the Trustees of the Estate, and such Diocesan Corporations at the close of the previous fiscal year;

(d) Uniformity of Reporting and Presentation. To provide for uniformity of reporting and presentation to the Annual Convention of such financial statements; and

(e) Auditing Assistance. To provide auditing assistance and expertise to the Diocese, the Trustees of the Estate, and such Diocesan Corporations to better enable them to discharge their corporate and canonical duties.

SECTION IV. Responsibilities of Committee. In the discharge of its responsibilities, the Audit Committee shall:

(a) act as advisor to the Diocesan Council, the Trustees of the Estate, and such Diocesan Corporations in the selection, engagement, and relationship with their respective independent auditors;

(b) review the draft audit reports, meet with the auditors and designated representatives of the various bodies, and issue to those bodies appropriate comments and recommendations as to the audit reports, prior to the acceptance by the Council, the Trustees of the Estate, or such Diocesan Corporations of their annual audited financial statements;

(c) in cooperation with such bodies, make such inquiries as shall be pertinent, reasonable, and appropriate for the implementation of the purposes of this Canon;

(d) cause to be submitted to the Annual Convention the financial statements showing the financial condition of the Diocese, the Trustees of the Estate, and such corporations;

(e) submit to the Annual Convention a written report of its activities during the preceding year for publication in the Pre-convention Journal; and

(f) monitor compliance with any procedures and safe harbors set out in or related to Internal Revenue Code section 4958, excess benefit transactions, or in New York State Not-for-Profit Corporation Law Section 715, interested directors.

## **TITLE VII. CLERGY AND CONGREGATIONS**

### **CANON 1 RECORD OF CHURCHES AND CONGREGATIONS**

SECTION I. Ecclesiastical Authority Shall Prepare List of Churches and Congregations. The Ecclesiastical Authority shall prepare or cause to be prepared, and recorded in a book designated "Record of Churches and Congregations in Union with the Church in this Diocese", a list of the Cathedral of the Incarnation and all Churches and Congregations by their corporate name, date of organization and date of admission into Union with the Church in this Diocese.

SECTION II. List of Missions. The Ecclesiastical Authority shall likewise prepare a list of Missions subject to Diocesan tithe.

SECTION III. Evidence of Right to Seat. Such lists or copies thereof authenticated by the Ecclesiastical Authority shall be laid before the Convention on the first day of its meeting and shall be taken as presumptive evidence of the right of the Cathedral of the Incarnation and of such Church, Congregation, and Mission whose name appears thereon to elect Lay Delegates and Alternates to the Convention and that none others have such right. Copies of such lists shall be included in the Journal.

### **CANON 2 PARISH BOUNDARIES**

SECTION I. Defined by State. The Parish boundaries of the four Parishes of Grace, Jamaica; St. George's, Flushing; St. George's, Hempstead; and St. James' (Newtown) Elmhurst; are limited and established by the terms of their several charters.

SECTION II. Coincide with Local Divisions. All other Parish boundaries in this Diocese are and shall be the limits as now fixed by law, of any village, town, township, incorporated borough, city, ward of a city, or the limits of some division thereof, which may have been ascertained and defined or which shall hereafter be ascertained and defined by the Bishop, acting with the advice and consent of the Standing Committee.

SECTION III. Conflict of Jurisdiction. The ascertainment and defining of the boundaries of the existing Parishes, in all cases where any question or conflict of jurisdiction may arise, the formation of new Parishes or Missions within the limits of other Parishes, and the changing the location of any Church or Congregation, and the transferring of the same beyond the vicinage in which it is now or may hereafter be established, shall be vested in the Bishop of the Diocese, acting by and with the advice and consent of the Standing Committee, after an opportunity to be heard, on ten (10) days' notice thereof, served by mail on the Rector and Clerk of the Vestry of each of the three nearest Parishes.

SECTION IV. Establishment of New Parish. No new parish shall be formed or services held in anticipation of the establishment of a new parish until notice of such proposed action shall be sent by mail to the Rector and Clerk of the Vestry of each of the three nearest Parishes. In case of protest, a hearing shall be held on ten (10) day's notice.

SECTION V. Acts of Ecclesiastical Authority. In cases where the Standing Committee acts as the Ecclesiastical Authority an appeal may be made to the next Convention.

SECTION VI. Legal Rights. Nothing contained in this Canon shall affect any legal rights of property of any Parish.

**CANON 3**  
**ADMISSION OF A CHURCH OR PARISH INTO UNION**  
**WITH THE CHURCH IN THIS DIOCESE AND**  
**MAINTAINING SUCH UNION**

SECTION I. Application for Union. An incorporated church or parish desiring admission into Union with the Church in the Diocese shall submit to the Ecclesiastical Authority an application in writing signed by the Rector, Wardens, and Vestrymen, setting forth such information as the Ecclesiastical Authority shall require, together with a certified copy of its certificate of incorporation and of resolutions of the Vestry and Congregation declaring the Corporation and Congregation will henceforth in all respects obey and conform with the doctrine, discipline, and worship of the National Constitution, the National Canons, and these Canons.

SECTION II. Procedure for the Standing Committee. Such application shall be referred by the Ecclesiastical Authority, being a Bishop, to the Standing Committee, which shall report its opinion and recommendation thereon to the Bishop with all convenient speed, or if the See be vacant, to the Convention next following such application, in which case it shall also take and transmit the opinion of the Chancellor thereon.

SECTION III. Procedure of the Bishop. After receipt of the opinion and recommendation of the Standing Committee, the Ecclesiastical Authority, being a Bishop, shall, after taking the opinion of the Chancellor, report his own opinion and recommendation to the Convention next following.

SECTION IV. Action of the Convention. The Convention shall act upon the report made to it before adjournment and by a majority vote decide whether such application be granted. If the vote is favorable, the church or parish shall thereupon be



declared by the President duly admitted into Union, and record made of such admission as prescribed by Canon.

SECTION V. Right to Renew Application. Nothing herein contained shall prevent a church or parish, the application of which shall have been denied, from renewing the same. Upon such renewal the procedure shall be the same as upon an original application save that the fact of previous denial shall be reported to the Convention.

SECTION VI. Failure to Maintain Union. Whenever any church or parish in Union with the Church in this Diocese shall have failed for two consecutive years prior thereto to maintain religious services according to the doctrine, discipline, and worship of the Church, or to make a parochial report or to have twenty-five (25) persons of full age belonging to the Parish who have been regular attendants at its worship and contributors to its support for at least twelve (12) months, or has ceased for two (2) consecutive years to have a sufficient number of persons qualified to elect or to serve as Wardens and Vestrymen therein, such church or parish, upon report of such fact to the Convention by the Ecclesiastical Authority, may be declared extinct by a majority vote of the delegates present and voting, and thereupon the Trustees of the Estate shall proceed to take possession of and administer its property according to law.

#### **CANON 4 AIDED PARISHES**

SECTION I. Application. A parish may apply to the Bishop to be accepted as an Aided Parish and receive aid from any Diocesan source, missionary or otherwise, provided the Parish is willing to meet the requirements set forth hereafter in this Canon.

SECTION II. Waiver. Such application must be accompanied by a waiver from the Wardens and Vestry of their right to elect a Rector while the parish is being treated as an Aided Parish, and by an agreement that during that period the Bishop may call upon the Rector, if there be one, or upon their Priest-in-Charge, if the Bishop appoints one, to render such service within and/or without the Aided Parish as the Bishop may, from time to time, direct.

SECTION III. Clergy. The Clergy in charge of an Aided Parish shall be appointed thereto by the Bishop and may be removed by the Bishop, acting under Title VI, Canon 3, Section VI, or assigned by the Bishop to other Diocesan work.

SECTION IV. Transfer of Property. An Aided Parish shall, at the end of three years, transfer the title of all Real Estate and all Endowment and Trust Funds to the Trustees of the Estate, and such Real Estate, Endowment and Trust Funds shall, for

the period the Parish remains an Aided Parish, be administered by the Bishop and the Trustees of the Estate.

SECTION V. Capital Expenditures. Expenditures of any Capital Funds belonging to the Aided Parish shall be made only with the full approval and consent of the Bishop and the Trustees of the Estate.

SECTION VI. Resignations. Upon acceptance as an Aided Parish, the Wardens and Vestrymen shall tender their resignations and may be appointed by the Bishop, together with others if need be, as the Bishop's Committee and such Committee shall, with the Bishop's consent, appoint a Treasurer and a Clerk and such other officers as may be required.

SECTION VII. Policies. All policies applicable to Mission congregations shall apply to an Aided Parish.

SECTION VIII. Petition to Revert. If the Aided Parish shall petition to revert to its former status, the Bishop shall call a Special Meeting of the Congregation for the purpose of electing a Vestry which shall, in turn, take the necessary Canonical steps for the election of a Rector.

SECTION IX. Properties on Reversion. If an Aided Parish reverts to its former status, it may petition the Trustees of the Estate for a conveyance of its Real Estate and the return of its Endowment and Trust Funds, and upon such petition being received, the said Trustees shall forthwith convey its said Real Estate and Return its said Endowment and Trust Funds.

## **CANON 5 THE COMMISSION ON MINISTRY**

SECTION I. Membership. There shall be a Commission on Ministry consisting of at least four ordained persons Canonically Resident within the Diocese, and at least four Lay Persons, adult confirmed communicants in good standing and having domicile within the Diocese who shall be nominated by the Bishop at the Annual Convention and subject to Confirmation by the vote of Convention, and their term of office shall be for the Convention year.

SECTION II. Make Own Rules. The Commission shall adopt rules for its work, subject to the approval of the Bishop, provided that such rules are not inconsistent with the National Canons. These rules may include the appointment of Committees of the Commission to act on its behalf.

SECTION III. Assistance to Bishop. The Commission shall assist the Bishop in all matters specified by the Canons.

SECTION IV. Duties. When, at the direction of the Bishop, the conduct and evaluation of the examination of persons for Holy Orders is assigned to the Commission on Ministry, the said Commission shall make all reports required by the National Canons.

## **CANON 6 THE CALLING OF A RECTOR**

SECTION I. Instrument of Presentation. Upon the election of a Rector, the Vestry shall send a notice of election in substantially the following form to the Bishop:

"TO THE RIGHT REVEREND A.B., Bishop of Long Island:

WE, the Churchwardens of \_\_\_\_\_ on behalf of the Vestry of said Parish, now without a Rector, do hereby present unto you The (ecclesiastical title) C.D., trusting that it will be your pleasure to find that said person is a duly qualified Priest and respectfully requesting that upon said C.D.'s accepting the office you forward this Notice to the Secretary of the Convention to record the same.

Further, we respectfully request that upon said establishment of the relation of the Rector and the Parish you institute and cause to said C.D. to be inducted into the same, with all its rights, members and appurtenances, and to do and execute all other things on said C.D.'s behalf which shall belong to your Episcopal Office.

IN WITNESS WHEREOF, we have caused this instrument to be executed the \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_."

SECTION II. Minimum Diocesan Clergy Salary. The above testimonial shall be accompanied by the certificate and agreement of the Parish that the cash salary of the person so chosen to be elected is and will be maintained not lower than the minimum diocesan clergy salary as set from time to time by the Convention. In lieu thereof, the Bishop may exempt any Parish from this provision for reasons acceptable to the Bishop by filing a written exemption thereof with the Bishop's reasons with the Secretary of the Convention, who shall report the same in the Journal of the Convention.

SECTION III. Recording of Instrument of Presentation. If the Bishop be satisfied that the person chosen is a duly qualified Priest, has accepted the office and that the proposed cash salary meets the requirements of this Canon, the Bishop shall send the same to the Secretary of the Convention who shall record it. Such record shall be sufficient evidence of the relationship between the Rector and the Parish.

**CANON 7  
PARISH REGISTERS**

SECTION I. Registers to be Kept.

(a) Registers. It shall be the duty of every Minister of the Church to record in the Parish Register all Baptisms, Confirmations, Marriages, Burials, and the names of all Communicants within his Cure. The registry of every Baptism shall be signed by the officiating Minister.

(b) Items to Be Contained Therein. Every Minister of the Church in charge of a Congregation shall have recorded in the Parish Register a list of all persons who have received Holy Baptism, and a list of all persons who have received Confirmation. He/She shall indicate upon the Parish Register each year the names of those who have died in the past year or whose names have been removed by letter of transfer. He/She shall also indicate (i) those whose domicile is unknown, and (ii) those whose domicile is known but are inactive. He/She shall maintain as far as practicable a list of all families and persons within his Cure, which list shall remain in the Parish for the use of his successor.

SECTION II. Non-Parochial Register. In the case of non-parochial churches and chapels, all ministrations shall be recorded in the proper Parish Register, except that, when the Bishop shall so direct, a Canonical Register shall be established in any such church or chapel.

**TITLE VIII. INSTITUTIONS AFFILIATED WITH THE DIOCESE**

**CANON 1  
THE BOARD OF MANAGERS OF CAMP DeWOLFE**

SECTION I. Duties. The Board of Managers of Camp DeWolfe, Inc., a corporation organized and existing under the Not-For-Profit Corporation Law of the State of New York, and which is recognized as a Corporation, shall have supervision over the program and policies of the Camp DeWolfe operations, and shall employ a Director for the Camp.

SECTION II. Membership Terms and Manner of Election.

(a) Composition: The membership of the Board of Managers of Camp DeWolfe shall be as follows: two persons appointed annually by the Trustees of the Estate from among its members; two persons appointed annually by the Council from among its members; four persons to be elected at the annual meeting of the Convention for a two year term; six persons to be elected by the Convention (two persons each being elected at each meeting of the Convention to serve three year terms); and three

persons to be elected by the Board of Managers for a two year term. Members shall continue in office until replaced by their electing or appointing body. No person shall be elected to serve more than two full terms in succession. In the event sufficient nominations are not received for positions elected by the Convention, resulting vacancies on the board may be filled in accordance with subsection (c) of this section.

- (i) Clerical members shall be Canonically Resident in the Diocese.
- (ii) Lay members shall be adult communicants in good standing of the Church and domiciled in the Diocese.

(b) Absences: Unexcused absences by any member of the Board from two consecutive regular *or* special meetings of the Board shall constitute a resignation from the Board by such member. A member of the Board who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected, appointed or reappointed to the Board until one year shall have elapsed following the resignation by reason of said absence.

(c) Vacancies: If vacancies on the Board occur through death or resignation, they shall be filled in the following manner:

- (i) in cases of Trustees of the Estate or Council members, the respective bodies shall appoint persons to fill out terms;
- (ii) in cases of members elected by the Diocesan Convention, the Ecclesiastical Authority of the Diocese shall appoint persons to fill out the terms until the next convention; and
- (iii) in cases of members elected by the Board, by the Board.

SECTION III. Officers. The officers of the Board of Managers shall be a President; one or more Vice Presidents (if so desired by the Board of Managers), a Secretary, and a Treasurer, with such duties as the Board of Managers may prescribe. The President shall be the Bishop of the Diocese. Vice Presidents, if the Board of Managers shall desire any, the Secretary and Treasurer shall be elected from the membership of the Board of Managers. All officers of the Board of Managers shall be elected for one-year terms to serve until their successors are elected.

SECTION IV. Meetings. The By-Laws of the corporation shall contain the following provisions:

(a) The Board shall meet at least six times annually and at such other times as it deems necessary.

(b) There shall be a meeting of the Board in January of each year, convened by the Senior Trustee member, in years of consecutive service as a Trustee. A quorum shall consist of one more than one half of the Board. The Board shall at this meeting elect one or more Vice Presidents, a Secretary and Treasurer to serve a one year term or until their successors have been duly elected and qualified.

(c) No voting by proxy shall be permitted to establish a quorum or in any vote of the Board.

SECTION V. Annual Report. The Board shall submit an annual report of the program and operations of Camp DeWolfe, together with a financial statement for the previous budget year, to the Convention.

SECTION VI. Submission to the Convention. The Board shall submit its proposed program and budget for the current year for approval by the Convention.

## **CANON 2 THE CATHEDRAL OF THE INCARNATION**

SECTION I. A Diocesan Corporation. The Cathedral of the Incarnation in the Diocese of Long Island (the "Cathedral of the Incarnation"), a corporation (the "Cathedral Corporation") organized and existing pursuant to an Act of the Legislature (the "Cathedral Act of Incorporation") of the State of New York, passed May 10, 1877, is recognized as a Diocesan Corporation.

SECTION II. Duties. The members of the governing board of the Cathedral Corporation (the "Cathedral Chapter") shall manage the estate, properties and affairs of the Cathedral Corporation, including (a) the Cathedral of the Incarnation and its appurtenances in the Diocese in accordance with the doctrine, discipline, and worship of the Church, and (b) such other Cathedral foundations, schools, facilities, and other religious or charitable works as may be properly connected therewith in and for the Diocese.

SECTION III. Membership.

(a) Composition of the Chapter. In accordance with the Cathedral Act of Incorporation, the composition of the Chapter is defined by the Constitution of the Cathedral of the Incarnation (the "Cathedral Constitution").

(c) Convention Elections to the Chapter. In accordance with the Cathedral Constitution, three lay persons who are adult communicants in good standing of a congregation of the Diocese shall be elected by the Diocesan Convention to serve as at-large members of the Cathedral Chapter. Said members of the Cathedral Chapter shall have terms of three (3) years, except as provided in Section III(c) of

this canon. An At-Large Member may serve no more than two (2) terms in succession.

(c) Initial Election of Chapter Members by the Convention. In order to initially constitute the Cathedral Chapter in accordance with the Cathedral Constitution, and to begin and continue the process of maintaining a rotating and staggered membership of the Cathedral Chapter, the Diocesan Convention shall initially elect three (3) laypersons, qualified according to Section III(b) of this canon, to one (1), two (2), and three (3) year terms respectively. At the meeting of the Diocesan Convention prior to the expiration of each member's respective term, that member's successor shall thenceforth be elected by the Diocesan Convention to serve a term pursuant to Section III(b) of this canon.

(d) Vacancies. A vacated seat belonging to a layperson elected by the Diocesan Convention shall be filled for the remainder of the vacated member's term by the election of Diocesan Council. Such election shall not disqualify the newly elected member from membership on the Chapter for two successive three-year terms pursuant to Section III(b) of this Canon.

SECTION IV. Annual Report. The Cathedral Chapter shall submit an annual report of the program and operations of the Cathedral Corporation, together with a financial statement for the previous fiscal year, to the Convention.

### **CANON 3 EPISCOPAL MINISTRIES OF LONG ISLAND**

SECTION I. A Diocesan Corporation. Episcopal Ministries of Long Island ("Episcopal Ministries"), a corporation organized and existing under the Not-for-Profit Corporation Law of the State of New York, is recognized as a Diocesan Corporation.

SECTION II. Duties. The Board of Directors of Episcopal Ministries shall have the responsibility of raising endowment and operating funds and disposing such funds to meet the health and social service needs identified by the Diocese. The Board of Directors shall oversee the management of the annual appeal and its relationships with other fund-raising bodies of the Church in the Diocese.

SECTION III. Composition, Manner of Selection and Terms, Qualifications, and Removal and Vacancies.

(a) Composition. The membership of the Board of Directors shall be composed as follows:

- (i) *ex officio* members: (A) the Bishop of the Diocese, (B) the Bishop Coadjutor, if there be one, and the Bishops Suffragan and/or Assistant

Bishops, if there be any, and (C) the Executive Director/Deputy of Stewardship;

(ii) appointed members: four persons annually by the Bishop of the Diocese; and

(iii) elected members: six persons by the Diocesan Convention, two of whom shall be elected annually as set forth below.

(b) Manner of Selection and Terms.

(i) *ex officio* members: each such member shall serve on the Board by virtue of the position each holds in the Diocese. The term of each member shall last for so long as each such member holds the office for which such person was elected or appointed;

(ii) appointed members: each such member shall serve a one year term, and shall be appointed by the Bishop of the Diocese within sixty (60) days following the annual Diocesan Convention; and

(iii) elected members: six persons by the Convention, two of whom shall be elected annually as set forth below. In order to begin and continue the process of a rotating and staggered membership for those persons elected by the Convention, the six members will be divided into three classes consisting of two members each. At the first annual Convention following adoption of this provision, the six members of the founding board shall be appointed by the Bishop of the Diocese within four weeks following such annual Convention. Two members will be appointed for one-year terms, two members will be appointed for two-year terms, and two members will be appointed for three-year terms. When the terms of the members of each class expire, replacements will be elected at each subsequent annual Convention for full three-year terms, and so on thereafter; provided that no person shall be elected to serve more than two full terms in succession.

(c) Qualifications. Clerical members shall be Canonically Resident in the Diocese. Lay members shall be adult communicants in good standing of the Church, and on the membership roll of a Church in this Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a Director of Episcopal Ministries.

(d) Removal and Vacancies. Board members shall continue in office until replaced by their electing or appointing person or body. Any Board member may be removed, with or without cause, in the case of (i) *ex officio* members, by the Bishop of



the Diocese; (ii) appointed members, by the Bishop of the Diocese, and (iii) elected members, by the Council. If vacancies on the Board occur through death or resignation, they shall be filled to complete any unexpired terms until successors shall have been duly elected or appointed, in the case of (i) *ex officio* members, by the Bishop of the Diocese, (ii) appointed members, by the Bishop of the Diocese, and (iii) elected members, by the Council.

SECTION IV. Meetings. The By-laws of Episcopal Ministries shall contain the following provisions:

(a) The Board shall meet at least five times annually and at such other times as it deems necessary. Proxies shall not be permitted to establish a quorum or for voting at any meeting of the Board.

(b) The first meeting of the Board shall be convened by the Bishop of the Diocese no more than three months following the annual meeting of the Convention. A quorum shall consist of one more than one half of the members of the Board. In addition to the President, who shall be the Bishop of the Diocese, the Board shall, at its first meeting, elect one or more Vice Presidents, Treasurers and Secretaries to serve until the first meeting of the Board following the next annual meeting of the Convention, and until their successors have been duly elected and qualified.

(c) Unexcused absence by any member of the Board from more than two consecutive meetings of the Board shall constitute a resignation from the Board by such member. A member of the Board who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected, or appointed or reappointed to the Board, until one year shall have elapsed following the resignation by reason of said absence.

SECTION V. Annual Report. The Board shall submit an annual report of the program and operations of Episcopal Ministries, together with a financial statement for the previous fiscal year, to the Convention. This report shall contain, among other things (i) a statement of all trust funds, indicating those trust funds whose principal and/or income is restricted as to its use, together with those trust funds whose income is designated to fund the operational and administrative expenses of the Episcopal Ministries office, (ii) any additions thereto during such year, including gifts and legacies received, and (iii) an itemized statement of the disbursements made during such year.

SECTION VI. Submission to the Convention. The Board shall submit its proposed program and budget for the next subsequent fiscal year to the Convention.

**CANON 4**  
**EPISCOPAL HEALTH SERVICES AND OTHER**  
**BENEVOLENT INSTITUTIONS**

SECTION I. A Diocesan Institution. Episcopal Health Services of Long Island ("Episcopal Health Services") is hereby recognized as a Diocesan institution, for which provision is recommended to be made, so that each Congregation in the Diocese may make an annual contribution thereto.

SECTION II. Reports. Episcopal Health Services and other benevolent institutions of the diocese may prepare and publish electronically their annual reports.

**CANON 5**  
**THE MERCER SCHOOL OF THEOLOGY**

SECTION I. A Diocesan Corporation. George Mercer, Jr. Memorial School of Theology (the "Mercer School of Theology"), a corporation organized and existing under the Education Law of the State of New York, is recognized as a Diocesan Corporation.

SECTION II. Duties. The Board of Trustees of the Mercer School of Theology shall be responsible for implementing programs of theological education for clergy and laity under the direction of the Bishop. The Board of Trustees shall oversee the management of the Mercer School of Theology and its relationships with other religious educational bodies of the Church and in the Diocese.

SECTION III. Composition, Manner of Selection and Terms, Qualifications, and Removal and Vacancies.

- (a) Composition. The membership of the Board of Trustees shall be composed as follows:
- (i) *ex officio* members: (A) the Bishop of the Diocese, (B) the Bishop Coadjutor of the Diocese, if there be one, and the Suffragan and/or Assistant Bishops of the Diocese, if there be any;
  - (ii) appointed members: four persons annually by the Bishop of the Diocese; and
  - (iii) elected members: six persons by the Diocesan Convention, two of whom shall be elected annually as set forth below.

(b) Manner of Selection and Terms.

- (i) *ex officio* members: each such member shall serve on the Board by virtue of the position each holds in the Diocese. The term of each member shall last for so long as each such member holds the office for which such member was elected or appointed;
- (ii) appointed members: each such member shall serve a one-year term, and shall be appointed by the Bishop of the Diocese within sixty (60) days following the annual Convention; and
- (iii) elected members: six persons by the Convention, two of whom shall be elected annually.
- (iv)

(c) Qualifications. Clerical members shall be Canonically Resident in the Diocese. Lay members shall be adult communicants in good standing of the Church, and on the membership role of a Church in this Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a Trustee of the Mercer School of Theology.

(d) Removal and Vacancies. Board members shall continue in office until replaced by their electing or appointing person or body. Any Board member may be removed, with or without cause, in the case of (i) *ex officio* members by the Bishop of the Diocese, (ii) appointed members by the Bishop of the Diocese, and (iii) elected members by the Council. If vacancies on the Board occur through death or resignation, they shall be filled to complete any unexpired terms until successors shall have been duly elected or appointed, in the case of (i) *ex officio* members, by the Bishop of the Diocese, (ii) appointed members, by the Bishop of the Diocese, and (iii) elected members by the Council.

SECTION IV. Meetings.

- (a) The Board shall meet at least four times annually and at such other times, as it deems necessary. Proxies shall not be permitted to establish a quorum or for voting at any meeting of the Board.
- (b) The first meeting of the Board shall be convened by the Bishop of the Diocese no more than three months following the annual meeting of the Convention. A quorum shall consist of one more than one half of the members of the Board. In addition to the President, who shall be the Bishop of the Diocese, the Board shall, at its first meeting, elect one or more Vice Presidents, Treasurers and Secretaries to serve until the first meeting of the Board following the next annual meeting of the Convention, and until their successors have been duly elected and qualified.

(c) Unexcused absence by any member of the Board from more than two consecutive meetings of the Board shall constitute a resignation from the Board by such member. A member of the Board who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected, or appointed or reappointed to the Board, until one year shall have elapsed following the resignation by reason of said absence.

SECTION V. Annual Report. The Board shall submit an annual report of the program and operations of the Mercer School of Theology, together with a financial statement for the previous fiscal year, to the Convention. This report shall contain , among other things, a statement of all scholarship and maintenance funds and additions thereto during the said year, including gifts and legacies received, as well as a statement of income from all sources and an itemized statement of the disbursements made during the said year.

SECTION VI. Submission to the Convention. The Board shall submit its proposed program and budget for the next subsequent fiscal year to the Convention.

**CANON 6**  
**THE TRUSTEES OF THE ESTATE BELONGING TO**  
**THE DIOCESE OF LONG ISLAND**

SECTION I. A Diocesan Corporation. The Trustees of the Estate Belonging to the Diocese of Long Island (the "Trustees of the Estate"), a corporation organized and existing pursuant to an Act of the Legislature of the State of New York, passed April 26, 1871, as amended (the "Special Act of the Trustees of the Estate"), is recognized as a Diocesan Corporation.

SECTION II. Duties. The Board of Trustees shall perform such duties and exercise such powers as may be prescribed by the Special Act of the Trustees of the Estate, the Diocesan and National Canons, and state law, including but not limited to the acquisition, holding, management, and disposition of the assets (both real and personal) of the Diocese for the uses and purposes of the Diocese, the establishment and management of the trust funds and reserves of the Diocese in order to preserve capital and to provide income to the Trustees of the Estate and to the various Diocesan Corporations, Diocesan Units, and other institutions of the Diocese, the acquisition, finance, investment, and trust management needs of the Diocese, and the investment and disposition of all such assets, properties, and funds as may be necessary or desirable to meet the financial needs identified by the Diocese.

SECTION III. Composition, Manner of Selection and Terms, Qualifications, and Removal and Vacancies.

(a) Composition. The membership of the Board of Trustees shall be composed as follows:

- (i) *ex officio* members: (A) the Bishop of the Diocese, and (B) the Bishop Coadjutor, if there be one, and (C) the Suffragan and/or Assistant Bishops, if there be any; and (D) the Treasurer of the Diocesan Convention; and
- (ii) elected members: eight persons by the Diocesan Convention, two of whom shall be elected annually as set forth below; provided that at least three members shall be of the clerical order.

(b) Manner of Selection and Terms.

- (i) *ex officio* members: each such member shall serve on the Board of Trustees by virtue of the position each holds in the Diocese. The term of each member shall last for so long as each such member holds the office for which such person was elected or appointed; and

(ii) elected members: eight persons by the Diocesan Convention, two of whom shall be elected annually as set forth below. The eight members will be divided into four classes consisting of two members each. At the first annual Diocesan Convention following adoption of this provision, two members will be elected for four-year terms. In addition, and in order to begin and continue the process of a rotating and staggered membership on the Board of Trustees, at the first annual Diocesan Convention following adoption of these provisions, the eight elected members of the founding Board of Trustees shall be comprised of those incumbents (who were previously elected in four classes consisting of two members each) who has not served out his/her full term and who has not declared his/her intent to resign from the Board of Trustees prior to such Diocesan Convention. In such event such member shall continue as a member of the Board of Trustees until completion of his full term or until such member shall have resigned, and there will be no nominations or elections for persons in such class. When the terms of the members of each class expire, replacements will be elected at each subsequent annual Diocesan Convention for full four-year terms, and so on thereafter; ~~provided~~ that no person shall be elected to serve more than two full terms in succession.

(c) Qualifications. Clerical members shall be canonically resident in the Diocese. Lay members shall be adult communicants in good standing of this Church, and on the membership role of a Church in this Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a member of the Trustees of the Estate.

(d) Removal and Vacancies. Members of the Board of Trustees shall continue in office until replaced by the Diocesan Convention. Any member of the Board of Trustees may be removed, with or without cause, by the Diocesan Council. If vacancies on the Board of Trustees occur through death or resignation, they shall be filled by the majority vote of the remaining members of the Board of Trustees to complete any unexpired terms until successors shall have been duly elected by the Diocesan Convention.

SECTION IV. Meetings. The By-laws of the Trustees of the Estate shall contain the following provisions:

(a) Frequency. The Board of Trustees shall meet not less than quarterly and at such other times, as it deems necessary. Proxies shall not be permitted to establish a quorum or for voting at any meeting of the Board of Trustees.

(b) Annual Meeting; Election of Officers. The first meeting of the Board of Trustees shall be convened by the Bishop of the Diocese no more than three months

following the annual meeting of the Diocesan Convention. A quorum shall consist of one more than one half of the members of the Board of Trustees; provided that at least one clerical member also must be present at any meeting in order to constitute a quorum. Proxies shall not be permitted to establish a quorum. In addition to the President, who shall be the Bishop of the Diocese, the Board of Trustees shall, at its first meeting, elect one or more Vice Presidents, Treasurers, and Secretaries to serve until the first meeting of the Board of Trustees following the next annual meeting of the Diocesan Convention, and until their successors have been duly elected and qualified.

(c) Absences. Unexcused absence by any member of the Board of Trustees from more than two consecutive meetings of the Board of Trustees shall constitute a resignation from the Board of Trustees by such member. A member of the Board of Trustees who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected to the Board of Trustees until one year shall have elapsed following the resignation by reason of said absence.

#### SECTION V. Funds for the General Budget of the Diocese.

(a) Liaison Committee. There shall be established a Liaison Committee consisting of the Treasurer of the Trustees of the Estate, the Treasurer of the Diocesan Convention, who shall be charged with the transmittal and explanation of the estimate hereby required from the Trustees of the Estate to the Diocesan Council.

(b) Estimate of Income. Not later than six months before the annual meeting of the Diocesan Convention, the Board of Trustees shall submit to the Diocesan Council an estimate of:

(i) net unrestricted income from trusts, funds, or cash balances of the Trustees of the Estate, after provision for the operating expenses and an appropriate reserve for present and contingent liabilities of the Trustees of the Estate in the discharge of the Board of Trustees' duties and obligations, as will be available for inclusion in and to be paid over to the Diocesan Council for the fiscal year following that annual meeting of the Diocesan Convention; and

(ii) net restricted income from trusts, funds, or cash balances of the Trustees of the Estate as will be available for inclusion in and to be paid over to the Diocesan Council for the fiscal year following that annual meeting of the Diocesan Convention, together with a statement of the legal restrictions, if any, on the expenditure of such funds.

(c) Funds for General Budget. The Diocesan Council shall include these funds in the General Budget of the Diocese to be submitted to the Diocesan Convention, which shall make such final budgetary disposition of them, as it deems expedient.

SECTION VI. Funds for Maintenance and Scholarships to Benefit the Mercer School of Theology.

(a) Maintenance Fund and Scholarship Fund. It is recognized that the Mercer School of Theology has the right to the income borne by the Mercer Maintenance Fund and to certain of the income borne by the Mercer Scholarship Fund as hereinafter provided, which was established by Mrs. Helen B. Mercer in her will dated June 22, 1956, as amended (the "Mercer Will"). The Mercer Maintenance Fund and the Mercer Scholarship Fund are held by the Trustees of the Estate. The Mercer Will states that the principal of these funds shall remain intact, and the interest borne thereon shall be used for the maintenance of the Mercer School of Theology, and for certain scholarship assistance to the Mercer School of Theology and other Episcopal seminaries, as more fully set forth in the Mercer Will.

(b) Liaison Committee. There shall be established a liaison committee (the "Liaison Committee") composed of a total of four (4) persons, which shall include two (2) members of the Trustees of the Estate, two (2) members of the Board of Trustees of the Mercer School of Theology, and one (1) member being the Treasurer of the Trustees of the Estate, with the Treasurer of the Trustees of the Estate being the Chair of the Committee.

(c) Estimate of Funds Available for Maintenance, Scholarships, and other Purposes. Not later than (3) months before the beginning of each fiscal year of the Mercer School of Theology, the Liaison Committee shall meet together as one body at least once, and shall receive from the Trustees of the Estate and submit to the Mercer School of Theology not later than three (3) months before the beginning of each fiscal year of the Mercer School of Theology, an estimate of:

(i) Net Income from the Mercer Maintenance Fund. Net income projected to be borne by the Mercer Maintenance Fund which will be available by the beginning of each such fiscal year from trusts, funds, or cash balances of the Trustees of the Estate, after provisions for the operating expenses and an appropriate reserve for present and contingent liabilities of the Trustees of the Estate in the discharge of the duties and obligations of the Trustees of the Estate with respect to such funds (which figure shall include income amounts that might be available to the Mercer School of Theology for maintenance from the Mercer Scholarship Fund (but in each case not more than 20% of the total amount of income yielded by the Mercer Scholarship Fund) and

(ii) Net Income from the Mercer Scholarship Fund. Net income projected to be borne by the Mercer Scholarship Fund which will be available by the beginning of each such fiscal year from trusts, funds, or cash balances of



the Trustees of the Estate, after provision for the operating expenses and an appropriate reserve for present and contingent liabilities of the Trustees of the Estate in the discharge of the duties and obligations of the Trustees of the Estate with respect to such funds (which figure shall include income amounts that might be available to the Mercer School of Theology for maintenance from the Mercer Scholarship Fund (but in each case not more than 20% of the total amount of income yielded by the Mercer Scholarship Fund) and

(iii) Net Income from Other Funds. Net income from other trusts, funds, or cash balances of the Trustees of the Estate or of the Mercer School of Theology held by the Trustees of the Estate as will be available for inclusion in and to be paid over to the Mercer School of Theology for such fiscal year for the purposes such funds may be expended, together with a statement of the legal restrictions, if any, on the expenditure of such funds.

(d) Recommendations for Use of Funds.

(i) Maintenance for the Mercer School of Theology. During the period beginning not later than three (3) months before the beginning of each fiscal year of the Mercer School of Theology and ending not later than one (1) month before the beginning of each such fiscal year, the Liaison Committee shall present to the Trustees of the Estate the amount of income generated by the principal amount of the Mercer Maintenance Fund which is desired to be used for maintenance of the Mercer School of Theology (which may include income amounts to the Mercer School of Theology for maintenance from the Mercer Scholarship Fund (but in any case not more than 20% of the total amount of income yielded by the Mercer Scholarship Fund) and

(ii) Scholarships for the Mercer School of Theology. During the period beginning not later than three (3) months before the beginning of each fiscal year of the Mercer School of Theology and ending not later than one (1) month before the beginning of each such fiscal year, the Liaison Committee shall present to the Trustees of the Estate the amount of income generated by the principal amount of the Mercer Scholarship fund which is desired to be used for scholarships for the Mercer School of Theology (which may include income amounts to the Mercer School of Theology for scholarships from the Mercer Maintenance Fund (but in any case not more than 20% of the total amount of income yielded by the Mercer Maintenance Fund) and

(iii) Adoption by the Trustees of the Estate. Not later than one (1) month before the beginning of each fiscal year of the Mercer School of Theology, the Trustees of the Estate shall adopt a resolution providing for the specific amount of income to be provided to the Mercer School of Theology for maintenance and scholarships, as recommended by the Liaison Committee; it begin understood that the final decision in such matters shall be the sole purview of the Trustees of the Estate in the discharge of the duties and obligations of the Trustees of the Estate with respect to such funds.

SECTION VII. Annual Report. The Board of Trustees shall submit an annual report of the operations of the Trustees of the Estate, together with a financial statement for the previous fiscal year, to the Diocesan Convention. This report shall contain, among other things (i) a statement of all real property owned or held in trust by the Trustees of the Estate, indicating its approximate value and present use, (ii) the amount of all trust funds and reserves, indicating those funds whose principal and/or income is restricted as to its use, (iii) the amount of income which has been or is designated to fund the operational and administrative expenses of the Diocese in conformity with Section V of this Diocesan Canon, (iv) any additions to the real property, trust funds, and reserves of the Diocese during such year, including gifts and legacies received, and (v) a statement of the dispositions of real property or of disbursements of the trust funds or reserves of the Diocese made during such year.

## **CANON 7 EPISCOPAL COMMUNITY SERVICES LONG ISLAND**

SECTION I. A Diocesan Corporation. EPISCOPAL COMMUNITY SERVICES LONG ISLAND (“ECS”), a corporation organized and existing under the Laws of the State of New York, is recognized as a Diocesan Corporation.

SECTION II. Duties. The duties of the Board of Directors, except as limited herein, shall be as provided for from time to time in the Bylaws of the corporation.

SECTION III. Composition, Manner of Selection and Terms, Qualifications, and Removal and Vacancies.

(a) Composition. The membership of the Board of Directors shall be composed as follows:

(i) *ex officio* members: (A) the Bishop of the Diocese, (B) the Bishop Coadjutor, if there be one, and the Suffragan and/or Assistant Bishops, if

there be any, and (C) the Executive Director, all of which shall be entitled to vote at all meetings of the Board of Directors;

(i) appointed members: four persons annually by the Bishop of the Diocese;

(ii) elected members: six persons by the Diocesan Convention, two of whom shall be elected annually as set forth below.

(b) Manner of Selection and Terms.

(i) *ex officio* members: each such member shall serve on the Board by virtue of the position each holds in the Diocese. The term of each member shall last for so long as each such member holds the office for which such person was elected or appointed;

(ii) appointed members: each such member shall serve a one year term, and shall be appointed by the Bishop of the Diocese within sixty (60) days following the annual Diocesan Convention; and

(iii) elected members: six persons by the Convention, two of whom shall be elected annually as set forth below. In order to begin and continue the process of a rotating and staggered membership for those persons elected by the Convention, the six members will be divided into three classes consisting of two members each. Upon adoption of this Canon, and within four weeks thereafter, the Bishop will appoint the initial six members of the board. Two members will be appointed for one-year terms, two members will be appointed for two-year terms, and two members will be appointed for three-year terms. When the terms of the members of each class expire, replacements will be elected at each subsequent annual Convention for full three-year terms, and so on thereafter; provided that no person shall be elected to serve more than two full terms in succession.

(c) Qualifications. Clerical members shall be Canonically Resident in the Diocese. Lay members shall be adult communicants in good standing of the Church, and on the membership role of a Church in this Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a member of the Board of Directors of ECS.

(d) Removal and Vacancies. Board members shall continue in office until replaced by their electing or appointing person or body. Any Board member may be removed, with or without cause, in the case of (i) *ex officio* members, by the Bishop; (ii) appointed members, by the Bishop, and (iii) elected members, by the Diocesan Council. If vacancies on the Board occur through death or resignation, they shall be filled to complete any unexpired terms until successors shall have been duly elected or appointed, in the case of (i) *ex officio* members, by the Bishop, (ii) appointed members, by the Bishop, and (iii) elected members, by the Diocesan Council.

SECTION IV. Meetings. The Bylaws of ECS shall contain the following provisions:

(a) The Board shall meet at least five times annually and at such other times as it deems necessary. Proxies shall not be permitted to establish a quorum or for voting at any meeting of the Board.

(b) At the first meeting, and at all subsequent meetings of the Board of following after the adoption of this Canon, a quorum shall consist of one more than one half of the members of the Board. In addition to the President, who shall be the Bishop of the Diocese, the Board shall, at its first meeting, elect one or more Vice Presidents, Treasurers and Secretaries to serve until the first meeting of the Board following the next annual meeting of the Convention, and until their successors have been duly elected and qualified.

(c) Unexcused absence by any member of the Board from more than two consecutive meetings of the Board shall constitute a resignation from the Board by such member. A member of the Board who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected, or appointed or reappointed to the Board, until one year shall have elapsed following the resignation by reason of said absence.

SECTION V. Annual Report. The Board shall submit an annual report of the program and operations of ECS, together with a financial statement for the previous fiscal year, to the Convention. This report shall contain, among other things (i) a statement of all trust funds, indicating those trust funds whose principal and/or income is restricted as to its use, together with those trust funds whose income is designated to fund the operational and administrative expenses of the ECS office, (ii) any additions thereto during such year, including gifts and legacies received, and (iii) an itemized statement of the disbursements made during such year.

SECTION VI. Submission to the Convention. The Board shall submit its proposed program and budget for the next subsequent fiscal year to the Convention.

## **TITLE IX. CONDUCT OF MEETINGS AND MEMBER TERMS OF OFFICE OF DIOCESAN ENTITIES**

### **CANON 1**

SECTION I. Participation by Telephone Conference. Any one (1) or more of the members of any diocesan committee, board, council or entity or any committee thereof may participate in any meeting of any diocesan committee, board, council or entity or any committee thereof by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

SECTION II. Action Without a Meeting. Any action required or permitted to be taken by any diocesan committee, board, council or entity or any committee thereof may be taken without a meeting if all members of such diocesan committee, board, council or entity or any committee thereof consent in writing to the adoption of a resolution authorizing the action.

SECTION III. Terms of Office. All persons appointed to serve a term in office on any diocesan committee, board, council, or entity or any committee thereof shall continue in office beyond the expiration of the term for which such person was appointed until such time as a successor has been appointed.

## **TITLE X. DISCIPLINE**

### **CANON 1 PASTORAL LETTERS**

SECTION I. Duty to Read. Whenever the Bishop shall put forth a Pastoral Letter, it shall be the duty of every Minister having a pastoral charge in this Diocese to read it to his Congregation on some occasion of public worship on a Lord's Day, not later than one month after receipt of the same.

### **CANON 2 THE DIOCESAN DISCIPLINARY BOARD**

SECTION I. Membership. The Disciplinary Board shall consist of nine (9) members, five (5) of whom shall be clergy persons canonically resident in the Diocese and geographically resident within fifty (50) miles of the borders of the Diocese. The remaining four (4) Board members shall be confirmed adult communicants in good standing of this Church who reside within fifty (50) miles of the borders of the Diocese and who are members in a parish or mission of the Diocese. No person, either clergy or lay, may serve simultaneously on the Standing Committee and the Disciplinary Board.

When the terms of the members of each class expire, replacements will be elected at each subsequent annual Convention for full three-year terms, as set forth above, provided however, that no person shall be elected to serve as a member of the Disciplinary Board for more than two full terms in succession.

SECTION II. President. The President of the Disciplinary Board shall be appointed annually by the Bishop from among its members.

SECTION III. Church Attorney. There shall be one or more Church Attorneys, licensed to practice law in a jurisdiction in the United States of America, who shall

perform such duties as shall be set forth in the National Canons. The Church Attorney shall be appointed by the Bishop, and shall serve at the pleasure of the Bishop.

SECTION IV. Intake Officer. There shall be an Intake Officer who shall perform such duties as shall be set forth in the National Canons. The Intake Officer shall be appointed by the Bishop after consultation with Diocesan Council. No Chancellor, Vice-Chancellor or member of Standing Committee shall be eligible to serve concurrently as Intake Officer.

### **CANON 3 DISSOLUTION OF THE PASTORAL RELATION**

SECTION I. Resignation or Removal. Except upon mandatory resignation by reason of age, a Rector may not resign as Rector of a Parish without the consent of its Vestry, nor may any Rector canonically or lawfully elected and in charge of a Parish be removed therefrom by the Vestry against the Rector's will, except as hereinafter provided.

SECTION II. In Case of Disagreement. If for any urgent reason a Rector or Vestry desires a dissolution of the pastoral relation, and the parties cannot agree, either party may give notice in writing to the Ecclesiastical Authority of the Diocese. Whenever the Standing Committee is the Ecclesiastical Authority of the Diocese, it shall request the Bishop of another Diocese to perform the duties of the Bishop under this Canon.

SECTION III. Bishop to Mediate. Within sixty (60) days of receipt of the written notice, the Bishop, as chief pastor of the Diocese, shall mediate the differences between Rector and Vestry in every informal way which the Bishop deems proper and may appoint a committee of at least one Priest and one Lay Person, none of whom may be members of the Parish involved, to make a report to the Bishop.

SECTION IV. Mode of Settling Differences. If the differences between the parties are not resolved after completion of the mediation, the Bishop shall proceed as follows:

(a) The Bishop shall give notice to the Rector and Vestry that a godly judgment will be rendered in the matter after consultation with the Standing Committee and that either party has the right within ten days to request in writing an opportunity to confer with the Standing Committee before it consults with the Bishop.

(b) If a timely request is made, the President of the Standing Committee shall set a date for the conference, which shall be held within thirty (30) days.

(c) At the conference each party shall be entitled to representation and to present its position fully.

(d) Within thirty (30) days after the conference, or after the Bishop's notice if no conference is requested, the Bishop shall confer with and receive the recommendation of the Standing Committee; thereafter the Bishop, as final arbiter and judge, shall render a godly judgment.

(e) Upon the request of either party the Bishop shall explain the reasons for the judgment. If the explanation is in writing, copies shall be delivered to both parties.

(f) If the pastoral relation is to be continued, the Bishop shall require the parties to agree on definitions of responsibility and accountability for the Rector and the Vestry.

(g) If the relation is to be dissolved:

(i) The Bishop shall direct the Secretary of the Convention to record the dissolution.

(ii) The judgment shall include such terms and conditions including financial settlement as shall seem just and compassionate.

SECTION V. Supportive Services. In either event, the Bishop shall offer appropriate supportive services to the Priest and the Parish.

SECTION VI. Failure to Comply with Terms. In the event of the failure or refusal of either party to comply with the terms of the judgment, the Bishop may act as follows:

(a) In the case of a Rector, suspend the Rector from the exercise of the priestly office until the Priest shall comply with the judgment.

(b) In the case of a Vestry, invoke any available sanctions including recommending to the Convention that the Union of the Parish with the Convention shall cease until it has complied with the judgment, it being understood that any such cessation of Union shall not terminate the trust declared by Title V, Canon 3, Section IV.

SECTION VII. Time Extension. For cause, the Bishop may extend the time periods specified in this Canon, provided that all be done to expedite these proceedings, it being understood that all parties shall be notified in writing of the length of any extension.

SECTION VIII. Statements and Disciplinary Proceedings.

(a) Statements Not Discoverable. Statements made during the course of proceedings under this Canon are not discoverable nor admissible in any proceedings

under the National Canons or these Canons, provided that this does not require the exclusion of evidence in any proceedings under any Canons which is otherwise discoverable and admissible.

(b) Possible Disciplinary Proceedings. In the course of proceedings under this Canon, if a charge is made by the Vestry against the Rector that could give rise to a disciplinary proceeding under Title IV of the National Canons, all proceedings under this Canon shall be suspended until the charge has been resolved or withdrawn.

**CANON 4**  
**REQUIREMENTS RESPECTING THE CLERGY AND LAITY**  
**IN THE DIOCESE ON THE SUBJECTS OF CHILD SEXUAL ABUSE**  
**AND SEXUAL HARASSMENT AND ANTI-RACISM TRAINING**

SECTION I. Education Training on Child Sexual Abuse. Unless excused by the Bishop in writing, all members of the clergy, and all seminarians, postulants, candidates for holy orders, volunteers who regularly supervise youth activities, Vestry Members, key holders to any church property, the leaders of any group with regular access to church property or facilities, and all employees of this Diocese or of parishes, missions, chapels, or other Diocesan Units, shall participate in a minimum of three hours of initial training, as approved by the Bishop, on issues of child sexual abuse in Church settings.

SECTION II. Education Training on Sexual Harassment. Unless excused by the Bishop in writing, all members of the clergy, and all seminarians, postulants, candidates for holy orders, Vestry Members, key holders to any church property, the leaders of any group with regular access to church property or facilities, and all employees of this Diocese or of parishes, missions, chapels or other Diocesan Units, shall participate in a minimum of three hours of initial training, as approved by the Bishop, on issues of sexual harassment in employment, mentor and colleague relationships, and sexual exploitation in pastoral relationships.

SECTION III. Education Training on Anti-Racism. All members of the clergy, and all seminarians, postulants, candidates for Holy Orders, and all employees and lay leadership of the diocese or of parishes, missions, chapels, or other diocesan units, shall attend training as approved by the Bishop, on issues of anti-racism in church and pastoral relationships.

SECTION IV. Time for Compliance. The time within which such training shall be attended following the adoption of Section I, Section II, and Section III of this Canon shall be as from time to time determined by the Bishop.



## TITLE XI. AMENDMENTS

### CANON 1 THE REPEAL, AMENDMENT, AND ENACTMENT OF NEW CANONS

SECTION I. Time and Methods. These Canons may be amended and new Canons may be added by a vote of two-thirds (2/3) of the members present and voting, at any annual Convention, provided notice thereof is given at the first session of the opening day of the Convention.

SECTION II. Committee on Canons. There shall be a Committee on Canons to which all proposals for amendment or enactment or repeal of any Canon or Canons shall be referred by the Secretary of the Convention. All such proposals shall be submitted in writing to the Secretary of the Convention not later than thirty (30) days prior to the Convention; provided nothing herein shall be construed to limit or prohibit the Committee on Canons from proposing such amendments, enactments or repeals on its own motion.

SECTION III. Changes to be Certified. The Secretary of the Convention, with any one of the Committee on Canons selected by such Committee, shall at the close of each session of the Convention, certify the changes made in the Canons, and the Secretary of the Convention shall print the same in the Journal.

SECTION IV. Editorial Authority. In the event of the enactment of a new Canon, or of a new Section or clause in a Canon, or of the repeal of an existing Canon, or of a Section or clause, the Secretary of the Convention shall be authorized to renumber the Canons, or the division of a Canon, which may follow and change the same accordingly, and to correct the references in any Canon to another, and to report the same, with the proper arrangement thereof in the Journal of the Convention.

SECTION V. Take Effect Upon Rising. These Canons, and any amendments thereto, shall take effect upon the rising of the Convention, except that amendments that so provide shall take effect immediately.

**RULES OF ORDER  
OF THE CONVENTION OF  
THE DIOCESE OF LONG ISLAND**

**Part I. Matters Occurring Prior to the Convention.**

RULE 1. Reports Presented to the Convention. All reports of Diocesan Corporations, Diocesan Institutions, Governing Boards, Committees, Officers, etc. to be presented to the Convention as required by the Diocesan Canons or otherwise shall be transmitted to the Secretary of the Convention not later than six (6) weeks prior to the date of the Convention in every year. The Secretary of the Convention shall cause the same to be reproduced and mailed to every Delegate to the Convention and all persons holding any office or trust under the Convention not less than two (2) weeks prior to the date of the Convention as part of the Pre-convention Journal.

RULE 2. Submission of Resolutions. All resolutions to be considered for action by the Convention must be submitted in writing to the Secretary of the Convention not later than thirty (30) days prior to the date of the Convention and must be signed by a Delegate to the Convention. On the expiration of the time for submitting resolutions to the Secretary of the Convention, the Secretary of the Convention by direction of the President of the Convention shall transmit to the Committee on Miscellaneous Business or such other appropriate Committee or Commission of Convention all resolutions submitted to the Secretary of the Convention after such date, but no such resolution shall be proposed for action by the Convention except upon a motion for the suspension of the Rules of Order duly passed.

**Part II. General Regulations.**

RULE 1. Admission to the Convention. The Bishops of the Church, Clergy from other Dioceses, Professors and Students of Theology in the Church, and all persons holding any office or trust under the Convention, if not members, shall be admitted to sittings of the Convention. Seats on the platform shall be occupied by officers of the Convention or their representatives, by Bishops, and by such other persons as by special vote of the Convention shall be so authorized.

RULE 2. Admission to the Convention During Balloting. No person, other than legally elected Delegates to the Convention and all persons holding any office or trust under the Convention, or such persons as may be approved by the President as necessary to the immediate business of the Convention, shall be permitted to appear on the floor of the Convention during a period of balloting by the Convention for all elective offices.

RULE 3. Visitors and Other Observers. There may be an area of the Convention meeting room designated by the President for visitors and other observers. This area shall not be considered as a part of the Convention Floor.

RULE 4. Hours of Business. The hours of each day's session shall be as set forth in the Pre-convention Journal, unless otherwise ordered by the Convention by direction of the President. Each session shall begin and conclude with prayer.

RULE 5. Distribution of Printed Matter. No printed matter of any kind shall be distributed at the Convention or placed on the seats of Delegates except by the authority of the President of the Convention, but this prohibition shall not apply to the report of a Committee or Commission of Convention, or to any paper or other document presented to and accepted by the Convention or printed by its authority.

RULE 6. Unanimous Consent. By unanimous consent any action may be taken that is not in contravention of any provision of the Constitution or the Canons of the Church or the Diocese.

RULE 7. New Business. All new business introduced, except such as may accompany and form a part of the report of a Diocesan Corporation, Diocesan Institution, Governing Board, Committee, Officer, Committee, or Commission of Convention, shall be in writing and as a motion or resolution in complete form for adoption with the name of the mover appended. Such new business shall at once be referred to an appropriate Committee or Commission of Convention. It shall be the duty of such Committee or Commission to which such resolutions and motions have been referred to report them to the Convention in the order of their reference. Convention shall take action only on the report of such Committee or Commission unless the Convention shall otherwise order.

RULE 8. Suspension of Rules. Any Rule of Order may be suspended by the vote of not less than two thirds (2/3) of the Delegates present. Any new matter introduced during such suspension may be explained by the mover in a statement of not more than five minutes, but otherwise shall not be subject to debate or action until after report from the appropriate Committee or Commission of Convention.

RULE 9. Amendment of Rules of Order. No proposed amendment of the Rules of Order shall be considered by the Convention unless it shall have been printed in the Pre-convention Journal and mailed as provided in Part I, Rule 1 of these Rules of Order. If such amendment were adopted by a majority vote of the Convention, it shall lie over to consideration until the next annual Convention when, if again adopted by a majority vote, the Rules of Order shall be amended accordingly. If such amendment were adopted by unanimous vote of the Convention or by a two-thirds (2/3) vote of both Orders taken separately, the amendment shall take effect immediately.

### **Part III. Order of Business.**

RULE 1. Organization for Business. At the opening of each Convention, the President shall take the chair after which the Order of Procedure shall be as follows:

(a) Roll Call Card. Every Delegate, Clerical or Lay, shall file with the Secretary of the Convention a record of attendance on a "Roll Call Card" to be supplied by the Secretary of the Convention so that the names of all present may be recorded in the Diocesan Journal.

(b) Determination of Quorum. In order for the Convention to conduct business, a quorum must be present. A quorum shall consist of at least sixty (60) Clergy entitled to vote in the Convention, and Lay Delegates from at least sixty (60) Parishes entitled to vote in the Convention. The Secretary of the Convention shall ascertain the presence of a quorum of Clergy of the Diocese and Parishes entitled to representation, and report this to the President of the Convention. If there be any irregular or defective certificates, and certificates and documents referring to contested seats, these shall be reported to the Convention, which shall decide on the admission of the Delegates named therein after submission of the report of the Committee on Voter Qualifications.

(c) Report of Committee on Voter Qualifications. The Secretary of Convention shall present the report of the Committee on Voter Qualifications.

(d) Order of Business. A quorum being present, the President shall declare the Convention organized for business, which shall proceed in the following order:

① Appointment of Parliamentarian. The President of Convention shall appoint a Parliamentarian for the good order of the Convention.

② Appointments of Tellers of Elections. The President of Convention shall appoint from members of the Clergy Canonically Resident in the Diocese, and Laity domiciled in the Diocese, Tellers of Elections (one Delegate each from the Clergy and Laity for each ballot box used). Upon direction of the President, the Secretary of Convention may appoint additional Delegate tellers to count the ballots who need not be Delegates to the Convention in order that the official tellers may not be obliged to absent themselves from the business of the Convention while the ballots are being counted.

③ Reading of Minutes. The minutes of the prior Convention as printed in the Diocesan Journal shall be read and approved, but the requirement to read such minutes may be dispensed with upon order of the Convention as directed by the President.

(iv) Unfinished Business. If the business of the Convention shall not have been completed on the first or any succeeding day of session, the first business on each succeeding day shall be the matter under consideration at the time of adjournment on the preceding day and thereafter the matters which were not reached on the preceding day, in the order prescribed in these Rules of Order.

(v) Reports of Diocesan Corporations and Diocesan Institutions.

- (A) The Standing Committee
- (B) The Diocesan Council
- (C) The Board of Managers of Camp DeWolfe
- (D) The Cathedral of the Incarnation
- (E) Episcopal Charities
- (F) The Mercer School of Theology
- (G) The Trustees of the Estate
- (H) Episcopal Health Services

(vi) Report of the Secretary of Convention. The Secretary of Convention shall report on communications received by him or her for the Convention, or on business unfinished at the last Convention. Introduction and reference shall be made to Committees on Miscellaneous Business or on Canons of any resolutions not in the Pre-convention Journal which are either (A) included in the report, printed and previously distributed, either of a Committee or Commission of the Convention, or (B) relating to or embodying a recommendation contained in the Bishop's Address.

(vii) Reports of Committees.

- (A) On Canons
- (B) On Miscellaneous Business
- (C) Other Committees and Commissions of the Convention
- (D) On Dispatch of Business
- (E) On the Bishop's Address (which shall be in order at any time after the Bishop's Address)

(viii) Report of Treasurer.

(ix) Elections as Required by Canon.

- (A) The Secretary of Convention
- (B) Assistant Secretary or Secretaries of Convention (who shall be nominated by the Secretary of Convention)
- (C) The Treasurer of Convention
- (D) Assistant Treasurer or Treasurers of Convention (who shall be nominated by the Treasurer of Convention)
- (E) The Historiographer

- (F) The Standing Committee
- (G) The Diocesan Council
- (H) The Board of Managers of Camp DeWolfe
- (I) The Cathedral of the Incarnation
- (J) Episcopal Charities
- (K) The Mercer School of Theology
- (L) The Trustees of the Estate
- (M) The Ecclesiastical Court
- (N) Delegates to Provincial Synod
- (O) Provisional Delegates to Provincial Synod
- (P) Delegates to the General Convention
- (Q) Provisional Delegates to General Convention
- (R) Family Consultation Service
- (S) Diocesan Review Committee

(x) Appointments to Diocesan Corporations and Institutions. The President shall appoint from members from the Clergy Canonically Resident in the Diocese, and Laity domiciled in the Diocese, to any Diocesan Corporation or Institution as provided by the Canons of the Church or this Diocese.

(xi) Appointments to Committees. For the next meeting of the Annual Convention the President shall appoint from members of the Clergy Canonically Resident in the Diocese, and Laity domiciled in the Diocese, to the following Committees:

- (A) On Canons
- (B) On Dispatch of Business
- (C) On Miscellaneous Business

(xii) The Bishop's Address. The Bishop's Address shall be in order at any time.

(xiii) Reports of other Bishops. Reports of the Bishop Coadjutor and of the Bishop Suffragan and the Assistant Bishop if so requested by the Bishop.

(xiv) Resolutions and References and Motions.

(xv) The Holy Eucharist. The Holy Eucharist shall be in order at any time.

#### **Part IV. Convention Committees.**

**RULE 1. Establishment of Convention Committees.** To facilitate its work, the Convention may from time to time establish such committees with such duties as it may determine, and, unless otherwise stated, the President shall appoint members thereto, as provided in the following Rule 2.

**RULE 2. Committees.** There shall be the following Committees of Convention:

(a) **Canons.** The duties of the Committee on Canons are to consider and report on all matters appearing in the Pre-convention Journal or introducing in Convention referred to it by the Bishop. Its membership shall be four (4) Clerical Members, four (4) lay persons of the Diocese, and the Chancellor, ex officio, each member to serve for four (4) years with one (1) Clerical Member and one (1) lay person to be appointed at each Annual Convention.

(b) **Dispatch of Business.** The duties of the Committee on the Dispatch of Business are to arrange and facilitate the manner of conducting the business of Convention. Such Committee shall always be entitled to the floor of Convention on business pertaining to that Committee. Its membership shall be the chairperson of the Committee on Canons, ex officio, the chairperson of the Committee on Miscellaneous Business, ex officio, the Chancellor, ex officio, the Secretary of Convention, ex officio, and nine (9) other persons appointed by the Bishop from the Clerical Members and Lay persons of the Diocese.

(c) **Miscellaneous Business.** The duties of the Committee on Miscellaneous Business are to consider and report on all matters appearing in the Pre-convention Journal or introduced in Convention referred to it by the Bishop. Such Committee shall receive and consider all resolutions except resolutions on matters coming under the purview of an appropriate Committee or Commission of Convention, and except resolutions of Committees accompanying Committee reports recommending action of the Convention. The Committee on Miscellaneous Business shall submit its report to the Convention recommending the adoption or rejection of each resolution proposed, or the adoption of any such resolution as amended or substituted by such Committee. A copy of the report of the Committee on Miscellaneous Business shall be mailed by the Secretary of the Convention to each Delegate as part of the Pre-convention Journal. Its membership shall be four (4) clerical members and four (4) lay persons of the Diocese, each to serve for four (4) years with one (1) clerical member and one (1) lay person to be appointed at each Annual Convention.

(d) **On Voter Qualifications.** The duties of the Committee on Voter Qualifications are to consider and report on all matters pertinent to the qualifications of Delegates and Parishes wishing to have the right to vote at Convention. Prior to the opening of

Convention it shall examine all audit certificates, parochial reports, and delegate certificates, in order to make recommendations to the Convention as to the right of any Delegate or Parish wishing to have a right to vote at Convention. The Committee on Voter Qualifications shall submit its report to the Convention recommending the seating or rejection of each Delegate or Parish wishing to have the right to vote at Convention to the extent such is permitted by the Canons of the Church or of this Diocese. Its membership shall be the chairperson of the Committee on Canons, the chairperson of the Committee on Miscellaneous Business, the chairperson of the Committee on Dispatch of Business, the Chancellor, the Secretary of Convention, and the Treasurer of Convention.

(e) Membership, Term and Vacancies. The term of office of each Committee member shall continue to the close of the Convention which shall sit in the member's last year of service, and thereupon the successor's term shall begin. The Bishop shall fill by appointment any vacancy in any Committee caused by resignation, death, or inability to act.

#### **Part V. Decorum and Debate.**

RULE 1. Robert's Rules. Except when in conflict with the Constitution or Canons of the Church or of this Diocese or any Rule of Order herein contained, the latest edition of "Robert's Rules of Order" shall govern the interpretation of these Rules of Order and the procedure to follow.

RULE 2. Resolutions to be Seconded and in Writing. No resolution shall be considered as before Convention unless seconded and reduced to writing and signed by the mover, whose name shall be entered in the Diocesan Journal.

RULE 3. Order of Amendments. All amendments shall be considered in the order in which they are received. When a proposed amendment is under consideration, a motion to amend the same may be made.

RULE 4. Withdrawal of Motion or Resolution. The mover may withdraw a motion or resolution at any time before decision or amendment, in which case it shall not be entered upon the Minutes.

RULE 5. Respect for President and Scope of Debate. When any Delegate is about to speak, he or she shall, with due respect, address himself or herself to the President, and in speaking confine himself or herself to the point in debate.

RULE 6. Limit on Debate. No Delegate shall speak more than twice in the same debate without leave of the Convention (except the mover, who is entitled to reply).



RULE 7. Transgression of Rules. If any Delegate in speaking or action transgresses the Rules of Order of the Convention, the President shall call him or her to order, and he or she shall immediately take his or her seat, unless permitted by the Convention to explain or proceed in order.

RULE 8. Motion, Debate, Vote, Priority. The following motions shall have priority in order listed. The mover cannot interrupt a Delegate who has the floor, he or she must be recognized, and the motion must be seconded.

- (a) To Adjourn or to Recess - not debatable, majority vote
- (b) To Lay on the Table or to Table - not debatable, majority vote
- (c) To Move the Previous Question, or Limit or Extend Debate - not debatable, amendable as to time if specified, two thirds (2/3) vote
- (d) To Postpone to a Time Certain - debatable, amendable, majority vote
- (e) To Commit or Recommit to a Committee - debatable, amendable, majority vote
- (f) To Amend or to Substitute - debatable, amendable, majority vote
- (g) To Postpone Indefinitely - debatable, not amendable, majority vote
- (h) To Suspend the Rules or Take up Business Out of Order - not debatable, two thirds (2/3) vote
- (i) To Divide the Question - not debatable, majority vote
- (j) To Reconsider - must be made on the day the vote is taken, may not be reconsidered more than once, must be moved and seconded by ones who voted in the majority on the first decision, debatable, two thirds (2/3) vote

RULE 9. Balanced Budget. No motion to amend the budget shall be entertained that would cause the budget to be out of balance with known pledges and estimated other receipts unless there is included in the motion to amend a provision for maintaining a budget balanced against known pledges and estimated other receipts. Such motion shall be in writing.

## **Part VI. Committee of the Whole.**

RULE 1. Committee of the Whole. Whenever so ordered, the Convention may go into Committee of the Whole for the consideration of any matter. The President shall designate some member of the Convention to act as Chairperson of the Committee of the Whole, which, when in session, shall be governed by these rules as adapted by the Chairperson, subject to appeal to the Committee, and also to the following provisions:

(a) Motion to Rise. A motion to rise and to report to the Convention, with or without request for leave to sit again, may be made at any time, and shall take precedence of all other motions, and shall be decided without debate. No such motion

once made shall be renewed until further proceeding shall have been had in the Committee of the Whole.

(b) Motion to Vote at a Designated Time. A motion that a vote upon any pending proposition shall be taken at some designated time may be made and be disposed of without debate at any time, but as before provided a motion to report to the Convention shall take precedence.

(e) Motion to Lay on the Table. No motion to lay on the table shall be entertained.

RULE 2. Motion for Committee of the Whole to Sit Again. No debate shall be allowed in the Convention of any motion to permit the Committee of the Whole to sit again. Requests for such permission shall take precedence of all other business, and the motion thereof shall be put to vote immediately without reference.

## **Part VII. Elections and Voting.**

RULE 1. Voting of Members. Every Delegate to Convention present shall vote whenever a question is put, unless excused by the Convention. The votes shall be taken by ayes and nays.

RULE 2. Voting by Convention. In all elections other than a vote by Orders, a simple majority of votes shall be necessary for election, with a majority of Delegates voting. In the event that more candidates receive a majority than there are offices to be filled, those candidates receiving the highest majorities shall be declared elected to each office. In each case, additional ballots shall be taken if needed until the offices in question are filled. The Secretary of the Convention, assisted by tellers appointed by the President of the Convention, shall have charge of the counting of the ballots. Defective and blank ballots are invalid. A ballot cast for less than the number of offices or seats to be filled shall not be deemed to be defective. After the ballots have been given to the voters, the Convention at the request of any Delegate may vote to take a five-minute recess before casting the ballot.

RULE 3. Vote by Orders. A vote by Orders shall always be taken whenever required by the Constitution or Canons of the Church or of the Diocese. A vote by Orders may also be called for by ten (10) Delegates to Convention. In all stated elections where a vote by Orders is required, a concurrent majority of both clerical and lay votes shall be necessary for election, with a majority of both Orders voting. In the event that more candidates receive a majority in both Orders than there are offices to be filled, those candidates receiving the highest concurrent majorities shall be declared elected to each office.

RULE 4. Vote by Certain Officers. The Convention Secretary, Diocesan Treasurer, Diocesan Chancellor, and Diocesan Registrar, whether clergy or lay, elected or appointed, shall be entitled to vote at all Convention elections and on all questions put to Convention.