

The Rules of Order for the Diocesan Convention

(2005 version)

RULE 1A: ELECTION OF A BISHOP DIOCESAN

Composition of Profile and Search Committee

SECTION 1. When a bishop diocesan is to be elected, there shall be an Profile and Search Committee consisting of sixteen Deanery Members and Six Members-At-Large, elected in the following manner:

- (a) One member of the clergy and one lay member shall be elected in each Deanery of the Diocese in accordance with the provisions of Section 2 of this Rule of Order.
- (b) Six additional Members-At-Large, either clergy or lay, shall be elected by the Standing Committee of the Diocese.
- (c) The Profile and Search Committee shall elect a Chairperson from its membership by a majority vote of its members.
- (d) Vacancies among the Profile and Search Committee membership shall be filled by appointment of the Dean of the appropriate Deanery. Vacancies among the Members-At-Large shall be filled by the Standing Committee.
- (e) The Ecclesiastical Authority shall appoint a priest as a nonvoting chaplain to the Profile and Search Committee. The chaplain shall be responsible for celebrating the Holy Eucharist for the Committee, providing theological insight to the committee, and acting as a spiritual advisor.
- (f) The Profile and Search Committee shall engage a confidential secretary whose responsibility will be to undertake the clerical work of the committee for which said secretary shall be compensated.

Election of Profile and Search Committee Members by Deanery

SECTION 2. Deanery Members of the Profile and Search Committee shall be elected in the following manner:

- (a) When the Bishop, or, in the absence of a Bishop, the Standing Committee announces the call for the election of a bishop diocesan, each Deanery shall meet in Convocation within thirty days. Notice of said Convocations shall be sent in writing to each member of the deanery clergy and each congregation of the deanery at least two weeks before the date of the Convocation. Those entitled to vote at the meeting shall be two duly certified delegates from each congregation in the Deanery and all members of the clergy, canonically resident in the Diocese, who exercise their ministry within the Deanery or who reside in the Deanery. The election shall be by ballot and a majority of the votes cast shall be necessary for election. It shall be the duty of each Dean to certify, promptly to the President of the Standing Committee the names, addresses and the telephone numbers of the persons elected.
- (b) Upon receipt of the names of the Deanery elected members of the Profile and Search Committee, the Standing Committee shall elect six members of the Committee

Self-Study and Profiles

SECTION 3. The Profile and Search Committee shall cause a Diocesan Self-Study to be completed no later than one year after the call for election. Using information developed by the Diocesan Self-Study, the Committee shall develop a Diocesan Profile. The Committee may engage such assistance as it deems reasonable to complete its task.

Obtaining Candidates

SECTION 4. The Profile and Search Committee shall take the steps necessary to encourage the recommendation of qualified candidates and shall circulate the Diocesan Profile and other pertinent information to all clergy and congregations of the Diocese and other appropriate agencies and institutions throughout the Church, notifying them that recommendations are being received and stating the process for nomination and election.

Preparing a List of Candidates

SECTION 5. The Profile and Search Committee shall screen all candidates recommended and shall establish procedures for determining which candidates are best suited for nomination. It shall submit to the Secretary of the Convention a list of candidates to be placed in nomination at the electing Convention.

Subject to the direction of the Ecclesiastical Authority and in accordance with Article II of the Constitution of the Diocese of Albany and subject to the consents of Title III of the Canons of General Convention, the Secretary of the Diocesan Convention shall announce the date, time and place of the electing Convention and include the Committee's report with said announcement. The date of the electing Convention shall not be less than three months nor more than seven months after the date the Report is issued. The Ecclesiastical Authority may change the date of the electing Convention and reschedule the same.

Independent Nominations

SECTION 6. When the Profile and Search Committee has announced its list of nominees, there shall be a period of 30 days after the date when its report is issued during which independent nominations to the electing Convention may be made. No independent nominations shall be received after that date.

The Secretary of the Convention shall provide, upon request, a Nomination Form on which the deadline for submitting independent nominations and the method of submitting them is clearly stated. All nominations shall require the signatures of at least two persons who are adult communicants of a congregation in good standing and certified deputies to the Convention and/or canonically resident clergy. No person shall sign the nomination form for more than one candidate for Bishop.

Composition of the Election Procedures Committee

SECTION 7. There shall also be a Election Procedures Committee of not more than six persons chosen by the Ecclesiastical Authority to assist the Secretary of the Convention in the establishment and oversight of the election procedures and agenda. Procedures established by the Secretary of the Convention and Election Procedures Committee can be over-ruled by a three-quarters vote of the members of the Standing Committee.

Final Report of the Profile and Search Committee

SECTION 8. After the period for receiving independent nominations has expired, the Secretary of the Convention shall transmit to the Profile and Search Committee the names of all of the candidates, together with photographs and biographical sketches of all candidates and such other material about the candidates as shall be in the Secretary's possession. The Profile and Search Committee shall publish an Election Booklet containing this information.

The Election Booklet shall include a detailed statement of the election process including the Agenda for the electing Convention.

The Election Booklet shall be distributed to each member of the electing Convention not less than 45 days before the electing Convention and also made available to the people of the Diocese.

Introduction of Nominees to the Diocese

SECTION 9. After the Election Booklet has been distributed, the Election Procedures Committee shall provide one or more opportunities for members of the electing Convention to meet and confer with all candidates. Opportunity shall also be afforded all members of the Diocese to meet the candidates. The Election Procedures Committee shall be responsible for establishing the time, place, and format of any pre-convention meeting of candidates. All such meetings shall be complete at least seven days prior to the electing Convention.

Place in Nomination

SECTION 10. At the electing Convention, all names of the candidates listed in the Election Booklet shall be placed in nomination. Nominations may also be made from the floor of Convention by any member thereof in accordance with the Rules of Order. Each nomination from the floor shall be accompanied by a properly executed nomination form.

Financing

SECTION 11. The Convention shall make an appropriation to cover the expenses of the election process as outlined herein.

RULE 1B: ELECTION OF A BISHOP COADJUTOR OR A BISHOP SUFFRAGAN

When the election of a Bishop Coadjutor or a Bishop Suffragan, is required, the following Rules of Order and procedures are prescribed:

Time and Place Of Election

SECTION 1 (a) The election shall be held at the Annual Meeting of the Convention in the Cathedral of All Saints unless the Bishop Diocesan, in the exercise of discretion or at the request of the Standing Committee, shall call a special meeting of the Convention, to be held at a different date or place, for the purpose of holding such election.

(b) Notice of such election shall be given by the Bishop Diocesan at least ninety days prior to the date fixed for the holding of such election.

Nominations

SECTION 2 (a) Nominations of candidates for the office to be filled at such election shall be made and seconded only by the Clergy canonically resident in the Diocese, or by Lay Deputies duly elected to the Convention at which such election will be held.

(b) Nominations shall be made and seconded in writing on a form prescribed by the Canon on Nominations.

(c) Nominations shall be filed with the Secretary of the Diocese at least sixty days before the date fixed for the holding of such election.

(d) Upon receipt of such nominations, the Secretary of the Diocese shall forthwith determine whether the persons making and seconding such nominations were eligible to do so. If the Secretary shall determine that such persons are ineligible, the nominations shall be returned to them with a written statement by the Secretary of the Diocese, setting forth the reasons for the determination. If the Secretary of the Diocese shall determine that such persons were eligible, the Secretary shall expeditiously deliver such nominations to the Secretary of the Standing Committee.

Review by Standing Committee

SECTION 3 Upon receipt of such nominations, the Standing Committee shall make such inquiries as it shall deem appropriate. If the Standing Committee shall initially determine that the nominee meets the eligibility requirements of age and ordination, it shall expeditiously transmit copies of such nominations and of any relevant biographical data to the qualified members of the Convention at which the election will be held. The inquiries made by the Standing Committee shall include, but not be limited to, the nominee's physical and mental health and may require nominees to answer relevant questions and furnish relevant information. The Standing Committee shall, in the interests of an informed election, disseminate all information so obtained to the members of the Convention at which the election will be held.

Nominations from the floor

SECTION 4 Further nominations may be made and seconded from the floor of the Convention by eligible members thereof.

Nominating Speeches

SECTION 5 Time limits on nominating speeches shall be fixed by the Presiding Officer before any nominations are presented to the Convention. After voting begins, no speeches in support of or against any nominee shall be made.

Vote by Orders

SECTION 6 Voting in the election shall be a Vote by Orders and concurrence of a majority of each order shall be required to elect.

Conflict of Interest

SECTION 7 (a) If the Secretary of the Diocese is a nominee for election, the duties and responsibilities of the Secretary with respect to the election shall be discharged by a person appointed by the Bishop with the advice of the Standing Committee.

(b) If a member of the Standing Committee is a nominee for election, such member shall not be present at, or take any part in, the proceedings and deliberations of the Standing Committee.

RULE 2: OFFICERS OF THE CONVENTION

(a) The Bishop shall be the Presiding Officer of the Convention. In the absence, or inability to act, of the Bishop, the Presiding Officer shall be the Bishop Coadjutor or the Bishop Suffragan, if there be such. If there be none, the Presiding Officer Pro Tem shall be a member of this Convention designated in writing by the Bishop. If the Bishop shall not have made such designation, the Convention shall elect from its membership a Presiding Officer Pro Tern. Such election shall take precedence over any other order of business. During such election, the Secretary of the Diocese shall preside over the Convention unless the Secretary is a nominee for Presiding Officer Pro Tem, in which case the Chancellor shall preside.

(b) The Secretary of the Diocese shall be the Secretary of the Convention.

RULE 3: APPOINTMENTS

(a) The Presiding Officer shall appoint all members of Committees and Commissions unless otherwise provided by the Constitution and Canons of the Diocese. The Presiding Officer may appoint a Parliamentarian for advice on questions of order and parliamentary procedure.

(b) If the Presiding Officer shall leave the chair to speak to any matter of business before the Convention, the Presiding Officer may orally appoint a Member of the Convention to fill the chair during such interim.

(c) The Secretary of the Convention may appoint one or more Assistant Secretaries.

RULE 4: APPEALS FROM RULINGS OF THE PRESIDING OFFICER

All questions of order and parliamentary procedure shall be decided by the Presiding Officer, subject to appeal to the Convention. No appeal therefrom shall be taken except on the joint request of at least eight members of the Convention. On appeal, no member shall speak more than once except by leave of the Convention. A ruling of the Presiding Officer shall not be reversed on appeal except by a two-thirds vote of the Convention.

RULE 5: QUORUM

A quorum shall consist of the physical presence at the Convention of thirty members of the Clerical Order entitled to seats at the Convention, and of Deputies or Alternate Deputies representing twenty-five Parishes or Diocesan Churches in union with the Convention.

RULE 6: NOMINATIONS

Nominations may be made and seconded and pre-filed with the Secretary of the Diocese on forms prescribed by the Secretary in advance of the meeting of the Convention. Further nominations may be made and seconded from the floor.

RULE 7: BALLOTS

In elections requiring ballots, such ballots shall be provided in a form prescribed by the Secretary of the Diocese. The names of candidates shall be listed in alphabetical order. Additional names of candidates nominated from the floor shall be written in on such ballots. In a Vote by Orders, separate ballots for the Clerical Order and for the Lay Order shall be provided.

RULE 8: CHALLENGE TO VOTERS

Challenge to the right to vote of any member of the Convention shall be made prior to the collection and tally of the ballots, or, if by voice vote, before such vote. The qualifications of the challenged voter shall be determined by voice vote by the Convention. If the challenge is overruled, the vote challenged shall be counted. If the challenge is sustained, the challenged member shall be debarred from voting. No challenge shall be allowed after collection and tally of the ballots is completed or after the result of a voice vote is declared.

RULE 9: METHOD OF VOTING

- (a) Except when a Vote by Orders is required by the Constitution and Canons, voting on all questions before the Convention shall be decided by voice vote unless any ten members of the Convention shall jointly require a vote by ballot.
- (b) In an election, whether by Vote by Orders or by ballot, if no election has resulted after the third ballot, the names of all persons receiving five percent or fewer votes (by the lay and clergy orders combined) on the third or subsequent ballots shall be withdrawn.
- (c) Except in a Vote by Orders, each member of the Convention shall have one vote.
- (d) In a Vote by Orders, the Presiding Officer shall appoint tellers. Each member of the Clerical Order shall have one vote and each Parish or Diocesan Church shall have one vote, under the unit rule, in the Lay Order. In elections in a Vote by Orders, balloting shall continue until there is a concurrence of the two Orders. In a Vote by Orders on motions resolutions or other business, if there be no concurrence between the Orders on the first ballot, such motion, resolution or other business is lost.

RULE 10: FINALITY OF VOTE ONCE TAKEN

The result of any vote on any motion, resolution or other business shall stand as the judgment of the Convention and shall not be reconsidered in the same session, unless a motion to reconsider is made and seconded by two members of the Convention, who voted with the majority in the vote by which the question was initially decided. A motion to reconsider is lost unless the Convention, by a two-thirds vote, shall decide to reconsider.

RULE 11: SPEECHES FROM THE FLOOR

No member of the Convention shall speak to a motion or resolution or other business before the Convention more than once except by leave of the Presiding Officer or by leave of the Convention. The Presiding Officer may impose time limits on all such speeches.

RULE 12: SUSPENSION OF RULES

No Rule of Order shall be suspended except by a ruling of the Chair with unanimous consent by voice vote or by the affirmative vote to suspend of two-thirds of the members of the Convention.

RULE 13: AMENDMENT TO RULES OF ORDER

Any motion or resolution to amend or rescind these Rules of Order shall be made and seconded in writing and filed with the Secretary. Such motion or resolution shall be considered and decided as "New Business" in the Order of Business of the Convention.

RULE 14: ROBERT'S RULES OF ORDER

Except as hereinbefore provided, the Convention shall be governed by the provisions of the current edition of Robert's Rules of Order.