

# THE CANONS OF THE DIOCESE OF WASHINGTON

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**TITLE I-- DEFINITIONS**

**CANON 1  
DEFINITIONS**

**SEC. 101. DEFINITIONS.**

(a) APPLICATION OF CONSTITUTIONAL DEFINITIONS.— The definitions in Article 1 of the Constitution of the Diocese of Washington apply to the Canons.

(b) DEFINITIONS.-- In these Canons:

(1) CANONS.— The term “Canons” means the Canons of the Diocese of Washington.

(2) CHANCELLOR.— The term “Chancellor” means the Chancellor of the Diocese appointed under Canon 12.

(3) CONSTITUTION.— The term “Constitution” means the Constitution of the Diocese of Washington.

(4) COUNCIL.— The term “Council” means the Diocesan Council.

(5) SECRETARY.— The term “Secretary”—

(A) means the Secretary of the Convention appointed under Article 9 of the Constitution; and

(B) includes any individual who is Acting Secretary of the Convention in accordance with the Canons.

(6) STATE.—The term “State” means each of the States of the United States and the District of Columbia.

(7) TREASURER.— The term “Treasurer” means the Treasurer of the Convention appointed under Canon 13.

## **TITLE II—ORGANIZATION OF THE CONVENTION**

### **CANON 2 CLERICAL PARTICIPANTS OF THE CONVENTION**

#### **SEC. 201. CLERICAL PARTICIPANTS OF THE CONVENTION.**

Clerical participants of the Convention include—

- (1) clerical members of the Convention under section 303 of the Constitution; and
- (2) any cleric who has seat and voice, but not vote, at a meeting of the Convention under section 202 of this canon.

#### **SEC. 202. CLERGY WITH SEAT AND VOICE, BUT NOT VOTE.**

A cleric shall have seat and voice, but not vote, at a meeting of the Convention, if—

- (1) that cleric—
  - (A) transferred to this Diocese by Letters Dimissory; and
  - (B) less than 60 days before the meeting of the Convention, had Letters Dimissory accepted by the Ecclesiastical Authority;
- (2) that cleric is—
  - (A) licensed by the Ecclesiastical Authority; and
  - (B) employed within the Diocese by a parish, separate congregation, organized mission, college chaplaincy, the Cathedral, or an Episcopal school; or
- (3) that cleric is—
  - (A) a member of the clergy of a church in full communion with this Church;
  - (B) licensed by the Ecclesiastical Authority; and
  - (C) with the approval of the Ecclesiastical Authority, employed within the Diocese by a parish, separate congregation, organized mission, college chaplaincy, the Cathedral, or an Episcopal school.

#### **SEC. 203. DETERMINATION AND CERTIFICATION OF CLERICAL PARTICIPANTS OF THE CONVENTION.**

(a) **IN GENERAL.**— The Bishop shall determine and certify to the Secretary each—

- (1) clerical member of the Convention; and
- (2) cleric who has seat and voice, but not vote at a meeting of the Convention.

(b) **PRESIDENT OF THE STANDING COMMITTEE.**-- The President of the Standing Committee shall make the certifications to the Secretary under subsection (a), if—

- (1) the office of Bishop is vacant; or

(2) the Bishop is disabled or absent.

(c) CONSULTATION WITH THE STANDING COMMITTEE.—

(1) BISHOP.—In determining the status of any cleric for purposes of this section, the Bishop may consult with the Standing Committee.

(2) PRESIDENT OF THE STANDING COMMITTEE.-- The President of the Standing Committee shall consult with the Standing Committee before making any certification under this section.

## **SEC. 204. CERTIFICATION CHALLENGES.**

(a) POSTING OF CERTIFICATIONS.— Before the opening of any meeting of the Convention, the Secretary shall post at the place of registration —

(1) the name of each clerical member of the Convention; and

(2) the name of each cleric who is entitled to seat and voice, but not vote, at a meeting of the Convention.

(b) CHALLENGES.-- When an announcement is made that a quorum is present and the Convention organized, any clerical member of the Convention or lay member of the Convention may challenge the certification of any cleric certified under section 203.

(c) DETERMINATIONS OF CHALLENGES.—

(1) IN GENERAL.—The President of the Convention shall make a determination of any challenge under subsection (b).

(2) FINALITY OF DETERMINATIONS.— Any determination under this subsection is final.

## **SEC. 205. SPECIAL MEETINGS.**

(a) CONTINUATION IN STATUS.—

(1) IN GENERAL.— A cleric shall be a clerical member of Convention or a cleric with seat and voice, but not vote, at any special meeting of the Convention, if that cleric—

(A) was certified with the applicable certification under section 203 for the annual meeting of the Convention preceding that special meeting; and

(B) in the case of—

(i) a clerical member of the Convention, continued in canonical residence in the Diocese during the period beginning on the date of that annual meeting through the date of that special meeting; and

(ii) a cleric who is entitled to seat and voice, but not vote, continued to meet the requirements of section 202 during the period beginning on the date of that annual meeting through the date of that special meeting.

(2) EXCEPTION.—Paragraph (1) does not apply to any cleric who is excluded from membership under section 303(b) of the Constitution.

(b) CLERGY CERTIFIED DURING INTERIM PERIOD.-- Nothing in subsection (a)(1) shall be construed as a limitation on any cleric to be a clerical member

of the Convention or a cleric who is entitled to seat and voice, but not vote, at any special meeting of the Convention, if that cleric—

(1) becomes certified with the applicable certification under section 203 during the period described under subsection (a)(1)(B); and

(2) in the case of—

(A) a clerical member of the Convention, continues in canonical residence in the Diocese during the period following the certification and preceding the special meeting; and

(B) a cleric who is entitled to seat and voice, but not vote, continues to meet the requirements of section 202 during the period following the certification and preceding the special meeting.

### **CANON 3 LAY PARTICIPANTS OF THE CONVENTION**

#### **SEC. 301. LAY PARTICIPANTS OF THE CONVENTION.**

Lay Participants of the Convention include—

(1) lay members of the Convention, consisting of—

(A) the lay members described under section 304(a)(1)(A),(B),(C), and (D) of the Constitution; and

(B) the additional lay delegates described under section 304(a)(1)(E) of the Constitution; and

(2) lay individuals who have seat and voice, but not vote, at any meeting of the Convention under section 305 of this canon.

#### **SEC 302. ADDITIONAL LAY DELEGATES OF THE CONVENTION.**

(a) **IN GENERAL.**— The additional lay delegates described under section 304(a)(1)(E) of the Constitution shall be appointed or elected as provided under this section.

(b) **CATHEDRAL.**—

(1) **APPOINTMENT.**-- The Bishop shall appoint 2 lay delegates of the Convention to represent the Cathedral.

(2) **ELECTION.**-- The Cathedral Chapter shall elect the 2 lay delegates of the Convention described under paragraph (1), if—

(A) the office of Bishop is vacant; or

(B) the Bishop is disabled or absent.

(c) **COLLEGE CHAPLAINCIES.**—

(1) **AUTHORIZATIONS.**-- The Diocesan Council may authorize the appointment of 1 lay delegate of the Convention for any college chaplaincy.

(2) **APPOINTMENTS.**-- The Bishop shall appoint 1 lay delegate of the Convention for each appointment authorized under paragraph (1).

(d) **PARISHES, SEPARATE CONGREGATIONS, AND ORGANIZED MISSIONS.**—

(1) **ADDITIONAL DELEGATES.**—

**(A) AVERAGE SUNDAY ATTENDANCE.—**

(i) **IN GENERAL.**—The Secretary shall determine average Sunday attendance under this subparagraph.

(ii) **DETERMINATIONS.**-- Not later than 30 days after the final date for receipt of the Parochial Reports, the Secretary shall average the Sunday attendance from the Parochial Reports of each parish, separate congregation and organized mission for the preceding 3 calendar year period.

(iii) **PAROCHIAL REPORT NOT FILED.**—For purposes of any determination under clause (i), if a parish, separate congregation, or organized mission has not filed a Parochial report for the preceding year, the Secretary shall count the Sunday attendance in that year as zero.

**(B) MEDIAN ATTENDANCE.**-- The Secretary shall—

(i) determine the median of all the averages under subparagraph (A); and

(ii) determine any additional lay delegates of the Convention for each parish, separate congregation, and organized mission under subparagraph (C).

**(C) ADDITIONAL DELEGATES.—**

(i) **NO ADDITIONAL DELEGATES.**-- If the average attendance of a parish, separate congregation, or organized mission is less than or equal to the median attendance, that parish, separate congregation, or organized mission may not have any additional lay delegate of the Convention.

(ii) **1 ADDITIONAL DELEGATE.**-- If the average attendance of a parish, separate congregation, or organized mission is more than the median attendance, but less than or equal to twice the median attendance, that parish, separate congregation, or organized mission shall have 1 additional lay delegate of the Convention.

(iii) **2 ADDITIONAL DELEGATES.**-- If the average attendance of a parish, separate congregation, or organized mission is more than twice the median attendance, but less than or equal to 3 times the median attendance, that parish, separate congregation, or organized mission shall have 2 additional lay delegates of the Convention.

(iv) **3 ADDITIONAL DELEGATES.**-- If the average attendance of a parish, separate congregation, or organized mission is more than 3 times the median attendance, but less than or equal to 4 times the median attendance, that parish, separate congregation, or organized mission shall have 3 additional lay delegates of the Convention.

(v) **4 ADDITIONAL DELEGATES.**-- If the average attendance of a parish, separate congregation, or organized mission is more than 4 times the median attendance, that

parish, separate congregation, or organized mission shall have 4 additional lay delegates of the Convention.

(2) LIMITATION.— A parish, separate congregation, or organized mission may not have more than 4 additional lay delegates of the Convention under this subsection.

### **SEC. 303. CERTIFICATIONS.**

(a) CERTIFYING AUTHORITY.— In this section, the term “certifying authority” means—

(1) in the case of a parish or separate congregation—

(A) the rector;

(B) a warden; or

(C) the secretary of the vestry;

(2) in the case of an organized mission—

(A) the vicar;

(B) the vice chair of the mission committee; or

(C) the secretary of the mission committee; and

(3) in the case of the Cathedral and college chaplaincies, the Bishop.

(b) CERTIFICATIONS.-- Not less than 30 days before the date of any meeting of the Convention, each certifying authority shall—

(1) certify to the Secretary each lay member of the Convention and alternate lay member of the Convention for the applicable parish, separate congregation, organized mission, Cathedral, or college chaplaincy;

(2) submit the name, address, and contact information of each lay member of the Convention and alternate lay member certified by that certifying authority; and

(3) specify the provision of the Constitution or Canons that authorizes the membership of each lay member of the Convention or alternate lay member of the Convention certified by that certifying authority.

(c) ORDER OF PREFERENCE.— A certifying authority may designate in certifications submitted under subsection (b) the order of preference for any alternate lay member to exercise seat, voice, and vote of any lay member of the Convention for the applicable parish, separate congregation, organized mission, Cathedral, or college chaplaincy.

(d) LATE SUBMISSIONS AND MODIFICATIONS.—

(1) IN GENERAL.— If the Secretary determines there is good cause, the Secretary may accept a certification or a modification to a certification submitted after the date required under subsection (b). The Secretary shall post at the place of registration any determination and acceptance under this paragraph.

(2) APPEAL.— Any lay member of the Convention or clerical member of the Convention may appeal any determination or acceptance of the Secretary under paragraph (1) to a vote of the Convention.

(e) ALTERNATE LAY MEMBERS.—

(1) IN GENERAL.—



(A) ABSENCE OF LAY MEMBER.-- If a lay member of the Convention is absent at any time during a meeting of the Convention, an alternate lay member of the Convention may exercise seat, voice, and vote in the place of the absent lay member.

(B) REGISTRATION.— Before an alternate lay member may exercise seat, voice, and vote under subparagraph (A), that lay member shall be properly registered as determined by the Secretary.

(2) ABSENT LAY MEMBER BECOMES PRESENT.— A lay member of the Convention may not exercise seat, voice, and vote at a meeting of the Convention if—

(A) that lay member is present at the meeting after an alternate lay member begins the exercise of seat, voice, and vote in the place of that lay member under paragraph (1); and

(B) the alternate lay member does not give consent to the lay member to exercise of seat, voice, and vote in the place of that alternate lay member.

#### **SEC. 304. CERTIFICATION CHALLENGES.**

(a) POSTING OF CERTIFICATIONS.— Before the opening of any meeting of the Convention, the Secretary shall post at the place of registration—

(1) the name of each lay member of the Convention; and

(2) the name of each lay individual who is entitled to seat and voice, but not vote, at a meeting of the Convention.

(b) CHALLENGES.-- When an announcement is made that a quorum is present and the Convention organized, any clerical member of the Convention or lay member of the Convention may challenge the certification of any lay member of the Convention or lay individual certified under section 305.

(c) DETERMINATIONS OF CHALLENGES.—

(1) IN GENERAL.— The President of the Convention shall make a determination of any challenge under subsection (b).

(2) FINALITY OF DETERMINATIONS.— Any determination under this subsection is final.

#### **SEC. 305. LAY INDIVIDUALS WITH SEAT AND VOICE, BUT NOT VOTE.**

Lay individuals who have seat and voice, but not vote at any meeting of the Convention shall include—

(1) any Assistant Secretary of the Convention, unless that Assistant Secretary is acting as the Secretary under section 1103;

(2) any Assistant Treasurer of the Convention;

(3) any Vice Chancellor;

(4) the Registrar;

(5) the Historiographer of the Diocese;

(6) any lay member of—

(A) the Standing Committee;

- (B) the Diocesan Council; or
- (C) the Committee on the Constitution and Canons;
- (7) any Lay Deputy to the General Convention;
- (8) no more than 1 youth representative from each region;
- (9) any lay member of a parish, separate congregation, organized mission, or the Cathedral within the Diocese who is also a member of the Executive Council of the General Convention; and
- (10) the chair of any committee, commission, or task force—
  - (A) established in the Canons; or
  - (B) established by—
    - (i) the Convention;
    - (ii) the Bishop;
    - (iii) the Diocesan Council; or
    - (iv) the Standing Committee.

#### **CANON 4**

#### **ELECTIONS AT MEETINGS OF THE CONVENTION**

##### **SEC. 401. DEFINITION.**

In this canon, the term “candidate” means an individual who is a candidate for—

- (1) the position of—
  - (A) a member of the Standing Committee; or
  - (B) a Deputy or Alternate Deputy to the General Convention; or
- (2) any other position that, by canon—
  - (A) is established;
  - (B) except as provided under subparagraph (C), requires an election by the Convention to fill; and
  - (C) may provide for the filling of a vacancy by appointment.

##### **SEC. 402. NOMINATIONS OF CANDIDATES.**

(a) NOTIFICATIONS TO PARTICIPANTS.— Not later than 30 days before any meeting of the Convention in which there is an election of a candidate, the Secretary shall transmit to all participants of the Convention—

- (1) the name of each candidate, including each candidate nominated by the Regional Assemblies; and
- (2) the position for which each candidate is nominated.

(b) CANDIDATES AT MEETINGS OF THE CONVENTION.— At any meeting of the Convention in which there is an election of a candidate, the Secretary shall place before the members of the Convention—

- (1) the name of each candidate, including each candidate nominated by the Regional Assemblies; and
- (2) the position for which each candidate is nominated.

(c) FLOOR NOMINATIONS.— Any participant of the Convention may make an additional nomination from the floor of any individual to a position for which that individual is qualified.

### SEC. 403. ELECTIONS.

#### (a) PREPARATION OF BALLOTS.—

(1) IN GENERAL.-- Immediately after all the nominations have been made, the Secretary shall have a ballot prepared for each election of each position.

(2) CONTENTS.-- The ballot shall include—

- (A) the title of the position;
- (B) the number of candidates to be elected to that position;
- (C) the names of the candidates; and
- (D) whether the voter is—
  - (i) a clerical member of the Convention; or
  - (ii) a lay member of the Convention.

#### (b) METHOD OF VOTING.—

(1) VERIFICATION OF RIGHT TO VOTE.-- The balloting clerk shall verify the right of each voter to cast a ballot.

(2) SECRET BALLOTS.-- Each election shall be conducted by secret ballot.

(3) CONTENTS.-- Each voter shall indicate on the ballot—

- (A) whether that voter is—
  - (i) a clerical member of the Convention; or
  - (ii) a lay member of the Convention; and
- (B) the selection of that voter of not more than the number of candidates to be elected to the applicable position.

#### (c) DEFECTIVE BALLOTS AND VOTES.—

(1) EXCESSIVE NUMBER OF VOTES.-- If a ballot contains votes for a greater number of candidates for a position than the number still to be elected, the ballot shall not be counted.

(2) MULTIPLE VOTES FOR THE SAME CANDIDATE.-- If a voter casts a vote for the same candidate more than once for any 1 position on any ballot, only the first vote shall be counted.

(3) VOTE FOR CANDIDATE NOT ON BALLOT.-- If a voter casts a vote for a candidate not on the ballot, that vote shall not be counted.

(4) SUBSTANTIAL COMPLIANCE.-- If the Head Teller determines that any vote is not in substantial compliance with instructions and procedures applicable to any ballot—

- (A) the Head Teller may invalidate the vote; and
- (B) the invalidated vote may not be counted.

#### (d) BALLOTS.—

(1) FIRST BALLOTS.— On the first ballot of any election, a candidate shall be elected if that candidate receives the required majority of votes for the applicable position.

## (2) SUBSEQUENT BALLOTS.--

## (A) IN GENERAL.—

(i) DIRECTION OF SUBSEQUENT BALLOTS.-- If the first ballot does not result in the election of a sufficient number of candidates, the President of the Convention shall direct that 1 or more subsequent ballots be prepared and cast until the election is completed.

(ii) CANDIDATES ON BALLOTS.—In any subsequent ballot—

(I) any candidate elected on the previous ballot shall be omitted;

(II) the number of candidates shall be reduced by removing the candidates who received the least total number of votes on the previous ballot, leaving no more than twice the number of candidates for each remaining position to be filled; and

(III) any candidate may withdraw the name of that candidate before the casting of the subsequent ballot.

(B) SECOND BALLOTS.— On the second ballot of any election, a candidate shall be elected if that candidate receives the required majority of votes.

## (C) THIRD BALLOTS.—

(i) PLURALITY ELECTIONS.-- Except as provided under subparagraph (D), in any third ballot—

(I) the requirement of election by a majority of those present and voting in each order shall be suspended; and

(II) the President of the Convention shall declare elected the candidate or candidates receiving the highest number of total votes of all those present and voting.

(ii) TIE ON SUBSEQUENT BALLOTS.— Except as provided under subparagraph (D), if the third ballot for any election results in a tie, a determination of the candidate elected to that position shall be made by lot as the President of the Convention may direct.

(D) CONTINUATION OF MAJORITY ELECTION.-- If at least 75 percent of all members of the Convention present and voting approve a motion to continue balloting for a position in accordance with paragraph (1), that balloting may continue as approved.

(3) ORDER OF ELECTION.-- In ranking the results of any ballot to determine the candidates who qualify to be included in a subsequent ballot, the votes of the clerical members of the Convention and the votes of the lay members of the Convention shall be totaled together.

(e) REPORT OF THE TELLERS.—

(1) REVIEW AND CERTIFICATION.-- Elections shall not be final until the report of the tellers is reviewed and certified by a member of the Committee on the Constitution and Canons.

(2) RECORDING OF REPORT.-- The report shall be recorded in the Journal of the Diocese.

#### **SEC. 404. COMMITTEE OF TELLERS.**

(a) APPOINTMENTS.-- Before each meeting of the Convention in which there is an election of a candidate, the Secretary shall appoint a Committee of Tellers, including a Head Teller.

(b) APPROVAL OF APPOINTMENTS.-- Each appointment under subsection (a) shall be subject to the approval of the Bishop.

(c) DUTIES.— At any meeting of the Convention in which there is an election of a candidate, the Committee of Tellers shall—

- (1) oversee the voting, including the counting of ballots; and
- (2) prepare a final written report of that election.

### **CANON 5 ELECTIONS OF BISHOPS**

#### **SEC. 501. DEFINITION.**

In this canon, the term “candidate” means an individual who is a candidate for the position of—

- (1) Bishop;
- (2) Bishop Coadjutor; or
- (3) Bishop Suffragan.

#### **SEC. 502. NOMINATIONS OF CANDIDATES.**

(a) TRANSMISSIONS FROM STANDING COMMITTEE.— Not later than 75 days before any meeting of the Convention in which there is an election of a candidate, the Standing Committee shall transmit to the Secretary—

- (1) the name of each candidate;
- (2) the position for which each candidate is nominated; and
- (3) information relating to the background and qualifications

of each candidate.

(b) NOTIFICATIONS TO PARTICIPANTS.— Not later than 5 days after the receipt of the transmission of the Standing Committee under subsection (a), the Secretary shall transmit to all participants of the Convention—

- (1) the name of each candidate;
- (2) the position for which each candidate is nominated; and
- (3) information relating to the background and qualifications of each

candidate.

(c) NOMINATIONS BY PETITION.—

(1) IN GENERAL.-- An individual may be nominated as a candidate by petition.

(2) FILING.—A petition may not be filed later than 60 days before any meeting of the Convention in which there is an election of a candidate.

(3) RULES.—The Standing Committee shall prescribe rules to carry out this subsection.

(d) LIMITATION ON NOMINATIONS.-- An individual may be a candidate, only if—

(1) the name of that individual is included in the transmission of the Standing Committee under subsection (a); or

(2) that individual is nominated by petition under subsection (c).

(e) CANDIDATES AT MEETINGS OF THE CONVENTION.— At any meeting of the Convention in which there is an election of a candidate, the Secretary shall place before the members of the Convention—

(1) the name of each candidate; and

(2) the position for which each candidate is nominated.

## **SEC. 503. ELECTIONS.**

(a) PREPARATION OF BALLOTS.—

(1) IN GENERAL.-- Immediately after all the nominations have been made, the Secretary shall have a ballot prepared for each election of each position.

(2) CONTENTS.-- The ballot shall include—

(A) the title of the position;

(B) the number of candidates to be elected to that position;

(C) the names of the candidates; and

(D) whether the voter is—

(i) a clerical member of the Convention; or

(ii) a lay member of the Convention.

(b) METHOD OF VOTING.—

(1) VERIFICATION OF RIGHT TO VOTE.-- The balloting clerk shall verify the right of each voter to cast a ballot.

(2) SECRET BALLOTS.-- Each election shall be conducted by secret ballot.

(3) CONTENTS.-- Each voter shall indicate on the ballot—

(A) whether that voter is—

(i) a clerical member of the Convention; or

(ii) a lay member of the Convention; and

(B) the selection of that voter of not more than the number of candidates to be elected to the applicable position.

(c) DEFECTIVE BALLOTS AND VOTES.—

(1) EXCESSIVE NUMBER OF VOTES.-- If a ballot contains votes for a greater number of candidates for a position than the number still to be elected, the ballot shall not be counted.

(2) MULTIPLE VOTES FOR THE SAME CANDIDATE.-- If a voter casts a vote for the same candidate more than once for any 1 position on any ballot, only the first vote shall be counted.

(3) VOTE FOR CANDIDATE NOT ON BALLOT.-- If a voter casts a vote for a candidate not on the ballot, that vote shall not be counted.

(4) SUBSTANTIAL COMPLIANCE.—If a Head Teller determines that any vote is not in substantial compliance with instructions and procedures applicable to any ballot—

(A) the Head Teller may invalidate the vote; and

(B) the invalidated vote may not be counted.

(d) BALLOTS.—

(1) FIRST BALLOTS.— On the first ballot of any election, a candidate shall be elected if that candidate receives the required majority or supermajority of votes for election to the applicable position.

(2) SUBSEQUENT BALLOTS.--

(A) DIRECTION OF SUBSEQUENT BALLOTS.-- If the first ballot does not result in the election of a sufficient number of candidates, the President of the Convention shall direct that 1 or more subsequent ballots be prepared and cast until the election is completed.

(B) CANDIDATES ON BALLOTS.—In any subsequent ballot—

(i) any candidate elected on the previous ballot shall be omitted;

(ii) any candidate may withdraw the name of that candidate before the casting of the subsequent ballot; and

(iii) except for a candidate described under clause (i) or (ii), all candidates shall remain on the ballot.

(e) REPORT OF THE TELLERS.—

(1) REVIEW AND CERTIFICATION.—The report of the tellers for any election shall not be final until the report is reviewed and certified by a member of the Committee on the Constitution and Canons.

(2) RECORDING OF REPORT.-- The report shall be recorded in the Journal of the Diocese.

#### **SEC. 504. COMMITTEE OF TELLERS.**

(a) APPOINTMENTS.-- Before each meeting of the Convention in which there is an election of a candidate, the President of the Convention shall appoint—

(1) a Committee of Clerical Tellers, including a Head Clerical Teller;

and

(2) a Committee of Lay Tellers, including a Head Lay Teller.

(b) QUALIFICATIONS.—

(1) COMMITTEE OF CLERICAL TELLERS.— An individual is qualified to be a teller on the Committee of Clerical Tellers, if that individual—

(A) is a member of the clergy; and

(B) is not a clerical member of the Convention.

(2) COMMITTEE OF LAY TELLERS.— An individual shall be qualified to be a teller on the Committee of Lay Tellers, if that individual—

(A) is a member of the laity; and

(B) is not a lay member of the Convention.

(c) DUTIES.—

(1) COMMITTEE OF CLERICAL TELLERS.-- The Committee of Clerical Tellers shall—

(A) oversee the voting of the clerical members of the Convention, including the counting of ballots of the clerical members of the Convention; and

(B) prepare a final written report of that election.

(2) COMMITTEE OF LAY TELLERS.-- The Committee of Lay Tellers shall—

(A) oversee the voting of the lay members of the Convention, including the counting of ballots of the lay members of the Convention; and

(B) prepare a final written report of that election.

## **CANON 6 ABSENCES OF BISHOPS**

### **SEC. 601. ABSENCES OF BISHOPS.**

For purposes of any provision of the Canons relating to the absence of the Bishop, the Bishop shall—

(1) determine any period in which the Bishop is absent; and

(2) provide written notice of that determination to the Standing Committee.

## **CANON 7 STANDING COMMITTEE**

### **SEC. 701. REPORTS AND RECORDS.**

(a) REPORT.-- The Standing Committee shall make an annual report to the Convention of the official acts of the Standing Committee.

(b) EXAMINATION OF RECORDS.-- The Bishop may examine any record of the Standing Committee, including any record of the proceedings of the Standing Committee.

## **CANON 8 [RESERVED]**

## **CANON 9 [RESERVED]**



**CANON 10  
[RESERVED]**

**TITLE III—OFFICERS OF THE CONVENTION AND  
DIOCESE**

**CANON 11  
SECRETARY OF THE CONVENTION**

**SEC. 1101. JOURNAL OF THE CONVENTION.**

(a) **IN GENERAL.**—Each year the Secretary shall prepare, edit, and publish the Journal of the Convention which shall include—

- (1) the proceedings of each annual or special meeting of the Convention;
- (2) the address of the President of the Convention;
- (3) a summary of the official acts of the Bishop, and any Bishop Coadjutor or Bishop Suffragan; and
- (4) any other reports, addresses, and documents that have been received by the Convention.

(b) **TRANSMISSION OF THE JOURNAL.**-- The Secretary shall transmit—

- (1) a copy of each Journal of the Convention to—
  - (A) the Presiding Bishop of the Episcopal Church;
  - (B) each clerical participant of the Convention;
  - (C) each lay participant of the Convention;
  - (D) each vestry of each parish of the Diocese; and
  - (E) the committee of each organized mission of the Diocese;

and

(2) each Journal of the Convention as required by the canons of this Church.

(c) **PRIORITY AND ASSISTANCE.**—

(1) **COMPLETION DATE.**— Not later than 180 days after the date of the last day of the annual meeting of the Convention, the Secretary shall complete the preparation, editing, publication, and transmission of the Journal of the Convention.

(2) **STAFF ASSISTANCE.**-- The preparation, editing, publication, and transmission of the Journal of the Convention under paragraph (1) shall be—

- (A) a priority of the Secretary; and
- (B) carried out with the assistance of the Diocesan staff.

(3) **OTHER ASSISTANCE.**— Any entity or individual with responsibility for any materials required to be included in the Journal of the Convention shall promptly submit the materials to the Secretary to assist the Secretary to meet the requirements of this section.

**SEC. 1102. CERTIFICATES OF ELECTION.**

The Secretary shall transmit a certificate of the election of clerical and lay Deputies to each General Convention.

**SEC. 1103. ASSISTANT SECRETARIES.**

(a) **FIRST ASSISTANT SECRETARY.—**

(1) **IN GENERAL.--** The President of the Convention, with the consent of the Convention, shall appoint a First Assistant Secretary at each annual meeting of the Convention, who shall assist the Secretary—

- (A) during any meeting of the Convention;
- (B) in the preparation of the Journal of the Convention; and
- (C) in any other duties that the Secretary determines necessary.

(2) **ACTING SECRETARY.—** The First Assistant Secretary may act as the Secretary, if—

- (A) the office of Secretary is vacant; or
- (B) the Secretary is disabled or absent.

(3) **ABSENCE.—** For purposes of this section, the President of the Convention shall—

- (A) determine any period in which the Secretary is absent; and
- (B) provide written notice of that determination to the First

Assistant Secretary.

(b) **SECOND ASSISTANT SECRETARY.—**

(1) **IN GENERAL.--** The President of the Convention, with the consent of the Convention, may appoint a Second Assistant Secretary at each annual meeting of the Convention, who shall assist the Secretary in accordance with subsection (a)(1)(A),(B), and (C).

(2) **ACTING SECRETARY.—** The Second Assistant Secretary may act as the Secretary, if—

- (A) the office of Secretary and the office of First Assistant Secretary are vacant; or
- (B) the Secretary and the First Assistant Secretary are disabled or absent.

(3) **ABSENCE.—** For purposes of this section, the President of the Convention shall—

- (A) determine any period in which the Secretary and the First Assistant Secretary are absent; and
- (B) provide written notice of that determination to the Second Assistant Secretary.

(c) **QUALIFICATIONS.—** An individual is qualified to be a First Assistant Secretary or a Second Assistant Secretary, if that individual is qualified to be Secretary.

(d) **ACTING SECRETARY ENTITLED TO VOTE.--** Any First Assistant Secretary or Second Assistant Secretary who is acting as the Secretary under this section shall be entitled to vote at any meeting of the Convention.

**SEC. 1201. APPOINTMENT AND TERM.**

(a) APPOINTMENT.-- The President of the Convention, with the consent of the Convention, shall appoint a Chancellor at each annual meeting of the Convention.

(b) TERM.-- The Chancellor shall hold office until a successor is appointed.

**SEC 1202. QUALIFICATIONS.**

An individual is qualified to be Chancellor, if that individual is a licensed member of the Bar of a jurisdiction in the United States.

**SEC. 1203. REMOVAL AND VACANCY.**

(a) REMOVAL.-- The Chancellor may be removed from office by—

(1)(A) the written determination of the Bishop; and

(B) a vote of at least two-thirds of the Standing Committee; or

(2) a vote of at least two-thirds of the Standing Committee, if—

(A) the office of Bishop is vacant; or

(B) the Bishop is disabled or absent.

(b) VACANCY.-- If there is a vacancy in the office of Chancellor at any time that the Convention is not meeting—

(1) the Bishop shall appoint a Chancellor with the consent of the Standing Committee; or

(2) a majority of the Standing Committee shall appoint a Chancellor, if—

(A) the office of Bishop is vacant; or

(B) the Bishop is disabled or absent.

**SEC. 1204. DUTIES.**

The Chancellor shall—

(1) be the legal counsel on any matter affecting the interest of the Church to—

(A) the Bishop acting as—

(i) the Ecclesiastical Authority; or

(ii) the President of the Convention;

(B) the Standing Committee;

(C) the Convention; and

(D) the Diocesan Council; and

(2) perform any other duty as may be provided by canon or resolution of the Convention consistent with paragraph (1).

**SEC. 1205. VICE CHANCELLORS.**

(a) NUMBER OF VICE CHANCELLORS.— There may be more than 1 Vice Chancellor at any 1 time. Each Vice Chancellor shall be subject to this section.

## (b) APPOINTMENT.—

(1) IN GENERAL.-- The Bishop may appoint a Vice Chancellor with the consent of the Standing Committee.

(2) STANDING COMMITTEE APPOINTMENT.-- A majority of the Standing Committee may appoint a Vice Chancellor, if—

(A) the office of Bishop is vacant; or

(B) the Bishop is disabled or absent.

(c) QUALIFICATIONS.— An individual is qualified to be Vice Chancellor, if that individual is qualified to be Chancellor.

(d) REMOVAL.— A Vice Chancellor may be removed from office by—

(1)(A) the written determination of the Bishop; and

(B) a majority vote of the Standing Committee; or

(2) a majority vote of the Standing Committee, if—

(A) the office of Bishop is vacant; or

(B) the Bishop is disabled or absent.

## (e) DUTIES.—

(1) IN GENERAL.—The Chancellor shall determine the duties of a Vice Chancellor.

(2) MEETINGS.—

(A) ATTENDANCE AND VOTING.-- The Chancellor may direct a Vice Chancellor to—

(i) attend any meeting instead of the Chancellor of any body that the Chancellor is a member by virtue of the office of Chancellor; and

(ii) vote at that meeting, if the Chancellor is entitled to vote.

(B) EXCEPTION TO VOTING.— Subparagraph (A)(ii) does not apply to any meeting of the Convention.

### CANON 13 TREASURER OF THE CONVENTION

#### SEC. 1301. APPOINTMENT AND TERM.

(a) APPOINTMENT.-- The President of the Convention, with the consent of the Convention, shall appoint a Treasurer at each annual meeting of the Convention.

(b) TERM.-- The Treasurer shall hold office until a successor is appointed.

#### SEC. 1302. REMOVAL AND VACANCY.

(a) REMOVAL.-- The Treasurer may be removed from office by—

(1)(A) the written determination of the Bishop; and

(B) a vote of at least two-thirds of the Standing Committee; or

(2) a vote of at least two-thirds of the Standing Committee, if—

(A) the office of Bishop is vacant; or

(B) the Bishop is disabled or absent.

(b) VACANCY.-- If there is a vacancy in the office of Treasurer at any time that the Convention is not meeting—

(1) the Bishop shall appoint a Treasurer with the consent of the Standing Committee; or

(2) a majority of the Standing Committee shall appoint a Treasurer, if—

(A) the office of Bishop is vacant; or

(B) the Bishop is disabled or absent.

### **SEC. 1303. DUTIES.**

(a) DIRECTION OF TREASURER.—

(1) CONVENTION.-- The Treasurer shall act at the direction of the Convention.

(2) DIOCESAN COUNCIL.— Subject to paragraph (1), the Treasurer shall act at the direction of the Diocesan Council.

(b) DIOCESAN FUNDS.—

(1) CUSTODY AND DEPOSIT.-- The Treasurer shall have custody of, and be responsible for, the funds of the Diocese. The funds of the Diocese shall be deposited in accounts in the name of the Diocese at banks or other financial institutions.

(2) RECEIPT AND ADMINISTRATION.-- The Treasurer shall receive and administer all funds, contributions, donations, bequests, or devises of money, securities, or other property of the Convention for each respective purpose and subject to any applicable limitations.

(3) COLLECTIONS AND DISBURSEMENTS.-- The Treasurer shall make collections and disbursements in accordance with the annual budget adopted by the Convention.

(c) ACCEPTANCE AND ADMINISTRATION OF GIFTS.—

(1) DEFINITION.— In this subsection, the term “contribution” includes any donation, bequest, or devise.

(2) CONTRIBUTION AND RECEIPT.— Any contribution accepted, or receipt of contribution given, by the Treasurer under this subsection shall be in the name of the Convention of the Protestant Episcopal Church of the Diocese of Washington.

(3) ACCEPTANCE OR REJECTION BY TREASURER.-- Subject to Convention action under paragraph (4), the Treasurer may—

(A) accept, give receipt, and administer any contribution, during the period beginning on the date of that acceptance through the date of the next annual meeting of the Convention, if the Treasurer determines the purposes and conditions of that contribution are proper; or

(B) reject any contribution.

(4) CONVENTION ACTION.—

(A) IN GENERAL.-- At the annual meeting of the Convention following the acceptance or rejection of any contribution described under paragraph (3)(A) or (B), the Convention shall take action to direct the Treasurer to make final acceptance or rejection of the contribution.

(B) FINAL ACTION.-- The Treasurer shall carry out the direction made by the Convention under subparagraph (A).

(d) OTHER DUTIES.— The Treasurer shall perform any other duty as may be provided by canon or resolution of the Convention.

#### **SEC. 1304. ASSISTANT TREASURERS.**

(a) NUMBER OF ASSISTANT TREASURERS.— There may be more than 1 Assistant Treasurer at any 1 time. Each Assistant Treasurer shall be subject to this section.

(b) APPOINTMENT.—

(1) IN GENERAL.-- The Bishop may appoint an Assistant Treasurer with the consent of the Standing Committee.

(2) STANDING COMMITTEE APPOINTMENT.-- A majority of the Standing Committee may appoint an Assistant Treasurer, if—

(A) the office of Bishop is vacant; or

(B) the Bishop is disabled or absent.

(c) QUALIFICATIONS.— An individual is qualified to be an Assistant Treasurer, if that individual is qualified to be Treasurer.

(d) REMOVAL.—An Assistant Treasurer may be removed from office by—

(1)(A) the written determination of the Bishop; and

(B) a majority vote of the Standing Committee; or

(2) a majority vote of the Standing Committee, if—

(A) the office of Bishop is vacant; or

(B) the Bishop is disabled or absent.

(e) DUTIES.—

(1) IN GENERAL.—The Treasurer shall determine the duties of an Assistant Treasurer.

#### **SEC. 1305. SURETY BONDS.**

(a) IN GENERAL.-- The Treasurer or any Assistant Treasurer shall furnish surety bonds in such amounts as may be approved by the Diocesan Council.

(b) PAYMENT OF COSTS.-- The Convention shall pay for the cost of any surety bond furnished by the Treasurer or any Assistant Treasurer in accordance with this canon.

### **CANON 14 THE HISTORIOGRAPHER OF THE DIOCESE**

#### **SEC. 1401. APPOINTMENT.**

The President of the Convention shall appoint a Historiographer of the Diocese at each annual meeting of the Convention.

#### **SEC. 1402 QUALIFICATIONS.**

An individual is qualified to be the Historiographer, if that individual is a communicant of this Diocese in good standing.

**SEC. 1403. DUTIES.**

The Historiographer shall—

- (1) be responsible for the preservation of the archives of the Diocese;
- and
- (2) collect, prepare, arrange and edit historical and biographical materials relating to the Diocese, including the parishes, separate congregations, missions, institutions, and activities of the Diocese.

**SEC. 1404. ASSISTANT HISTORIOGRAPHER.**

(a) APPOINTMENT.-- The Bishop may appoint an Assistant Historiographer of the Diocese.

(b) QUALIFICATIONS.— An individual is qualified to be Assistant Historiographer, if that individual is qualified to be Historiographer.

(c) DUTIES.-- The Historiographer shall determine the duties of the Assistant Historiographer.

**CANON 15  
[RESERVED]**

**CANON 16  
[RESERVED]**

**CANON 17  
[RESERVED]**

**TITLE IV— DEPUTIES OF THE DIOCESE**

**CANON 18  
DEPUTIES TO THE GENERAL CONVENTION**

**SEC. 1801. ELECTIONS OF DEPUTIES TO THE GENERAL CONVENTION.**

(a) REPRESENTATION.— At each meeting of the General Convention, the Diocese shall be represented by—

- (1) 4 clerical Deputies to the General Convention;
- (2) 4 lay Deputies to the General Convention; and
- (3) any Alternate Deputy to the General Convention who is filling a vacancy or opening in accordance with section 1803 or 1804.

(b) QUALIFICATIONS.-- An individual is qualified to be a Deputy to the General Convention or an Alternate Deputy to the General Convention, if that individual is—

- (1) a clerical member of the Convention; or
  - (2) a communicant of this Diocese in good standing.
- (c) ELECTIONS OF DEPUTIES AND ALTERNATE DEPUTIES.—
- (1) DEFINITION.-- In this subsection, the term “regular meeting of the General Convention” means any meeting of the General Convention that is held every 3 years, including meetings occurring before, during, or after calendar year 2018.
  - (2) ELECTIONS.-- At the annual meeting of the Convention in the calendar year before the calendar year of a regular meeting of the General Convention, the Convention shall elect--
    - (A) 4 clerical Deputies to the General Convention;
    - (B) 4 lay Deputies to the General Convention;
    - (C) 4 clerical Alternate Deputies to the General Convention; and
    - (D) 4 lay Alternate Deputies to the General Convention.

### **SEC. 1802. CERTIFICATIONS.**

The Secretary shall certify to the Office of the General Convention the individuals elected as Deputies and Alternate Deputies for each meeting of the General Convention.

### **SEC. 1803. VACANCIES OR OPENINGS.**

- (a) ALTERNATE DEPUTIES.—
- (1) IN GENERAL.-- If there is a vacancy in the office of a Deputy to the General Convention or there is an opening because a Deputy is unable to attend the meeting of the General Convention, that vacancy or opening shall be filled by the individual who is—
    - (A) first in order of election described under paragraph (2);
    - (B) an Alternate Deputy of the applicable clerical or lay order;
 and
    - (C) available to serve.
  - (2) ORDER OF ELECTION.-- The order of election for all individuals elected to the office of Alternate Deputy to the General Convention is ordered on the basis of the individual receiving the highest number of votes to the individual receiving the lowest number of votes on the first ballot of the election, and elected on that ballot, and in the case of an election that includes multiple ballots followed by the individual receiving the highest number of votes to the individual receiving the lowest number of votes, and elected on that ballot, in each of the succeeding ballots.
- (b) VACANCIES WITHOUT ALTERNATE DEPUTIES.—
- (1) IN GENERAL.-- If there is a vacancy in the office of a Deputy to the General Convention and there is no Alternate Deputy to serve as Deputy, the Ecclesiastical Authority shall designate, and the Secretary shall certify, an individual of the applicable clerical or lay order to serve as Deputy.
  - (2) QUALIFICATIONS.-- An individual is qualified to be designated as a Deputy under paragraph (1) if that individual is—



- (A) a clerical member of the Convention; or
- (B) a communicant of this Diocese in good standing.

**SEC. 1804. ABSENCE OF DEPUTY AT A MEETING OF THE GENERAL CONVENTION.**

(a) CHAIR OF THE DEPUTATION.— The Deputies to the General Convention shall select the Chair of the Deputation from among the Deputies.

(b) DESIGNATION.-- If a Deputy to the General Convention is absent at any session of a meeting of the General Convention the Chair of the Deputation may designate any Alternate Deputy to be a Deputy during that absence.

**CANON 19  
DEPUTIES TO THE PROVINCIAL SYNOD**

**SEC. 1901. ELECTIONS OF DEPUTIES TO THE PROVINCIAL SYNOD.**

(a) REPRESENTATION.— At each Provincial Synod of which the Diocese is a part, the Diocese shall be represented by—

- (1) 1 clerical Deputy to the Provincial Synod; and
- (2) 2 lay Deputies to the Provincial Synod.

(b) QUALIFICATIONS.-- An individual is qualified to be a Deputy to the Provincial Synod, if that individual is—

- (1) a clerical member of the Convention; or
- (2) a communicant of this Diocese in good standing.

(c) ELECTIONS.—

(1) MEETINGS.-- Not later than 30 days after the election of Deputies to the General Convention under section 1801(c), the Secretary shall call a meeting of the clerical and lay Deputies to the General Convention.

(2) DEPUTIES AND ALTERNATES.-- At the meeting under paragraph (1)—

- (A) the clerical Deputies shall—
  - (i) elect from among themselves—
    - (I) 1 clerical Deputy to the Provincial Synod; and
    - (II) 3 clerical Alternate Deputies to the Provincial Synod; and
  - (ii) determine the order in which the clerical Alternate Deputies to the Provincial Synod serve as the clerical Deputy to the Provincial Synod; and
- (B) the lay Deputies shall—
  - (i) elect from among themselves—
    - (I) 2 lay Deputies to the Provincial Synod; and
    - (II) 2 lay Alternate Deputies to the Provincial Synod; and

(ii) determine the order in which the lay Alternate Deputies to the Provincial Synod serve as the lay Deputy to the Provincial Synod.

(3) TIE-VOTES.-- If the third ballot for any election for a position under paragraph (2) results in a tie, a determination of the Deputy elected to that position shall be made by lot as the Secretary may direct.

#### **SEC. 1902. CERTIFICATIONS.**

The Secretary shall certify to the President of the Province the individuals elected as Deputies and Alternate Deputies for each meeting of the Provincial Synod.

#### **SEC. 1903. VACANCIES OR OPENINGS.**

(a) ALTERNATE DEPUTIES.— If there is a vacancy in the office of a Deputy to the Provincial Synod or there is an opening because a Deputy is unable to attend the meeting of the Provincial Synod, that vacancy or opening shall be filled by the individual who is—

- (1) first in the order determined under section 1901(c)(2)(A)(ii) or (B)(ii);
- (2) an Alternate Deputy of the applicable clerical or lay order; and
- (3) available to serve.

(b) VACANCIES WITHOUT ALTERNATE DEPUTIES.—

(1) IN GENERAL.-- If there is a vacancy in the office of a Deputy to the Provincial Synod and there is no Alternate Deputy to serve as Deputy, the Ecclesiastical Authority shall designate, and the Secretary shall certify, an individual of the applicable clerical or lay order to serve as Deputy.

(2) QUALIFICATIONS.-- An individual is qualified to be designated as a Deputy under paragraph (1) if that individual is—

- (A) a clerical member of the Convention; or
- (B) a communicant of this Diocese in good standing.

#### **SEC. 1904. ABSENCE OF DEPUTY AT A MEETING OF THE PROVINCIAL SYNOD.**

(a) CHAIR OF THE DEPUTATION.— The Deputies to the Provincial Synod shall select the Chair of the Deputation from among the Deputies.

(b) DESIGNATION.-- If a Deputy to the Provincial Synod is absent at any session of a meeting of the Provincial Synod the Chair of the Deputation may designate any Alternate Deputy to be a Deputy during that absence.

**CANON 20**  
**[RESERVED]**

**CANON 21**  
**[RESERVED]**

**CANON 22  
[RESERVED]**

**TITLE V— REGIONAL ASSEMBLIES**

**CANON 23  
REGIONAL ASSEMBLIES**

**SEC. 2301. COMPOSITION OF REGIONS.**

(a) COMPOSITION.-- The parishes, separate congregations, organized missions, cathedral and college chaplaincies of the Diocese of Washington are organized in regions as described under subsection (b).

(b) REGIONS.—

(1) DISTRICT OF COLUMBIA CENTRAL REGION.— The District of Columbia Central Region consists of Ascension and St. Agnes Parish, Brookland Parish, Christ Church Parish, Epiphany Parish, Georgetown Parish, Grace Parish, Howard University Chaplaincy, St. George's Parish, St. John's Parish, St. Luke's Parish, St. Margaret's Parish, St. Mary's Parish, St. Paul's Parish, St. Stephen and the Incarnation Parish, and St. Thomas' Parish, all in the District of Columbia.

(2) DISTRICT OF COLUMBIA NORTH REGION.—The District of Columbia North Region consists of All Souls' Parish, Cathedral Church of St. Peter and St. Paul, Rock Creek Parish, St. Alban's Parish, St. Andrew's Parish, St. Columba's Parish, St. David's Parish, St. Patrick's Parish, and Trinity Parish, all in the District of Columbia.

(3) DISTRICT OF COLUMBIA SOUTH REGION.— The District of Columbia South Region consists of Calvary Church, Congress Heights Parish, Parish of St. Monica and St. James, Parish of the Atonement, St Augustine's Parish, St. Mark's Parish, St. Philip the Evangelist Parish, St. Timothy's Parish, and Washington Parish, all in the District of Columbia.

(4) MONTGOMERY COUNTY CENTRAL REGION.— The Montgomery County Central Region consists of Christ Church Parish, Church of Our Saviour, Good Shepherd Parish, Potomac Parish, St. James' Parish, St. Mark's Parish, Transfiguration Parish, Trinity Parish, and Wheaton Parish, all in Montgomery County, Maryland.

(5) MONTGOMERY COUNTY NORTH REGION.— The Montgomery County North Region consists of Ascension Parish, Prince George's Parish, St. Anne's Parish, St. Barnabas' Church of the Deaf, St. Bartholomew's Parish, St. John's Church, St. Luke's Church, St. Nicholas' Parish, and St. Peter's Parish, all in Montgomery County, Maryland.

(6) MONTGOMERY COUNTY SOUTH REGION.— The Montgomery County South Region consists of Chevy Chase Parish, Norwood Parish, Redeemer Parish, Silver Spring Parish, Sligo Parish, and St. Dunstan's Parish, all in Montgomery County.

(7) PRINCE GEORGE'S COUNTY NORTH REGION.— The Prince Georges County North Region consists of Adelphi Parish, Epiphany Parish, Glenn

Dale Parish, Holy Trinity Parish, St. Andrew's Parish, St. Barnabas' Parish, St. Christopher's Parish, St. John's Parish, St. Matthew's Parish, St. Philip's Parish, University of Maryland Chaplaincy and Zion Parish, all in Prince George's County.

(8) SOUTHERN MARYLAND REGION.— The Southern Maryland Region consists of Durham Parish, Piney Parish, Port Tobacco Parish, St. James' Parish, Trinity Parish, and William and Mary Parish, all in Charles County; All Faith Parish, All Saints' Parish, King and Queen Parish, Resurrection Parish, St. Andrew's Parish, and St. Mary's Parish, all in St. Mary's County; and Baden Parish, Clinton Parish, King George's Parish, Queen Anne Parish, St. Paul's Parish, St. Thomas' Parish and Trinity Church, all in Prince George's County.

(c) ASSIGNMENTS.—

(1) INTERIM ASSIGNMENTS.—

(A) IN GENERAL.— On the date that a parish, separate congregation, organized mission or college chaplaincy is established in the Diocese, the Diocesan Council shall assign that parish, separate congregation, organized mission or college chaplaincy to a Region.

(B) EFFECTIVE DATE.— Any assignment under subparagraph (A) shall take effect on the date of the assignment.

(2) ASSIGNMENTS.— At the annual meeting of the Convention following an assignment under paragraph (1), the Convention shall amend subsection (b) to provide for an assignment of that parish, separate congregation, organized mission or college chaplaincy to a region. An assignment by amendment under this paragraph may be different from the interim assignment made under paragraph (1).

(d) ASSIGNMENT CHANGES.—

(1) IN GENERAL.-- A parish, separate congregation, organized mission or college chaplaincy may obtain a change in the assignment of that parish, separate congregation, organized mission or college chaplaincy to a region by obtaining--

(A) the approval of the Regional Assembly of the region to which that parish, separate congregation, organized mission or college chaplaincy is assigned;

(B) the approval of the Regional Assembly of the region to which that parish, separate congregation, organized mission or college chaplaincy will be reassigned;

(C) after the approvals under subparagraphs (A) and (B), approval of the Diocesan Council; and

(D) at the annual meeting of the Convention following the approval under subparagraph (C), an amendment to subsection (b) by the Convention to implement the change.

(2) EFFECTIVE DATE.—A change in assignment under this subsection shall take effect on the date of adoption of an amendment described under paragraph (1)(D).

## **SEC. 2302. DELEGATES TO REGIONAL ASSEMBLIES.**

(a) ESTABLISHMENT.—There is established a Regional Assembly for each region.

(b) CLERICAL DELEGATES.—

(1) CLERICAL DELEGATES ENTITLED TO VOTE.— Any cleric shall be a clerical delegate to the applicable Regional Assembly and entitled to vote at that Regional Assembly, if that cleric would be a clerical member of the Convention if a meeting of the Convention were held on the date of the meeting of the Regional Assembly.

(2) DETERMINATION OF REGION.—

(A) IN GENERAL.—The determination of the region applicable to any cleric shall be based on whether that cleric--

(i) is on the clerical staff (full-time or part-time, paid or non-stipendiary) of a parish, separate congregation, organized mission, cathedral or college chaplaincy within the region;

(ii) is employed by a parish-related or independent Episcopal school within the region;

(iii) is a member of a parish, separate congregation, organized mission, cathedral or college chaplaincy within the region;

(iv) resides within the boundaries of a parish within the region; or

(v) has a principal place of employment within the boundaries of a region.

(B) APPLICABLE REGION.— In determining the applicable region for any cleric—

(i) only 1 region shall be applicable; and

(ii) the first clause under subparagraph (A) for which that cleric qualifies (taken in order of clause (i) through clause (v)) shall apply.

(c) LAY DELEGATES.—

(1) IN GENERAL.— The lay delegates to each Regional Assembly entitled to vote shall be--

(A) any lay member of the Convention (or the alternate for that lay member of the Convention) from each parish, separate congregation, organized mission, cathedral, or college chaplaincy within the region;

(B) for each parish or separate congregation within a Region, the Senior Warden and the Junior Warden;

(C) for each organized mission within a Region, the vice chair of the mission or chapel committee; and

(D) for each college chaplaincy within the Region a member of the advisory committee of each college chaplaincy selected by that advisory committee.

(2) LAY REPRESENTATIVES.— An individual who is not a lay delegate to a Regional Assembly described under paragraph (1), shall be a lay

delegate to a Regional Assembly entitled to vote, if that individual is the lay representative to the Diocesan Council elected by that region.

**SEC. 2303. PRESIDENT OF THE REGIONAL ASSEMBLIES.**

(a) BISHOP.— The Bishop shall be the President of each Regional Assembly.

(b) BISHOP COADJUTOR.— The Bishop Coadjutor shall be the President of a Regional Assembly, if—

- (1) the office of Bishop is vacant; or
- (2) the Bishop is absent or unable to perform the duties of the office.

(c) BISHOP SUFFRAGAN.—

(1) IN GENERAL.— The Bishop Suffragan shall be the President of a Regional Assembly, if—

- (A)(i) the office of Bishop is vacant; or
- (ii) the Bishop is absent or unable to perform the duties of the office; and
- (B)(i) the office of Bishop Coadjutor is vacant; or
- (ii) the Bishop Coadjutor is absent or unable to perform the duties of the office.

(2) MULTIPLE BISHOPS SUFFRAGAN.—If there is more than 1 Bishop Suffragan, paragraph (1) shall apply to—

- (A) the Bishop Suffragan with the most seniority based on the date of consecration to the episcopate; or
- (B) if the Bishop Suffragan with the most seniority is absent or unable to perform the duties of the office, the Bishop Suffragan with the next most seniority.

(d) ABSENCE.— For purposes of this section, the Bishop, Bishop Coadjutor, or Bishop Suffragan shall—

- (1) determine any period in which that Bishop, Bishop Coadjutor, or Bishop Suffragan (respectively) is absent; and
- (2) provide written notice of that determination to the appropriate Bishop Coadjutor or Bishop Suffragan who shall be the President of the Regional Assembly in accordance with this section during that period.

(e) APPOINTMENT OF THE REGIONAL ASSEMBLY PRESIDENT.-- If no Bishop, Bishop Coadjutor, or Bishop Suffragan is the President of a Regional Assembly, the Ecclesiastical Authority shall appoint the President of the Regional Assembly.

**SEC. 2304. REGIONAL ASSEMBLY ANNUAL BUSINESS.**

(a) CONDUCT AND COMPLETION OF BUSINESS.— In each calendar year each Regional Assembly shall conduct and complete the annual business of that Regional Assembly no later than 60 days before the next annual meeting of the Convention.

(b) ANNUAL BUSINESS OF A REGIONAL ASSEMBLY.— The annual business of each Regional Assembly—

- (1) shall include—
  - (A) a report by the President of the Regional Assembly;

(B) a review and recommendations respecting the proposed Diocesan operating budget to be adopted by the Council;

(C) adoption of resolutions; and

(D) any other matter determined by the President; and

(2) may include—

(A) an election of representatives to the Council;

(B) nomination of an individual for election as a member of the Standing Committee; or

(C) nomination of individuals for election as Deputies and Alternate Deputies to the General Convention.

(c) AGENDA FOR MEETINGS.— The agenda for any meeting of a Regional Assembly shall include all or part of the business of the Regional Assembly.

### **SEC. 2305. MEETINGS AND PROCEDURES.**

(a) MEETINGS.—

(1) SINGLE OR MULTIPLE MEETINGS AND ELECTRONIC MEANS.— The annual business of a Regional Assembly may be conducted—

(A) in 1 or more meetings of that Regional Assembly; or

(B) through other electronic means that facilitate the completion of the annual business.

(2) IN-PERSON OR REMOTE ELECTRONIC MEETINGS.— Any meeting of a Regional Assembly may be held—

(A) in a single location where all the participants are physically present; or

(B) as a remote electronic meeting.

(3) COORDINATION OF MEETINGS.— The President of the Regional Assembly shall coordinate setting the date of 1 or more meetings of the Regional Assembly in each calendar year.

(b) PROCEDURES.—

(1) RULES OF ORDER.— Robert’s Rules of Order shall apply to meetings of the Regional Assemblies.

(2) OPEN MEETINGS.— Any meeting of a Regional Assembly is open to any member of the Episcopal Church.

(3) ACTIONS TAKEN BY MAJORITY.—

(A) IN GENERAL.— Except as provided under subparagraph (B), any action of a Regional Assembly shall be taken by a majority of the votes of all those present and voting.

(B) EXCEPTIONS.— Subparagraph (A) shall not apply to a nomination or election under section 2307(a).

(C) MINUTES.— Minutes shall be kept at each meeting of a Regional Assembly.

(4) REMOTE ELECTRONIC MEETINGS.— Each Regional Assembly may adopt procedures that—

(A) provide for conducting a meeting of the Regional Assembly as a remote electronic meeting; and

(B) include procedures for electronic voting for elections.

**SEC. 2306. NOMINATIONS AND ELECTIONS.**

(a) **NOMINATING PROCEDURES.**—

(1) **IN GENERAL.**-- The Bishop shall establish a process for receiving nominations for each position to be voted on by the Regional Assembly.

(2) **SUBMISSIONS.**— The name of any eligible individual for nomination may be submitted by--

(A) any clerical delegate to the Regional Assembly; or

(B) any member of a parish, separate congregation, organized mission, cathedral or college chaplaincy within the region.

(b) **ELIGIBILITY FOR NOMINATIONS OR ELECTIONS.**— Subject to the qualifications for the position to which a nomination or election relates, a Regional Assembly may nominate or elect—

(1) any clerical delegate to that Regional Assembly; or

(2) any lay individual who is a member of a parish, separate congregation, organized mission, cathedral or college chaplaincy within that region.

(c) **NOMINATIONS FOR MEMBERS OF THE STANDING COMMITTEE.**— Every year each Regional Assembly shall nominate 1 individual from each of the clerical and lay orders to stand for election as members of the Standing Committee. If in any year there are more than 3 vacancies on the Standing Committee in either order, each Regional Assembly shall nominate 2 individuals from that order.

(d) **NOMINATIONS FOR DEPUTIES AND ALTERNATES TO THE GENERAL CONVENTION.**—

(1) **DEFINITION.**— In this subsection, the term “regular meeting of the General Convention” means any meeting of the General Convention that is held every 3 years, including meetings occurring before, during, or after calendar year 2018.

(2) **NOMINATIONS.**— At the annual meeting of each Regional Assembly in each calendar year that is 2 years before a regular meeting of the General Convention, the Regional Assembly shall nominate—

(A) 1 individual from the clerical order for election to the position of Deputy to the General Convention;

(B) 1 individual from the lay order for election to the position of Deputy to the General Convention;

(C) 1 individual from the clerical order for election to the position of Alternate Deputy to the General Convention; and

(D) 1 individual from the lay order for election to the position of Alternate Deputy to the General Convention.

**SEC. 2307. VOTING AND BALLOTING.**

(a) **VOTING FOR NOMINATIONS AND ELECTIONS.**—



(1) UNCONTESTED NOMINATIONS AND ELECTIONS.— If the number of individuals on a ballot for the nomination or election to any position is equal to the number of individuals to be nominated or elected—

(A) no ballot shall be taken for that nomination or election; and

(B) that individual or those individuals, as applicable, shall be declared nominated or elected to that position by the President of the Regional Assembly.

(2) CONTESTED NOMINATIONS AND ELECTIONS.—

(A) IN GENERAL.— The individual receiving the highest number of votes of all those present and voting on the first ballot for the nomination or election of any position shall be nominated or elected.

(B) TIE VOTES.— If more than 1 individual receives the same number of votes resulting in a tie for the highest number of the votes of all those present and voting in a nomination or election to any position, a determination of the individual nominated or elected to that position shall be made by lot as the President of the Regional Assembly may direct.

(C) NOMINATIONS AND ELECTIONS FOR MULTIPLE POSITIONS.—

(i) IN GENERAL.—If more than 1 individual is to be nominated or elected, the number of individuals equal to the number of individuals to be nominated or elected receiving the highest number of votes of all those present and voting on the first ballot shall be nominated or elected.

(ii) TIE VOTES.— If more than 1 individual receives the same number of votes resulting in a tie for the highest number of the votes of all those present and voting for the last position to be filled in any nomination or election described under clause (i), a determination of the individual nominated or elected to that position, between or among those receiving the same number of votes, shall be made by lot as the President of the Regional Assembly may direct.

(b) PREPARATION OF BALLOTS.—

(1) IN GENERAL.— The Diocesan staff shall prepare a ballot for each nomination or election to a position.

(2) CONTENTS.-- The ballot shall indicate—

(A) the name or title of the position;

(B) the number of individuals to be nominated or elected to that position; and

(C) the names of the nominated individuals.

(c) METHOD OF VOTING.—

(1) VERIFICATION OF RIGHT TO VOTE.— The balloting clerk shall verify the right of each voter to cast a ballot.

(2) SECRET BALLOTS.— Each contested election shall be conducted by secret ballot.

(3) CONTENTS.— Each voter shall indicate on the ballot the selection of that voter of not more than the number of individuals to be nominated or elected to the applicable position.

(d) DEFECTIVE BALLOTS AND VOTES.—

(1) EXCESSIVE NUMBER OF VOTES.— If a ballot contains votes for a greater number of individuals for a position than the number to be nominated or elected, the ballot shall not be counted.

(2) MULTIPLE VOTES FOR THE SAME INDIVIDUAL.— If a voter casts a vote for the same individual more than once for any 1 position on any ballot, only the first vote shall be counted.

(3) VOTE FOR INDIVIDUAL NOT ON BALLOT.— If a voter casts a vote for an individual not on the ballot, that vote shall not be counted.

(4) SUBSTANTIAL COMPLIANCE.— If the President of the Regional Assembly determines that any vote is not in substantial compliance with instructions and procedures applicable to any ballot—

(A) the President of the Regional Assembly may invalidate the vote; and

(B) the invalidated vote may not be counted.

(e) REPORT OF THE NOMINATIONS AND ELECTIONS.— Nominations and elections shall not be final until the written report of the balloting clerk is reviewed and certified by the President of the Regional Assembly.

**CANON 24**  
**[RESERVED]**

**CANON 25**  
**[RESERVED]**

**CANON 26**  
**[RESERVED]**

## **TITLE VI— DIOCESAN COUNCIL**

### **CANON 27** **THE DIOCESAN COUNCIL**

#### **SEC. 2701. ESTABLISHMENT.**

There is established the Diocesan Council.

#### **SEC. 2702. MEMBERSHIP.**

(a) MEMBERS.—The Council shall consist of –

(1) voting members, including—

(A) the Bishop;

- (B) any Bishop Coadjutor;
- (C) any Bishop Suffragan;
- (D) the President of the Episcopal Church Women;
- (E) 1 clerical representative from each region;
- (F) 1 lay representative from each region; and
- (H) no more than 3 members appointed by the Bishop, of whom each shall be—

- (i) a clerical member of the Convention; or
- (ii) a communicant of this Diocese in good standing; and
- (2) nonvoting members, including—
  - (A) ex officio members, including—
    - (i) the Secretary;
    - (ii) the Chair of the Committee on Finance of the Diocesan Council;
    - (iii) the Chancellor; and
    - (iv) the Treasurer; and
  - (B) any Executive Officer of the Diocese, subject to subsection

(b).

(b) EXECUTIVE OFFICER OF THE DIOCESE.—The Bishop may appoint an Executive Officer of the Diocese to be a nonvoting member of the Council.

(c) PRESIDENT.— The Bishop shall be the President of the Council.

### **SEC. 2703. ELECTIONS AND APPOINTMENTS OF MEMBERS.**

(a) MEMBERS ELECTED BY REGIONAL ASSEMBLIES.— At the meeting of each Regional Assembly preceding an annual meeting of the Convention, the Regional Assembly shall elect—

- (1) 1 clerical representative for that region; and
- (2) 1 lay representative for that region.

(b) QUALIFICATIONS.—

(1) CLERICAL REPRESENTATIVE.— An individual is qualified to be a clerical representative for a region if that individual meets the qualifications under section 2304(b)(1).

(2) LAY REPRESENTATIVE.— An individual is qualified to be a lay representative for a region if that individual meets the qualifications under section 2304(b)(2).

(c) STAGGERING OF TERMS.—

(1) CALENDAR YEARS EVENLY DIVISIBLE BY 3.—For terms that begin in a calendar year evenly divisible by 3—

(A) the District of Columbia Central Region, the Montgomery County South Region, and the Prince Georges County North Region shall each elect a clerical member; and

(B) the District of Columbia South Region, the Montgomery County Central Region, and the Southern Maryland Region shall each elect a lay member.

(2) CALENDAR YEARS FOLLOWING CALENDAR YEARS  
EVENLY DIVISIBLE BY 3.-- For terms that begin in a calendar year  
following a calendar year evenly divisible by 3—

(A) the District of Columbia North Region and the Montgomery  
County Central Region shall each elect a clerical member; and

(B) the District of Columbia Central Region, the Montgomery  
County North Region, and the Prince Georges County North Region shall  
each elect a lay member.

(3) CALENDAR YEARS PRECEDING CALENDAR YEARS  
EVENLY DIVISIBLE BY 3.-- For terms that begin in a calendar year  
preceding a calendar year evenly divisible by 3—

(A) the District of Columbia South Region, the Montgomery  
County North Region, and the Southern Maryland Region shall each elect  
a clerical member; and

(B) the District of Columbia North Region and the  
Montgomery County South Region shall each elect a lay member.

#### **SEC. 2704. TERMS.**

(a) MEMBERS WITHOUT TERMS.— This section shall not apply to—

- (1) the Bishop;
- (2) any Bishop Coadjutor;
- (3) any Bishop Suffragan;
- (4) the President of the Episcopal Church Women; or
- (5) any nonvoting member of the Council.

(b) LENGTH OF TERM.— The term for each member of the Council is 3 years.

(c) BEGINNING AND END OF TERM.— The term of each member of the  
Council shall—

(1) begin the day after the date of the adjournment of the annual meeting  
of the Convention following the date of—

(A) the election of that member at a Regional Assembly preceding  
that meeting of the Convention;

(B) the election of that member at that meeting of the Convention;

or

(C) the appointment of that member; and

(2) end on the day after the adjournment of the annual meeting of the  
Convention following 3 years after the date of the beginning of the term.

(d) TERM LIMITATIONS.-- A member serving a term or any part of a term on  
the Council shall not be eligible to serve another term until after the lapse of 1 year, if  
that member has served continuously on the Council for—

(1) 2 full 3-year terms; or

(2) 1 full 3-year term and any part of an additional 3-year term.

#### **SEC. 2705. VACANCIES.**

(a) MEMBERS ELECTED BY REGIONAL ASSEMBLIES.— If the position of a member elected by a Regional Assembly is vacant, the Council may elect a replacement member of the same clerical or lay order as the individual who vacated the position for the remainder of the applicable term.

(b) APPOINTED MEMBERS.-- If a position on the Council appointed by the Bishop is vacant, the Bishop may appoint a replacement member for the remainder of the applicable term.

#### **SEC. 2706. FIRST MEETING OF THE COUNCIL EACH YEAR.**

(a) IN GENERAL.— The Bishop shall call a meeting of the Council to occur not later than 30 days after the date of adjournment of each annual meeting of the Convention.

(b) BUSINESS.— At each meeting described under subsection (a), the Council shall—

- (1) organize the Council and elect any officers of the Council; and
- (2) adopt necessary bylaws and rules for the conduct of business.

#### **SEC. 2707. PRESIDING OFFICER.**

(a) IN GENERAL.-- The Bishop shall be the presiding officer at any meeting of the Council.

(b) DESIGNATED PRESIDING OFFICER.-- The Bishop may designate any voting member of the Council to be the presiding officer—

- (1) during any part of a meeting of the Council that the Bishop is present;

or

- (2) at any meeting of the Council that the Bishop is not present.

(c) BISHOP OR PRESIDING OFFICER NOT PRESENT.-- At any meeting of the Council—

- (1) if the Bishop or any designated presiding officer is not present, any Bishop Coadjutor shall be the presiding officer;
- (2) if the Bishop, any designated presiding officer, or any Bishop Coadjutor is not present, any Bishop Suffragan shall be the presiding officer; or
- (3) if no bishop nor any designated presiding officer is present, a member of the Council elected by a majority of the members of the Council present and voting shall be the presiding officer.

#### **SEC. 2708. AUTHORITIES AND DUTIES.**

(a) BUSINESS PURPOSES.-- The Council is the executive committee of the Convention for business purposes when the Convention is not in session.

(b) MISSION AND MINISTRY.-- The Council shall be responsible for the coordination, development, and implementation of the mission and ministry of the Diocese.

(c) FINANCIAL AUTHORITIES AND DUTIES.—

- (1) EXPENDITURES AND OBLIGATIONS. — The Council may expend or obligate—
- (A) all funds provided in the budget adopted by the Convention for purposes specified in the budget;
  - (B) any funds that are—
    - (i) received in any year; and
    - (ii) in excess of the total amount of funds projected for receipt in the budget adopted by the Convention for that year; and
  - (C) any funds that—
    - (i) are not provided for in the budget; and
    - (ii) are made available to the Diocese (including funds made available from investments made for the benefit of the Diocese), subject to any condition established by—
      - (I) any trust or gift; or
      - (II) the Convention.
- (2) DISPOSAL OF PROPERTY.—
- (A) IN GENERAL.—Subject to subparagraph (B), the Council may—
    - (i) dispose of any real or personal property owned by the Convention; or
    - (ii) encumber that property by mortgage, deed of trust, lease, right of way, or easement.
  - (B) MAJORITY VOTE OF COUNCIL.— Any action under subparagraph (A) shall be authorized by a majority vote of all of the voting members of the Council.
  - (C) EXECUTION OF ACTION.—
    - (i) IN GENERAL.—The President of the Convention or the Secretary may execute, acknowledge, and deliver any instrument authorized by the Council to carry out an action under subparagraph (A).
    - (ii) OTHER INDIVIDUALS.—The Council may authorize any other individual to execute, acknowledge, and deliver any instrument authorized by the Council to carry out an action under subparagraph (A).
- (3) ANNUAL AUDIT.—The Council shall cause an annual audit of all accounts of the Convention to be conducted by an independent certified public accountant.
- (d) BUDGETARY DUTIES.--
- (1) OVERSIGHT.-- The Council shall—
    - (A) ensure that the mission of the Diocese is reflected in the annual operating budget; and
    - (B) in carrying out subparagraph (A), oversee the preparation of a proposed operating budget by the Committee on Finance for the following fiscal year;
    - (C) review and approve for distribution that proposed operating budget; and

(D) provide that proposed operating budget to all parishes, separate congregations, organized missions, and the Cathedral.

(2) BUDGET AND STATEMENTS. —

(A) SUBMISSION TO CONVENTION.-- At each annual meeting of the Convention, the Council shall submit—

(i) a proposed operating budget for—

(I) all matters submitted to the Council by the Convention; and

(II) any other matter that the Council proposes to undertake before the next annual meeting of the Convention; and

(ii) an income and expense statement, including amounts budgeted, and a balance sheet for the preceding fiscal year.

(B) ACTION BY THE CONVENTION.— The Convention shall consider the budget and may amend the budget before approval in accordance with Canon 50.

(C) PROVISIONAL ANNUAL OPERATING BUDGET.—The Council may—

(i) provisionally adopt an annual operating budget before the annual meeting of the Convention; and

(ii) pending approval of the annual operating budget by the Convention, may incur and make combined obligations and expenditures during the period beginning on the first day of the calendar year to the date of approval of the annual operating budget by the Convention at a rate not to exceed the average monthly expenditures of the preceding calendar year.

(e) COMMITTEES.— The Council may establish a committee by a resolution in accordance with section 4402.

(f) ANNUAL REPORT OF THE COUNCIL.—

(1) SUBMISSION.-- As soon as practicable after the end of each calendar year, the Council shall submit a report of a summary of actions taken by the Council during that calendar year to the Convention.

(2) PUBLICATION.—The Secretary shall include the report in the Journal of the Convention in accordance with section 1101.

## **CANON 28**

### **COMMITTEE ON FINANCE FOR THE DIOCESAN COUNCIL**

#### **SEC. 2801. DEFINITION.**

In this canon, the term “Committee” means the Committee on Finance for the Diocesan Council.

#### **SEC. 2802. ESTABLISHMENT, MEMBERSHIP, AND APPOINTMENT.**

(a) ESTABLISHMENT AND MEMBERSHIP.—

(1) ESTABLISHMENT.-- There is established a Committee on Finance for the Diocesan Council.

(2) MEMBERSHIP.-- The Committee shall consist of —

- (A) the Bishop who shall be a voting member;
- (B) the Treasurer who shall be a voting member; and
- (C) any number of individuals.

(3) CHAIR.— The Bishop shall appoint the Chair of the Committee, with the consent of the Council.

(b) APPOINTMENT OF MEMBERS.—

(1) IN GENERAL.— The Bishop shall appoint the members of the Committee, with the consent of the Council.

(2) QUALIFICATIONS.— An individual is qualified to be a member of the Committee, if that individual is--

- (A) a clerical member of the Convention; or
- (B) a communicant of this Diocese in good standing.

(3) TERMS.—

(A) LENGTH.-- The term of each member of the Committee shall—

(i) begin the day after the date of the adjournment of the annual meeting of the Convention following the date of the appointment; and

(ii) end on the day after the adjournment of the annual meeting of the Convention following 3 years after the date of the beginning of the term.

(B) STAGGERED TERMS.— The terms of office of a member of the Committee shall be staggered and arranged into 3 classes.

(C) TERM LIMITATIONS.-- A member serving a term or any part of a term on the Committee shall not be eligible to serve another term until after the lapse of 1 year, if that member has served continuously on that Committee for—

- (i) 2 full 3–year terms; or
- (II) 1 full 3–year term and any part of an additional 3-year term.

(c) VACANCIES.-- If a position on the Committee is vacant or a member of the Committee is disabled, the Bishop may appoint, with the consent of the Council, a replacement member for the remainder of the applicable term.

## **SEC. 2803. AUTHORITIES AND DUTIES.**

(a) IN GENERAL.-- The Committee shall —

(1) under the authority and direction of the Council, oversee the preparation of the annual operating budget to be proposed for adoption by the Convention;

(2) review actual operating revenues and expenses against the levels established in the prevailing operating budget in accordance with good governance of not-for-profit religious organizations;



(3) review any request to encumber the property of parishes and separate congregations of the Diocese and submit recommendations to the Bishop and Standing Committee for action on that request in accordance with Canon 49; and

(4) review any request for a loan from the Diocese and provide recommendations to the Bishop and Council for action on that request.

(b) MINUTES OF MEETINGS AND REPORTS.—

(1) MINUTES.—

(A) IN GENERAL.—The Committee shall keep minutes of each meeting of the Committee.

(B) APPROVAL.— The minutes of each meeting of the Committee shall be subject to approval by a majority of the members of the Committee present and voting after the establishment of a quorum at any meeting.

(2) REPORTS.-- The Committee shall submit regular reports to the Council.

## **CANON 29**

### **COMMITTEE ON INVESTMENTS FOR THE DIOCESAN COUNCIL**

#### **SEC. 2901. DEFINITION.**

In this canon, the term “Committee” means the Committee on Investments for the Diocesan Council.

#### **SEC. 2902. ESTABLISHMENT, MEMBERSHIP, AND APPOINTMENT.**

(a) ESTABLISHMENT AND MEMBERSHIP.—

(1) ESTABLISHMENT.-- There is established a Committee on Investments for the Diocesan Council.

(2) MEMBERSHIP.-- The Committee shall consist of —

(A) the Bishop who shall be a voting member;

(B) any number of individuals; and

(C) the Treasurer who shall be an ex officio member.

(3) EX OFFICIO MEMBERS.— Any ex officio member of the Committee shall be a nonvoting member of the Committee.

(4) CHAIR.— The Bishop shall appoint the Chair of the Committee, with the consent of the Council.

(b) APPOINTMENT OF MEMBERS.—

(1) IN GENERAL.— The Bishop shall appoint the members of the Committee, with the consent of the Council.

(2) QUALIFICATIONS.— An individual is qualified to be a member of the Committee, if that individual is--

(A) a clerical member of the Convention; or

(B) a communicant of this Diocese in good standing.

(3) TERMS.—

(A) LENGTH.-- The term of each member of the Committee shall—

(i) begin the day after the date of the adjournment of the annual meeting of the Convention following the date of the appointment; and

(ii) end on the day after the adjournment of the annual meeting of the Convention following 3 years after the date of the beginning of the term.

(B) STAGGERED TERMS.— The terms of office of a member of the Committee shall be staggered and arranged into 3 classes.

(C) TERM LIMITATIONS.-- A member serving a term or any part of a term on the Committee shall not be eligible to serve another term until after the lapse of 1 year, if that member has served continuously on that Committee for—

(i) 2 full 3-year terms; or

(II) 1 full 3-year term and any part of an additional 3-year term.

(c) VACANCIES.-- If a position on the Committee is vacant or a member of the Committee is disabled, the Bishop may appoint, with the consent of the Council, a replacement member for the remainder of the applicable term.

### **SEC. 2903. AUTHORITIES AND DUTIES.**

(a) FIDUCIARY.—The Committee shall act as a fiduciary with respect to all of the duties of the Committee under this canon.

(b) RECEIPT AND INVESTMENT OF FUNDS.—

(1) IN GENERAL.-- The Committee shall under the authority, direction, and oversight of the Council —

(A) receive all funds that are transmitted to the Committee for investment by the Council or the Treasurer; and

(B) invest the funds.

(2) PURPOSES, CONDITIONS, AND LIMITATIONS.—The investment of any funds described under paragraph (1) shall be made—

(A) for any purpose for which the funds are made available to the Committee, including any purpose of an applicable trust; and

(B) subject to any condition (including any limitation) under which the funds are made available to the Committee, including any condition or limitation of an applicable trust.

(c) OTHER INVESTMENTS.--

(1) TRANSMISSION OF FUNDS.-- Any parish, separate congregation, Diocesan institution, or Diocesan organization may transmit funds to the Committee for investment in accordance with this subsection.

(2) INVESTMENT.-- Except as provided under Canon 1.7 of the canons of this Church, any funds received by the Committee under paragraph (1) shall be invested by the Committee under subsections (b), (d), (e), (f), (g), and (h).

(d) INVESTMENT POLICIES.—

(1) IN GENERAL.-- The Committee shall establish 1 or more investment policies for all funds received by the Committee.

(2) APPROVAL.— Any investment policy under paragraph (1) shall be subject to the approval of the Council.

(e) OTHER AUTHORITIES.—

(1) IN GENERAL.— Except as provided under paragraph (2), the Committee may invest, reinvest, or change the investment of any funds of the Convention received by the Committee, including—

(A) selling, endorsing, and delivering securities;

(B) selling, exchanging, or leasing property; or

(C) investing varying amounts in—

(i) notes, bonds, obligations of the United States or of any State or municipality; or

(ii) preferred or common stocks of corporations listed on any established securities exchange.

(2) LIMITATION.—The Council may limit any action of the Committee taken under paragraph (1).

(f) INVESTMENTS IN NAME OF THE CONVENTION.—Any investment under this section shall be made in the name of “the Convention of the Protestant Episcopal Church of the Diocese of Washington”.

(g) SEAL AND ATTESTATIONS.-- At the request of the Committee, the Secretary or any Assistant Secretary may affix the seal of the Convention and provide attestations on any papers incident to an investment under this section.

(h) MINUTES OF MEETINGS, REPORTS, AND RECORDS.—

(1) MINUTES.—

(A) IN GENERAL.—The Committee shall keep minutes of each meeting of the Committee.

(B) APPROVAL.— The minutes of each meeting of the Committee shall be subject to approval by a majority of the members of the Committee present and voting after the establishment of a quorum at any meeting.

(2) REPORTS.—

(A) IN GENERAL.-- The Committee shall submit periodic reports to the Council.

(B) ANNUAL REPORTS.—Reports under subparagraph (1) shall be submitted at least annually.

(3) RECORDS.— The Committee shall keep accurate records of all investments.

**CANON 30**  
**COMMITTEE ON AUDITS OF THE DIOCESE**  
**FOR THE DIOCESAN COUNCIL**

**SEC. 3001. DEFINITION.**

In this canon, the term “Committee” means the Committee on Audits of the Diocese for the Diocesan Council.

**SEC. 3002. ESTABLISHMENT, MEMBERSHIP, AND APPOINTMENT.**

(a) ESTABLISHMENT AND MEMBERSHIP.—

(1) ESTABLISHMENT.-- There is established a Committee on Audits of the Diocese for the Diocesan Council (also referred to as the “Audit Committee”).

(2) MEMBERSHIP.-- The Committee shall consist of not fewer than 3 individuals.

(3) CHAIR.— The Bishop shall appoint the Chair of the Committee, with the consent of the Council.

(4) OTHER OFFICERS.—The Committee may select other officers from among the members of the Committee.

(b) APPOINTMENT OF MEMBERS.—

(1) IN GENERAL.— The Bishop shall appoint the members of the Committee, with the consent of the Council.

(2) TERMS.—

(A) LENGTH.-- The term of each member of the Committee shall—

(i) begin the day after the date of the adjournment of the annual meeting of the Convention following the date of the appointment; and

(ii) end on the day after the adjournment of the annual meeting of the Convention following 3 years after the date of the beginning of the term.

(B) CONCURRENT TERMS.— The terms of office of all members of the Committee shall be concurrent.

(C) NO TERM LIMITATIONS.—An individual may be appointed to serve any number of successive or non-successive terms on the Committee.

(c) VACANCIES.-- If a position on the Committee is vacant or a member of the Committee is disabled, the Bishop may appoint, with the consent of the Council, a replacement member for the remainder of the applicable term.

**SEC. 3003 CHARTER.**

The Council—

(1) shall adopt a charter for the Committee; and

(2) may revise the charter.

**SEC. 3004. DUTIES.**

(a) CHARTER AND COUNCIL.-- The Committee shall carry out the duties of the Committee—

- (1) in accordance with the charter; and
  - (2) under the direction, authority, and oversight of the Council.
- (b) GENERAL DUTIES.-- The Committee shall—
- (1) be directly responsible for the oversight of the independent auditor of the Diocese;
  - (2) carry out all duties specified in the charter;
  - (3) assist the Council in the oversight of the Council of —
    - (A) the integrity of the financial statements of the Diocese;
    - (B) the compliance of the Diocese with requirements of the Canons, the canons of this Church, and Federal and State laws;
    - (C) the qualifications of the independent auditor of the Diocese;
 and
    - (D) the performance of the independent auditor of the Diocese.

### **CANON 31 SUSPENSION OR REMOVAL OF COMMITTEE MEMBERS**

#### **SEC. 3101. DEFINITION.**

In this canon, the term “committee” means any committee established in the Canons including—

- (1) any committee established under this title or title VIII; and
- (2) the Commission on Ministry.

#### **SEC. 3102. SUSPENSION OR REMOVAL.**

An individual may be suspended or removed from office as a member of a committee by a vote of at least 67 percent of all members of the Council.

#### **SEC. 3103. TREATMENT DURING SUSPENSION.**

If an individual is suspended under section 3102---

- (1) that individual may not exercise any authority of the applicable office;
- (2) the period of the suspension shall not affect the length of the term of office; and
- (3) another individual may not be appointed as a replacement during the period of the suspension.

**CANON 32  
[RESERVED]**

**CANON 33  
[RESERVED]**

**TITLE VII— PARISHES, SEPARATE CONGREGATIONS,  
ORGANIZED MISSIONS, AND COLLEGE  
CHAPLAINCIES**

**CANON 34  
ESTABLISHMENT OF PARISHES AND SEPARATE  
CONGREGATIONS AND THE ALTERING OF PARISH BOUNDARIES**

**SEC. 3401. PETITIONS RELATING TO ESTABLISHMENT AND ORGANIZATION.**

- (a) **APPLICABLE ACTIONS.**-- This section shall apply to—
- (1) establishing any parish or separate congregation;
  - (2) altering the status of a mission;
  - (3) altering parish boundaries;
  - (4) dividing or separating any parish; or
  - (5) combining 1 or more parishes.
- (b) **FILING OF PETITION.**-- Any individual may file a petition with the Diocesan Council relating to any action described under subsection (a).
- (c) **DETERMINATIONS OF THE COUNCIL.**-- The Council—
- (1) shall—
    - (A) determine the form and manner of filing any petition under subsection (a);
    - (B) give due consideration of any petition, including consultation with the Bishop; and
    - (C) make any determination relating to whether or not all applicable requirements have been met, including any consent required under section 3405; and
  - (2) may submit any petition to the Convention for final action.

**SEC. 3402. APPROVAL OF PETITIONS.**

Any action described under section 3401(a) may be taken with respect to any parish, separate congregation, or mission if—

- (1) a petition for approval of that action is filed with the Council, including any modification of that petition that the Council may require;
- (2) the Council submits the petition to the Convention for approval;
- (3) the Convention votes initial approval of the petition at an annual meeting of the Convention; and
- (4) the Convention votes a second and final approval of the petition at the annual meeting of the Convention following the annual meeting at which the Convention voted the initial approval.

**SEC 3403. ESTABLISHMENT OF A PARISH OR SEPARATE CONGREGATION.**

(a) NOTICE OF FILING OF THE PETITION.-- Any petition relating to establishing a parish or separate congregation shall be filed with the Council not later than 90 days before the date of the annual meeting of the Convention at which the petition is to be considered. The individual filing the petition shall provide written notice to the Ecclesiastical Authority of the filing.

(b) CONTENTS OF PETITION.—

(1) IN GENERAL.-- Any petition relating to establishing a parish or separate congregation shall provide evidence for a determination by the Council of whether or not the petitioner can reasonably be expected to function autonomously as a parish or separate congregation.

(2) EVIDENCE.—Evidence under paragraph (1) includes--

(A) a strategic plan approved by the Bishop and the Council that includes program plans for the proposed parish or separate congregation to remain self-supporting for the foreseeable future;

(B) the payment of all operating expenses;

(C) actions consistent with the considerations for the assessment of a parish under section 5404;

(D) records for several years preceding the year in which the petition is submitted of sufficient resources to implement subparagraphs (B) and (C), including—

(i) the annual income;

(ii) the number of members;

(iii) average Sunday attendance;

(iv) the number of pledge units; and

(E) satisfaction of other relevant criteria required by the Council.

(3) MAP OF BOUNDARIES.— Any petition relating to establishing a parish or separate congregation shall include a map as required under section 3404.

#### **SEC. 3404. FILING OF MAPS WITH PETITIONS.**

(a) FILING OF MAP.— A map shall be included in the filing of any petition relating to—

(1) establishing a parish; or

(2) altering parish boundaries.

(b) BOUNDARIES.-- Any map described under subsection (a) shall be marked to show—

(1) all of the boundaries of the proposed parish; or

(2) all of the alterations in the boundaries of all relevant parishes.

(c) RECORD OF THE DIOCESE.-- Any map filed under this section shall be made a part of the records of the Diocese.

#### **SEC. 3405. CONSENT OF PARISH CEDING ANY AREA.**

The consent of a majority of all voting members of the vestry of a parish is required before any area of that parish may be ceded to any other parish.

**SEC. 3406. REQUIREMENT OF CONSENT OF THE CONVENTION.**

The consent of the Convention is required before any parish or separate congregation of the Diocese may change—

- (1) the name of that parish or separate congregation; or
- (2) the name or dedication of any church building.

**SEC. 3407. ALTERING THE BOUNDARIES OF VACANT AREAS.**

(a) DETERMINATION OF VACANT AREAS.-- An area within the Diocese shall be vacant if the Bishop—

- (1) determines that—
  - (A) the parish in that area has discontinued the regular conduct of public worship; and
  - (B) there is no reasonable prospect of the resumption of the regular conduct of public worship at that parish; and
- (2) with the consent of the Standing Committee, submits a certification of that determination to the Secretary of the Convention and the Council.

(b) ALTERATIONS AND REDISTRIBUTIONS.-- If a certification is submitted to the Council under subsection (a), the Council shall—

- (1) prepare a resolution that—
  - (A) alters the boundaries of the area; and
  - (B) redistributes the area to 1 or more parishes; and
- (2) submit the resolution to the Convention for consideration at the annual meeting of the Convention following the submission of the certification.

**CANON 35  
ORGANIZED MISSIONS**

**SEC. 3501. ESTABLISHMENT OF MISSIONS.**

The Diocesan Council may establish any mission within the Diocese with the consent of—

- (1) the Bishop; and
- (2) the majority of all voting members of the vestry of any parish with boundaries in which the mission is fully or partially located.

**SEC. 3502. VICAR OF A MISSION.**

(a) APPOINTMENTS.— The Bishop shall appoint the Vicar of each mission.



(b) REMOVALS.— The Bishop may remove an individual from the office of Vicar.

(c) TERMINATIONS.— The office of Vicar for a mission shall terminate with the termination of that mission.

### **SEC. 3503. ORGANIZATIONAL MEETINGS.**

(a) CALLING OF ORGANIZATIONAL MEETINGS.— Not later than 180 days after the first worship service is held at a mission, the Bishop shall call an organizational meeting of all individuals who according to the records of the mission—

- (1) are communicants of this Church in good standing;
- (2) are at least 15 years of age;
- (3) have attended more than 1 service at the mission before the organizational meeting; and
- (4) have contributed to the support of the mission before the organizational meeting.

(b) NOTICE.— Not later than 10 days before the organizational meeting, the Bishop shall provide notice of the date and place of that meeting to all individuals described under subsection (a).

(c) PRESIDING OFFICER AT ORGANIZATIONAL MEETINGS.--

(1) BISHOP.-- Except as provided under paragraph (2), the Bishop shall preside at the organizational meeting.

(2) OTHER PRESIDING OFFICERS.—

(A) DESIGNEE.-- If the Bishop is not present at any organizational meeting, the Bishop shall designate an individual to preside at that meeting.

(B) VICAR.—The Vicar shall preside at the organizational meeting if—

- (i) the Bishop is not present at that meeting; and
- (ii) the Bishop does not designate another individual to preside at that meeting.

(d) MEMBERS ENTITLED TO VOTE.-- An individual is a member of a mission entitled to vote at the organizational meeting of that mission if that individual is a member of the mission who is described under subsection (a).

(e) QUORUMS.—The quorum at an organizational meeting shall be constituted by 25 percent of members entitled to vote at that meeting.

(f) MISSION COMMITTEES.—

(1) ESTABLISHMENT.-- The members of a mission shall establish a Mission Committee at the organizational meeting.

(2) MEMBERS OF THE MISSION COMMITTEE.-- The Mission Committee shall consist of—

- (A) the Vicar; and
- (B) 8 lay individuals elected from among members of the mission entitled to vote at the organizational meeting.

(3) QUALIFICATIONS.- An individual is qualified to be a lay member of the Mission Committee elected at the organizational meeting if that individual is—

- (A) entitled to vote at the organizational meeting;
- (B) at least 18 years of age; and
- (C) a communicant of this Church in good standing.

(4) TERMS OF OFFICE.— The term of office for any member of the Mission Committee elected at the organizational meeting shall terminate on the date of the first annual meeting of the mission.

(5) PURPOSE.-- The purpose of a Mission Committee is to assist in the development of the mission and the work of the mission.

(g) TEMPORARY BYLAWS.—

(1) ADOPTION.-- The members of a mission entitled to vote at the organizational meeting may adopt temporary bylaws for the mission at that meeting.

(2) TERMINATION.-- Any temporary bylaws adopted under paragraph (1) shall terminate on the date of the first annual meeting of the mission.

(h) DATE OF FIRST ANNUAL MEETING.—

(1) DETERMINATION OF DATE.-- The members of a mission entitled to vote at the organizational meeting may determine the date of the first annual meeting of the mission.

(2) LIMITATION.— The date of the first annual meeting determined under paragraph (1) may not be later than 1 year after the date of the organizational meeting.

#### **SEC. 3504. FIRST ANNUAL MEETING OF MISSIONS.**

(a) DATE.— The first annual meeting of a mission shall be held on—

- (1) the date determined at the organizational meeting under section 3503(h); or
- (2) if a date was not determined under that section, on a date determined by the Bishop.

(b) NOTICE.-- Not later than 10 days before the first annual meeting, the Bishop shall provide notice of the date and place of that meeting to any individual who according to the records of the mission--

- (1) is a communicant of this Church in good standing;
- (2) is at least 15 years of age;
- (3) has attended more than 1 service at the mission before the first annual meeting; and
- (4) has contributed to the support of the mission before the first annual meeting.

(c) PRESIDING OFFICER.— Section 3503(c) shall apply to the first annual meeting of any mission by substituting the term “first annual meeting” for the term “organizational meeting” each place that term appears.

(d) MEMBERS ENTITLED TO VOTE.-- An individual is a member of a mission entitled to vote at the first annual meeting of that mission if that individual is a member of the mission who—

- (1) is a member of this Church whose baptism is recorded in the mission;
- (2) is a communicant of this Church in good standing;
- (3) is at least 15 years of age;
- (4) has attended more than 1 service at the mission before the first annual meeting; and
- (5) has contributed to the support of the mission before the first annual meeting.

(e) PERMANENT BYLAWS.—

(1) NOTICE OF PROPOSED BYLAWS.-- Not later than 10 days before the first annual meeting, the Bishop shall provide to any individual described under subsection (b)--

- (A) notice of proposed bylaws; and
- (B) the text of the proposed bylaws.

(2) ADOPTION OF BYLAWS.— The mission shall adopt bylaws at the first annual meeting. A vote of at least 67 percent of the members of the mission entitled to vote who are present and voting shall be required for the adoption of the bylaws.

(3) MISSION COMMITTEES AND ANNUAL MEETINGS.— The bylaws of each mission—

- (A) may provide that the number of elected members of the Mission Committee is 10;
- (B) may establish rules for the term limitation of membership on the Committee;
- (C) except as provided under section 3506(d), shall provide that—
  - (i) any vacancy in the office of an elected member of the Mission Committee shall be filled by the Mission Committee from among the lay members of the mission entitled to vote; and
  - (ii) any individual who fills a vacancy described under clause (i) shall serve until the annual meeting of the mission following the filling of the vacancy; and
- (D) shall determine, or provide for the determination of, the date of the annual meeting of the mission.

## **SEC. 3505. BYLAWS OF MISSIONS.**

(a) ADOPTION OF BYLAWS.— Each mission shall adopt bylaws for the governance of the mission that conform to this canon.

(b) CANON GOVERNS BYLAWS.-- To the extent that any provision of the bylaws of a mission is inconsistent with any provision of this canon, the provision of this canon shall govern.

(c) FILING.— Each mission shall file the bylaws of that mission with the Secretary.

**SEC. 3506. MISSION COMMITTEES.****(a) CHAIR AND PRESIDING OFFICER.—**

(1) BISHOP.— (2) The Bishop shall be—

(A) the chair of the Mission Committee; and

(B) except as provided under paragraph (2), the presiding officer of any meeting of—

(i) the Mission Committee; or

(ii) the Mission.

(2) VICAR.— The Vicar shall be the presiding officer at any meeting of the Mission Committee or of the Mission if the Bishop is not present at that meeting.

**(b) OTHER OFFICERS.—**The Mission Committee shall elect—

(1) a vice chair of the Mission Committee;

(2) a Secretary;

(3) a Treasurer; and

(4) the appropriate number of lay delegates and alternate lay delegates to the Diocesan Convention.

(c) BISHOP AS EX OFFICIO MEMBER.-- The Bishop shall be a non-voting ex officio member of the Mission Committee.

**(d) REMOVAL AND REPLACEMENT OF MEMBERS.—**

(1) IN GENERAL.-- Except as provided under paragraph (2), the Diocesan Council with the approval of the Bishop may—

(A) remove any individual from the office of a member of any Mission Committee; and

(B) appoint a qualified individual to fill the resulting vacancy.

(2) ACTION WITHOUT APPROVAL.— If the office of the Bishop is vacant, the Council may remove and replace a member under paragraph (1) without any further approval.

**(e) ANNUAL BUDGET.—**

(1) IN GENERAL.-- The Mission Committee of each mission shall—

(A) with the advice of the Bishop and the Council, prepare an annual budget for the mission each year; and

(B) determine the means of raising the income for funding each annual budget;

(C) submit quarterly statements to the Council on the finances of the mission; and

(D) submit reports to the Bishop twice each year on the state of the mission.

(2) LIMITATION ON FINANCIAL OBLIGATIONS.-- A mission may not incur any financial obligation that is not specified in the annual budget of the mission without the approval of the Council.

**SEC. 3507. GUIDANCE FOR PROCEDURES FOR MEETINGS.**

Subject to this canon, the presiding officer of any meeting of a mission or a Mission Committee shall apply the provisions relating to procedures applicable to a meeting of a parish or a meeting of a vestry under Canon 47, respectively.

**SEC. 3508. PROPERTY AND TERMINATION OF A MISSION.**

(a) PROPERTY.— All real and personal property of a mission shall be vested in the Diocese.

(b) TERMINATION.— The Council may terminate a mission with the consent of the Bishop.

**CANON 36  
MINISTRY TO HIGHER EDUCATION**

**SEC. 3601. ESTABLISHMENT OF CHAPLAINCIES.**

The Diocesan Council may establish a chaplaincy at any college or university within the Diocese with the consent of the Bishop.

**SEC. 3602. CHAPLAIN OF A CHAPLAINCY.**

(a) APPOINTMENTS.— The Bishop shall appoint the Chaplain of each chaplaincy.

(b) REMOVALS.— The Bishop may remove an individual from the office of Chaplain.

(c) TERMINATIONS.— The office of Chaplain for a chaplaincy shall terminate with the termination of that chaplaincy.

**SEC. 3603. ADVISORY COMMITTEE.**

(a) ESTABLISHMENT.—

(1) IN GENERAL.-- The Bishop may establish an Advisory Committee for any chaplaincy.

(2) MEMBERS OF THE ADVISORY COMMITTEE.— An Advisory Committee established under paragraph (1) shall consist of—

(A) the Chaplain;

(B) any number of individuals appointed by the Bishop;

(C) a Secretary and Treasurer elected by the Advisory Committee;

and

(D) the Bishop, who shall serve as a non-voting ex officio member.

(3) TERMS OF OFFICE.—

(A) IN GENERAL.-- The term of office for any member of the Advisory Committee is 1 year.

(B) REAPPOINTMENT.—The Bishop may appoint an individual to any number of terms.

(4) PURPOSE.-- The purpose of an Advisory Committee is to assist the Chaplain in the work of the chaplaincy.

**(b) MEETINGS OF THE ADVISORY COMMITTEE.—**

(1) CHAIR.-- The Chaplain shall be the Chair of the Advisory Committee.

(2) PRESIDING OFFICER.— The presiding officer of any meeting of an Advisory Committee shall be—

(A) the Bishop; or

(B) if the Bishop is not present, the Chaplain.

(c) LIMITATION ON FINANCIAL OBLIGATIONS.-- A chaplaincy may not incur any financial obligation without the approval of the Bishop and the Council.

**SEC. 3604. STANDARD REGISTER.**

The Chaplain of each chaplaincy shall keep a Standard Register in which the Chaplain shall record all official acts. Communicants may be enrolled in the Standard Register and may be transferred to, or received from, a parish, separate congregation or mission.

**SEC. 3605. LAY DELEGATE TO THE DIOCESAN CONVENTION.**

In accordance with section 304(a)(1)(E) of the Constitution and section 302(c) of the Canons, the Council shall determine whether or not to authorize the appointment of a lay delegate to the Diocesan Convention for any chaplaincy.

**CANON 37  
[RESERVED]**

**CANON 38  
[RESERVED]**

**CANON 39  
[RESERVED]**

**CANON 40  
[RESERVED]**

**TITLE VIII—COMMITTEES AND COMMISSIONS**

**CANON 41  
COMMISSION ON MINISTRY**

**SEC. 4101. DEFINITION.**

In this canon, the term “Commission” means the Commission on Ministry.

**SEC. 4102. ESTABLISHMENT, MEMBERSHIP, AND APPOINTMENT.**

(a) ESTABLISHMENT AND MEMBERSHIP.—

(1) ESTABLISHMENT.-- There is established a Commission on Ministry.

(2) MEMBERSHIP.-- The Commission shall consist of an odd number of members, including no fewer than 9 and no more than 15 members—

(A) of whom each shall be—

(i) a clerical member of the Convention; or

(ii) a lay communicant of this Diocese in good standing; and

(B) of whom—

(i) at least 1 shall be a clerical member of the Convention; and

(ii) at least 1 shall be a lay communicant of this Diocese in good standing.

(3) CHAIR.— The President of the Convention shall designate 1 of the members to be Chair of the Commission.

(b) APPOINTMENT OF MEMBERS.—

(1) IN GENERAL.— The President of the Convention, with the consent of the Convention, shall appoint the members of the Commission at each annual meeting of the Convention.

(2) TERMS.—

(A) LENGTH OF TERM.— The term of each member of the Commission appointed under paragraph (1) shall--

(i) begin the day after the close of the meeting of the Convention in which that member is appointed with the consent of the Convention; and

(ii) end on the day after the third annual meeting of the Convention following the date of the beginning of the term.

(B) STAGGERED TERMS.— The terms of office of the Commission shall be staggered and arranged into 3 classes.

(C) TERM LIMITATIONS.-- A member of the Commission shall not be eligible to serve on the Commission until after the lapse of 1 year, if that member has served continuously on the Commission for—

(i) 2 full 3-year terms; or

(ii) 1 full 3-year term and any part of a second 3-year term.

(c) VACANCIES.-- If a position on the Commission is vacant or a member of the Commission is disabled, the President of the Convention may appoint a replacement member for the remainder of the applicable term with the consent of the Diocesan Council.

### **SEC. 4103. DUTIES.**

The Commission shall advise and assist the Bishop in the implementation of Title III of the canons of this Church, particularly relating to—

(1) opportunities and needs for the ministry of all baptized individuals;

- (2) the recruitment, discernment, and formation of those individuals; and
- (3) the assessment of readiness for ministry by those individuals.

**CANON 42**  
**COMMITTEE ON THE CONSTITUTION AND CANONS**

**SEC. 4201. DEFINITION.**

In this canon, the term “Committee” means the Committee on the Constitution and Canons.

**SEC. 4202. ESTABLISHMENT, MEMBERSHIP, AND APPOINTMENT.**

(a) ESTABLISHMENT AND MEMBERSHIP.—

(1) ESTABLISHMENT.-- There is established a Committee on the Constitution and Canons.

(2) MEMBERSHIP.-- The Committee shall consist of 10 members of whom—

(A) 4 shall be clerical members of the Convention;

(B) 4 shall be lay communicants of this Diocese in good standing who are attorneys;

(C) 1 shall be the Chancellor serving as an ex officio member; and

(D) 1 shall be the Secretary serving as an ex officio member.

(3) EX OFFICIO MEMBERS.— The ex officio members of the Committee shall be nonvoting members of the Committee.

(4) CHAIR.—The President of the Convention shall designate 1 of the voting members to be Chair of the Committee.

(b) APPOINTMENT OF MEMBERS.—

(1) IN GENERAL.— The President of the Convention shall appoint the members of the Committee at each annual meeting of the Convention.

(2) TERMS.— The term of each member of the Committee appointed under paragraph (1) shall—

(A) begin the day after the date of the adjournment of the Convention that the appointment is made; and

(B) end on—

(i) the day after the adjournment of the annual meeting of the Convention following the date of the beginning of the term; or

(ii) the date a successor is appointed.

(c) VACANCIES.-- If a position on the Committee is vacant or a member of the Committee is disabled, the President of the Convention may appoint a replacement member for the remainder of the applicable term.

**SEC. 4203. DUTIES.**

The Committee shall—



- (1) consider—
  - (A) canons referred to the Committee by the Secretary in accordance with Canon 70;
  - (B) requests to amend the Constitution or the Canons; and
  - (C) other matters referred to the Committee; and
- (2) carry out the responsibilities of the Committee relating to elections under Canon 4.

### **CANON 43 COMMITTEE ON RESOLUTIONS**

#### **SEC. 4301. DEFINITION.**

In this canon, the term “Committee” means the Committee on Resolutions.

#### **SEC. 4302. ESTABLISHMENT, MEMBERSHIP, AND APPOINTMENT.**

- (a) ESTABLISHMENT AND MEMBERSHIP.—
  - (1) ESTABLISHMENT.-- There is established a Committee on Resolutions.
  - (2) MEMBERSHIP.-- The Committee shall consist of an odd number of voting members—
    - (A) of whom each shall be—
      - (i) a clerical member of the Convention; or
      - (ii) a lay communicant of this Diocese in good standing; and
    - (B) of whom—
      - (i) 2 shall be clerical members of the Convention; and
      - (ii) 2 shall be lay communicants of this Diocese in good standing.
  - (3) EX OFFICIO MEMBER.—
    - (A) SECRETARY.— The Secretary shall serve as an ex officio member of the Committee.
    - (B) NONVOTING MEMBER.-- The ex officio member of the Committee shall be a nonvoting member of the Committee.
  - (4) CHAIR.— The President of the Convention shall designate 1 of the voting members to be Chair of the Committee.
- (b) APPOINTMENT OF MEMBERS.—
  - (1) IN GENERAL.— The President of the Convention shall appoint the members of the Committee at each annual meeting of the Convention.
  - (2) TERMS.— The term of each member of the Committee appointed under paragraph (1) shall—
    - (A) begin the day after the date of the adjournment of the Convention that the appointment is made; and
    - (B) end on—

(i) the day after the adjournment of the annual meeting of the Convention following the date of the beginning of the term; or

(ii) the date a successor is appointed.

(c) VACANCIES.-- If a position on the Committee is vacant or a member of the Committee is disabled, the President of the Convention may appoint a replacement member for the remainder of the applicable term.

### **SEC. 4303. SUBMISSION AND REFERRALS OF RESOLUTIONS.**

(a) SUBMISSION.—

(1) IN GENERAL.-- Any individual may submit a resolution to the Secretary for consideration at a meeting of the Convention.

(2) SPONSORS.— More than 1 individual may sponsor a resolution. At least 1 sponsor shall be a participant of the Convention.

(3) CONTENTS.— Each resolution shall include—

(A) the signature of each sponsor;

(B) the name of the participant of the Convention sponsoring and presenting the resolution;

(C) an explanation of the purpose or justification of the policy of the resolution;

(D) an indication of the financial implications of the resolution; and

(E) a statement of the reasons that a meeting of the Convention is an appropriate forum for the consideration of the resolution.

(b) REFERRALS.-- The Secretary shall refer to the Committee any resolution that—

(1) is submitted under subsection (a)(1);

(2) meets the requirements of subsection (a)(2) and (3); and

(3) is not within the jurisdiction under the Canons of any other committee or commission.

### **SEC. 4304. DUTIES.**

The Committee —

(1) shall consider and evaluate each referred resolution;

(2) may consult with other individuals or entities;

(3) may propose any amendment to a resolution; and

(4) shall recommend to the Convention any action on a resolution and state the reasons for the recommendation.

### **SEC. 4305. PROCEDURES AND DEADLINES.**

Procedures and deadlines for the submission of proposed resolutions shall be prescribed in the Rules of Order of the Convention.

**CANON 44**  
**COMMITTEES ESTABLISHED BY RESOLUTION**

**SEC. 4401. ESTABLISHMENT AND PURPOSE.**

(a) **ESTABLISHMENT.**-- The Convention, the Diocesan Council, or the Standing Committee may establish a committee by a resolution.

(b) **APPLICABILITY.**—

(1) **FREESTANDING RESOLUTIONS.**-- This canon shall apply to any committee that is established by a resolution of the Convention, the Diocesan Council, or the Standing Committee.

(2) **CANONICAL COMMITTEES.**-- This canon shall not apply to any committee that is—

(A) established in these Canons; or

(B) established by the Council under section 5405(a).

(c) **PURPOSE.**-- The purpose of a committee shall be to provide the Convention, the Council, or the Standing Committee with advice and recommendations.

(d) **OTHER AUTHORITY OR FUNCTION.**-- If a committee is to exercise any authority or perform any function other than providing advice and recommendations that authority or function shall be explicitly stated in the resolution establishing the committee.

**SEC. 4402. CONTENTS OF RESOLUTION.**

A resolution establishing a committee shall include—

(1) the title of the committee;

(2) the purposes of the committee, including—

(A) the subject matter that the committee shall study; and

(B) the entity or individuals to whom the committee shall submit a report;

(3) any other authority or function described under section 4401(d);

(4) the date on which the committee shall terminate or a statement that the committee is permanent; and

(5) any provision applicable to the committee as authorized under section 4403(a).

**SEC. 4403. APPLICABLE PROVISIONS UNLESS OTHERWISE PROVIDED IN THE RESOLUTION.**

(a) **IN GENERAL.**-- Unless the resolution establishing a committee provides otherwise, the provisions of this section shall apply.

(b) **MEMBERSHIP.**—

(1) **IN GENERAL.**-- A committee may consist of any number of voting and nonvoting members.

(2) **EX OFFICIO MEMBERS.**—

(A) IN GENERAL.-- Any ex officio member of the committee shall be a nonvoting member of the committee.

(B) QUALIFICATIONS.— Subsection (d) shall not be construed to authorize an ex officio member to vote.

(3) BISHOP.--- The Bishop shall be an ex officio member of any committee.

(4) CHAIR.— The chair of any committee shall be—

(A) in the case of a committee established by the Convention, appointed by the Bishop, in consultation with the Council;

(B) in the case of a committee established by the Council, appointed by the Bishop, with the consent of the Council; and

(C) in the case of a committee established by the Standing Committee, appointed by the Standing Committee.

(5) OTHER OFFICERS.—The members of any committee may elect other officers of that committee.

(c) APPOINTMENTS.— Each member of any committee shall be—

(1) in the case of a committee established by the Convention, appointed by the Bishop, in consultation with the Council;

(2) in the case of a committee established by the Council, appointed by the Bishop, with the consent of the Council; and

(3) in the case of a committee established by the Standing Committee, appointed by the Standing Committee.

(d) QUALIFICATIONS.— An individual is qualified to be a voting member of a committee if that individual is--

(1) a clerical member of the Convention; or

(2) a communicant of this Diocese in good standing.

(e) TERMS.—

(1) LENGTH.-- The term of each member of a committee shall—

(A) begin the day after the date of the adjournment of the annual meeting of the Convention following the date of the appointment; and

(B) end on the day after the adjournment of the annual meeting of the Convention following 3 years after the date of the beginning of the term.

(2) STAGGERED TERMS.— The terms of office of a committee shall be staggered and arranged into 3 classes.

(3) TERM LIMITATIONS.-- A member serving a term or any part of a term on a committee shall not be eligible to serve another term until after the lapse of 1 year, if that member has served continuously on that committee or for—

(A) 2 full 3-year terms; or

(B) 1 full 3-year term and any part of an additional 3-year term.

(4) VACANCIES.— If a position on a committee established by—

(A) the Convention is vacant or a member of that committee is disabled, the Bishop, in consultation with the Council, may appoint a replacement member for the remainder of the applicable term;

(B) the Council is vacant or a member of that committee is disabled, the Bishop, with the consent of the Council, may appoint a replacement member for the remainder of the applicable term; or

(C) the Standing Committee is vacant or a member of that committee is disabled, the Standing Committee may appoint a replacement member for the remainder of the applicable term.

(f) TERMINATION.— A committee shall terminate 6 years after the date on which that committee is established.

**CANON 45  
[RESERVED]**

**CANON 46  
[RESERVED]**

**TITLE IX-- DUTIES OF PARISHES**

**CANON 47  
BYLAWS OF PARISHES AND SEPARATE CONGREGATIONS**

**SEC 4701. APPLICATION TO PARISHES AND SEPARATE CONGREGATIONS.**

(a) PARISHES.—This canon shall apply to each parish in the Diocese.

(b) SEPARATE CONGREGATIONS.— This canon shall apply to each separate congregation in the Diocese by substituting the term “separate congregation” for the term “parish” each place that term appears.

**SEC 4702. AUTHORITY OF GOVERNANCE.**

(a) ADOPTION OF BYLAWS.— Each parish shall adopt bylaws for the governance of the parish that conform to this canon.

(b) CANON GOVERNS BYLAWS.-- To the extent that any provision of the bylaws of a parish is inconsistent with any provision of this canon, the provision of this canon shall govern.

(c) FILING.— Each parish shall file the bylaws of that parish with the Secretary.

**SEC. 4703. INDIVIDUALS ENTITLED TO VOTE AT MEETINGS OF THE PARISH.**

(a) MEMBERS ENTITLED TO VOTE.— The bylaws of each parish shall provide that an individual is a member of that parish entitled to vote at any meeting of that parish if that individual is--

(1) a member of the Episcopal Church as defined under the canons of this Church;

- (2) recorded as a member of that parish in the parish register;
  - (3) at least 15 years of age, unless—
    - (A) a higher age is—
      - (i) required by any law of the Federal Government or the applicable State or local government; or
      - (ii) provided otherwise under subsection (c)(2);
  - (4) a contributor of record to the parish;
  - (5) in compliance with the requirements of paragraphs (1) through (4) for the greater of—
    - (A) 1 month before the applicable meeting of the parish; or
    - (B) a period provided under subsection (c)(1); and
  - (6) in compliance with any other requirement under subsection (c).
- (b) CONTRIBUTOR OF RECORD.— The bylaws of each parish shall prescribe how to determine who is a contributor of record.
- (c) OPTIONS FOR ENTITLEMENT TO VOTE.-- The bylaws of any parish may--
- (1) require that any provision of subsection (a)(1), (2), (3), or (4) is met for a period greater than 1 month before the applicable meeting of the parish; or
  - (2) provide that in addition to any requirement of subsection (a), an individual is a member of a parish entitled to vote, if that individual is—
    - (A) a confirmed communicant of the Church as defined under the canons of this Church;
    - (B) a communicant of this Church in good standing; or
    - (C) at least 18 years of age or a lesser age not less than any age requirement under any law of the Federal Government or the applicable State or local government.
- (d) DETERMINATIONS OF VOTING MEMBERS.— The bylaws of each parish shall provide that—
- (1) the vestry shall make the determination of whether or not any individual is a member of the parish entitled to vote at any meeting of the parish;
  - (2) a majority of the members of the vestry present at any meeting of the parish shall make the determination under paragraph (1) if the vestry did not make that determination before that meeting; and
  - (3) any determination under paragraph (1) or (2) is a final determination.

#### **SEC. 4704. MEETINGS OF THE PARISH.**

- (a) ANNUAL MEETINGS.-- The bylaws of each parish shall—
- (1) determine the date and place of the annual meeting of the parish; or
  - (2) provide that—
    - (A) the vestry shall—
      - (i) determine the date and place of the annual meeting of the parish; and
      - (ii) provide notice to the parish of the date and place of that annual meeting; or

(B) if the vestry does not determine the date and place of the annual meeting of the parish during the first 11 months of any year, that meeting shall be held on the Monday night following the first Sunday in December at the church.

(b) SPECIAL MEETINGS.-- The bylaws of each parish shall provide that any special meeting of the parish may be called by--

(1) the Rector;

(2) a specific number of members of the vestry; or

(3) a specific number of members of the parish entitled to vote at a meeting of the parish who file a petition with the Secretary of the vestry or Clerk of the vestry.

(c) NOTICE OF MEETINGS.— The bylaws of each parish shall--

(1) provide that the Secretary of the vestry or Clerk of the vestry shall give the members of a parish entitled to vote at any meeting of the parish notice of—

(A) the date, hour, and place of any annual or special meeting of the parish; and

(B) the purposes for which that meeting is called;

(2) except as provided under paragraph (3), provide that notice shall be given at least a specific number of days before any meeting;

(3) with respect to any meeting in which any amendment to the bylaws is proposed—

(A) provide that notice shall be given at least 30 days before that meeting; and

(B) include the amendment and an explanation of the amendment;

and

(4) set forth the manner in which the notice shall be given.

(d) QUORUMS AND MAJORITIES.-- The bylaws of each parish shall—

(1) specify the percentage of all members of the parish entitled to vote that constitutes a quorum;

(2) except as provided under paragraph (3), provide that a majority of the members entitled to vote who are present and voting shall be required for the adoption of any matter; and

(3) provide that at least 67 percent of the members entitled to vote who are present and voting shall be required for any amendment to the bylaws.

(e) PRESIDING OFFICER.— The bylaws of each parish shall provide that--

(1) except as provided under paragraphs (2), (3), (4), and (5), the Rector shall preside at any annual or special meeting of the parish;

(2) if the Rector is absent for any annual or special meeting of the parish the Senior Warden shall preside at that meeting;

(3) if the Rector and the Senior Warden are absent at any annual or special meeting of the parish another individual shall preside at that meeting;

(4) if the office of the Rector is vacant during any annual or special meeting of the parish the Bishop shall preside at that meeting; and

(5) if the office of Rector is vacant and the Bishop is not present during any annual or special meeting of the parish—

- (A) an individual designated by the Bishop shall preside at that meeting; or
  - (B) another individual as determined in the bylaws shall preside at that meeting, if there is no designation under subparagraph (A).
- (f) DETERMINATIONS RELATING TO AN ELECTION.— The bylaws of each parish shall provide that—
- (1) any matter relating to an election conducted at any annual or special meeting of the parish shall be determined by—
    - (A) the vestry; or
    - (B) a majority of the members of the vestry present at that meeting; and
  - (2) any determination under paragraph (1) is a final determination.

#### SEC. 4705. VESTRY.

- (a) MEMBERSHIP.— The bylaws of each parish shall provide that the vestry—
  - (1) shall consist of—
    - (A) the Rector;
    - (B) the Senior Warden;
    - (C) the Junior Warden;
    - (D) any lay individual elected to the vestry at a meeting of the parish; and
    - (E) any lay individual who fills a vacancy on the vestry as provided under the bylaws; and
  - (2) may include other officers.
- (b) QUALIFICATIONS.— The bylaws of each parish—
  - (1) shall provide that—
    - (A) an individual is qualified to be a member of a vestry if that individual—
      - (i) is a lay member of that parish;
      - (ii) except as provided under subsection (c), is at least 18 years of age; and
      - (iii) meets any other requirement under paragraph (2); and
    - (B) a member of the vestry is qualified to be a Senior Warden or a Junior Warden if that member—
      - (i) is at least 18 years of age; and
      - (ii) meets any other requirement under paragraph (2); and
  - (2) in addition to the requirements of paragraph (1), may provide for any other qualification for—
    - (A) the Senior Warden;
    - (B) the Junior Warden; or
    - (C) any other member of the vestry.
- (c) VOTING MEMBERS OF THE VESTRY.—
  - (1) IN GENERAL.— Except as provided under paragraph (2), the bylaws of each parish shall provide that a member of the vestry may vote at any meeting of the vestry, including—



- (A) the Rector;
- (B) the Senior Warden;
- (C) the Junior Warden;
- (D) any individual who under the bylaws is an officer of the vestry with the right to vote; and
- (E) any individual elected to the vestry or filling a vacancy on the vestry under the bylaws.

(2) VESTRY MEMBERS LESS THAN 18 YEARS OF AGE.—

- (A) IN GENERAL.— The bylaws of each parish—
  - (i) shall provide for a minimum age qualification to be a member of the vestry; and
  - (ii) may provide that an individual is qualified to be a member of the vestry if that individual is at least 15 years of age.
- (B) LIMITATIONS.-- The bylaws of each parish shall provide that--
  - (i) a member of the vestry who is at least 15 years of age and less than 18 years of age may not —
    - (I) be included in the determination of a quorum at any meeting of the vestry; or
    - (II) vote on the acceptance of any contractual obligation of the vestry; and
  - (ii) the number of members of a vestry who are less than 18 years of age may not exceed 50 percent of the total number of the members of that vestry.

(d) NUMBER OF LAY VESTRY MEMBERS.— The bylaws of each parish shall—

- (1) prescribe the number of lay members of the vestry;
- (2) provide that any amendment to the bylaws may not shorten the term of any individual who is a member of the vestry on the effective date of the amendment; and
- (3) provide that the total number of lay voting members of the vestry may not be fewer than 6 members.

(e) TERMS OF OFFICE.— The bylaws of each parish—

- (1) shall—
  - (A) prescribe the length of term of office for lay members of the vestry; and
  - (B) provide that the term of office for a lay member of the vestry may not be for more than 4 years or less than 1 year; and
- (2) may provide that the terms of lay members of the vestry may be staggered and arranged into classes with different term lengths.

(f) VACANCIES.-- The bylaws of each parish shall provide that —

- (1) a vacancy in the office of a lay member of the vestry may be filled by a vote of a majority of the remaining vestry members of any individual who is eligible for election to the vestry; and
- (2) that individual—
  - (A) may fill the vacancy until the following annual meeting; or

(B) in the case of a vacancy in the office of Senior Warden or Junior Warden, may fill the vacancy until—

- (i) the following annual meeting; or
- (ii) the meeting of the vestry following the annual meeting.

(g) REMOVAL OF LAY VESTRY MEMBERS.-- The bylaws of each parish may provide for procedures for the removal from office of any lay member of the vestry.

(h) MEETINGS OF THE VESTRY.—

(1) CALL OF MEETINGS.— The bylaws of each parish shall provide that—

(A) meetings of the vestry may be called by the Rector, the Senior Warden, or at least 33 percent of all the lay members of the vestry entitled to vote; and

(B) except as provided under paragraph (2), the Rector, the Senior Warden, or the vestry members calling a meeting shall provide at least 3 days notice of the meeting to all members of the vestry.

(2) EMERGENCY OR URGENT NEED.— The bylaws of each parish may provide that a meeting of the vestry may be called with fewer than 3 days notice if—

(A) there is an emergency or urgent need for vestry action;

(B) notice is provided to all members of the vestry in a manner that is as timely as possible; and

(C) a majority of all members of the vestry entitled to vote agree to hold the meeting with fewer than 3 days notice.

(3) QUORUMS.-- The bylaws of each parish shall—

(A) except as provided under subparagraph (B), specify the number of voting vestry members that constitutes a quorum for the transaction of business; and

(B) provide that a quorum may not be more than 50 percent or less than 33 percent of all the voting members of the vestry.

(4) ACTS OF THE VESTRY.— Except as otherwise provided in this canon, the bylaws of each parish shall provide that any act of a vestry shall be taken by a majority of the members of the vestry present and voting at a meeting of the vestry.

(5) RULES.-- The bylaws of each parish shall provide that the vestry may adopt rules for the conduct of meetings of the vestry.

(6) ELECTRONIC MEETINGS AND ELECTRONIC VOTING.—

(A) IN GENERAL.-- The bylaws of a parish may provide that the vestry may adopt rules for meetings or voting to be conducted electronically.

(B) REQUIREMENTS.— Any bylaws adopted under subparagraph (A) shall provide that—

- (i) in any electronic meeting (including any telephonic meeting) every vestry member participating in the meeting is capable of simultaneously communicating with every other vestry member participating in the meeting; and

(ii) in any electronic voting that is not conducted as part of an actual meeting or electronic meeting—

(I) any action of the vestry shall require a unanimous vote of approval of all voting members of the vestry of a resolution;

(II) the full text of any resolution described under subclause (I) shall be available in writing or electronically to all members of the vestry before any electronic vote on the resolution; and

(III) the vote and the matter voted upon shall be entered into the records of the vestry.

(7) CONFLICTS OF INTEREST.-- The bylaws of any parish may provide for—

(A) the definition and disclosure of any conflict of interest or potential conflict of interest by any member of the vestry relating to any vote of the vestry; and

(B) after any disclosure described under subparagraph (A), the conditions under which any affected member may or may not continue to participate in any related discussion or applicable vote.

(i) PRESIDING OFFICER AT VESTRY MEETINGS.-- The bylaws of each parish shall provide that--

(1) except as provided under paragraphs (2), (3), (4), and (5), the Rector shall preside at any meeting of the vestry;

(2) if the Rector is absent at any meeting of the vestry, the Senior Warden shall preside at that meeting;

(3) if the Rector and the Senior Warden are absent at any meeting of the vestry the Junior Warden shall preside at that meeting;

(4) if the Rector, the Senior Warden, and the Junior Warden are absent at any meeting of the vestry, a member of the vestry elected by a majority of the members of the vestry present and voting shall be the presiding officer at that meeting; and

(5) if the office of the Rector is vacant and the Bishop is present during any meeting of the vestry the Bishop shall preside at that meeting.

(j) COMMITTEES.—

(1) COMMITTEES ESTABLISHED BY THE VESTRY.— The bylaws of each parish—

(A) may provide that the vestry may establish committees and appoint members to those committees; and

(B) shall provide that--

(i) any committee established under subparagraph (A) shall—

(I) include at least 2 members of the vestry as members of the committee; and

(II) exercise any authority delegated by the vestry in the management of the parish; and

(ii) any authority delegated under clause (i)(II) shall not affect the responsibilities or duties of the vestry relating to that authority.

(2) COMMITTEES ESTABLISHED BY RECTOR.-- The bylaws of each parish—

(A) may provide that the Rector may establish committees and appoint members to those committees; and

(B) shall provide that—

(i) any committee established under subparagraph (A) may not exercise any authority of the vestry in the management of the vestry; and

(ii) nothing in this paragraph may be construed to limit the authority of the Rector to establish any committee and appoint members to that committee to assist in the ministry of the Rector to the parish.

(k) OATH.-- The bylaws of any parish may provide that—

(1) an oath of office may be given upon taking the office of a member of the vestry; and

(2) any oath shall provide that the individual shall faithfully execute the office to which that individual is elected.

(l) PRIORITY OF COMPENSATION PAYMENTS.— The bylaws of each parish shall provide that--

(1) the vestry of each parish shall make the payment of clergy compensation a priority over all other payments from the income of the parish;

(2) the term “lay compensation”--

(A) means the pay or salary of all lay employees of the parish; and

(B) includes pension contributions, health and life insurance premiums, and all other benefits paid or provided to those employees;

(3) at any time during each year the vestry of each parish shall determine the number of lay employees the parish shall employ; and

(4) except as provided under paragraph (1), the vestry of each parish shall make the payment of lay compensation a priority over all other payments from the income of the parish.

#### **SEC. 4706. ELECTED OFFICERS.**

(a) WARDENS.— The bylaws of each parish shall provide that—

(1) the Senior Warden and the Junior Warden shall be elected—

(A) at the annual meeting of the parish from among the members of the parish entitled to vote; or

(B) at the first meeting of the vestry held after the annual meeting of the parish by a majority vote of all the members of the vestry entitled to vote; and

(2) the Senior Warden and the Junior Warden shall have the authority and perform the duties in the management of the property and affairs of the parish as are provided in—

- (A) the canons of this Church;
- (B) these Canons; and
- (C) subject to subparagraphs (A) and (B), the bylaws and the resolutions of the vestry.

(b) TREASURER.—

(1) ELECTIONS AND QUALIFICATIONS.-- The bylaws of each parish shall provide that—

- (A) the vestry shall elect a Treasurer; and
- (B) an individual may be qualified to be a Treasurer regardless of whether or not that individual is—
  - (i) a member of the parish; or
  - (ii) a member of the vestry.

(2) OTHER PROVISIONS.-- Except as provided under paragraph (1), the bylaws of each parish and the resolutions of the vestry shall prescribe—

- (A) the qualifications of the Treasurer;
- (B) the term of office of the Treasurer;
- (C) the authority of the Treasurer; and
- (D) the voting rights of the Treasurer.

(c) SECRETARY OF THE VESTRY OR CLERK OF THE VESTRY.—

(1) ELECTIONS AND QUALIFICATIONS.-- The bylaws of each parish shall provide that—

- (A) the vestry shall elect a Secretary or Clerk; and
- (B) an individual may be qualified to be a Secretary or Clerk regardless of whether or not that individual is—
  - (i) a member of the parish; or
  - (ii) a member of the vestry.

(2) OTHER PROVISIONS.-- Except as provided under paragraph (1), the bylaws of each parish and the resolutions of the vestry shall prescribe—

- (A) the qualifications of the Secretary or Clerk;
- (B) the term of office of the Secretary or Clerk;
- (C) the authority of the Secretary or Clerk; and
- (D) the voting rights of the Secretary or Clerk.

(4) RECORD OF VOTING MEMBERS OF THE PARISH.-- The bylaws of each parish shall provide that the Secretary of the Vestry or Clerk of the vestry shall keep the record of all voting members of the parish.

(d) DELEGATES.— The bylaws of each parish shall provide that delegates and alternate delegates of the parish to the Diocesan Convention may be elected by—

- (1) the parish at a meeting of the parish; or
- (2) the vestry.

## **SEC. 4707. CLERGY.**

(a) RECTORS.— The bylaws of each parish shall provide that—

- (1) an individual is qualified to be a Rector if that individual is—
  - (A) a priest of this Church; or
  - (B) any cleric authorized to officiate in this Church by the canons of this Church; and
- (2) if the office of Rector is vacant—
  - (A) the vestry shall consult with the Bishop in accordance with the canons of this Church before the election of a Rector; and
  - (B) the vestry shall elect a Rector by a majority vote of all the members of the vestry entitled to vote.
- (b) ASSISTANT CLERGY.— The bylaws of each parish shall provide that—
  - (1) an individual is qualified to be an assistant cleric if that individual is—
    - (A) a priest of this Church; or
    - (B) any cleric authorized to officiate in this Church by the canons of this Church;
  - (2) the Rector shall nominate an individual to the vestry for election to any office of an assistant cleric;
  - (3) the vestry shall consult with the Bishop in accordance with the canons of this Church before the election of any assistant cleric; and
  - (4) the vestry may elect a nominated individual to any office of an assistant cleric by a majority vote of all the members of the vestry entitled to vote.

**SEC. 4708. CALL OF RECTORS OR ASSISTANT CLERGY.**

The bylaws of each parish shall provide that the terms and conditions of any contract of the call of a Rector or of the call of an assistant cleric shall be in writing and comply with all of the terms and conditions required by the canons of this Church and the policies established by the Bishop.

**CANON 48  
CATHEDRAL**

**SEC. 4801. INSTITUTION OF THE DIOCESE OF WASHINGTON.**

The Protestant Episcopal Cathedral Foundation of the District of Columbia, incorporated by the Act of January 6, 1893 (27 Stat. 414; chapter 20), is an Institution of the Diocese of Washington.

**SEC. 4802. CATHEDRAL AND CHIEF MISSION CHURCH.**

The Cathedral Church of St. Peter and St. Paul is the Cathedral and chief Mission Church of the Diocese of Washington.

**CANON 49  
ENCUMBRANCE OR ALIENATION OF CHURCH PROPERTY**

**SEC. 4901. APPROVAL OF BISHOP AND STANDING COMMITTEE.**

(a) APPROVAL REQUIRED.-- Except as provided under subsection (b), the vestry of a parish or separate congregation shall obtain written approval as required under Canon I.7.3 and Canon II.6 of the canons of this Church before taking any action to--

(1) encumber any real property of that parish or separate congregation, including encumbering that property by mortgage, deed of trust, lease, right of way, or easement; or

(2) alienate any real property of that parish or separate congregation, including alienation of that property by gift, sale, or exchange.

(b) EXCEPTION.-- The vestry of a parish or separate congregation may lease real property of that parish or separate congregation without the approval of the Bishop or the Standing Committee, if—

(1) the real property is not any part of a church or chapel that is principally used for public worship; and

(2) the term of the lease is 3 years or less.

**SEC. 4902. INACTIVE PARISHES AND SEPARATE CONGREGATIONS.**

The vestry of a parish or separate congregation shall obtain the same written approval as required under section 4901(a) before disposing of any personal property, including the proceeds of any sale of real property, if that parish or separate congregation expects to become inactive and discontinue the holding of public worship.

**CANON 50  
OPERATING BUDGET OF THE DIOCESE**

**SEC. 5001. ADOPTION OF OPERATING BUDGET.**

The Convention shall adopt an operating budget for the current fiscal year at each annual meeting of the Convention.

**SEC. 5002. PLEDGE OF THE DIOCESE.**

The operating budget shall include the pledge of the Diocese to the Executive Council of the General Convention for the maintenance and extension of the mission and ministry of the Church outside the Diocese.

**CANON 51  
SUPPORT OF THE DIOCESAN OPERATING  
BUDGET BY CONGREGATIONS**

**SEC. 5101. APPLICATION TO PARISHES, SEPARATE CONGREGATIONS, ORGANIZED MISSIONS, AND THE CATHEDRAL.**

(a) PARISHES.— This canon shall apply to each parish in the Diocese.

(b) SEPARATE CONGREGATIONS.— This canon shall apply to each separate congregation in the Diocese by substituting the term “separate congregation” for the term “parish” each place that term appears.

(c) ORGANIZED MISSION.— This canon shall apply to each organized mission in the Diocese by substituting —

(1) the term “organized mission” for the term “parish” each place that term appears;

(2) the term “mission committee” for the term “vestry” each place that term appears;

(3) the term “Vicar” for the term “Rector” each place that term appears; and

(4) the term “vice-chair of the mission committee” for the term “Senior Warden” each place that term appears.

(d) CATHEDRAL.—

(1) IN GENERAL.— Except as provided under paragraph (2), this canon shall apply to the Cathedral by substituting—

(A) the term “Cathedral” for the term “parish” each place that term appears;

(B) the term “ the Cathedral” for the term “each parish” each place that term appears; and

(C) the term “Chapter” for the term “vestry” each place that term appears.

(2) NOTICES.— Section 5103(c)(2)(B)(i) shall not apply to the Cathedral.

## **SEC. 5102. OPERATING INCOME AND CALENDAR YEAR USED FOR DETERMINATIONS.**

(a) DEFINITION.-- In this canon the term “operating income” has the meaning of the term “normal operating income” as defined in the annual parochial report required under the canons of this Church.

(b) CALENDAR YEAR USED FOR FINANCIAL COMMITMENT.— The annual financial commitment and tithe of a parish shall be based on the operating income of that parish as reported in the annual parochial report for the calendar year that occurs 2 years before the calendar year of the applicable annual operating budget for the Diocese.

## **SEC. 5103. ANNUAL FINANCIAL COMMITMENT TO THE DIOCESE.**

(a) IN GENERAL.— The vestry of each parish shall make an annual financial commitment to support the mission and ministry of the Diocese.

(b) TITHE.— The normative standard of the annual financial commitment of a parish under subsection (a) shall be a tithe of the annual operating income of that parish.

(c) NOTICE OF FINANCIAL COMMITMENT.—

(1) DATE NOTICE IS REQUIRED.-- The Diocesan Council shall set a date on which each parish shall provide notice under paragraph (2) to the Council.

(2) SUBMISSION.—



(A) IN GENERAL.-- Not later than the date set under paragraph (1), each parish shall submit the notice of financial commitment to the Council.

(B) RESPONSIBILITY FOR NOTICE.—

(i) PARISH.— The Rector of the parish shall submit notice under this subsection. If the office of Rector is vacant or the Rector is absent, the notice shall be submitted by the Senior Warden.

(ii) CATHEDRAL.— The Chapter of the Cathedral shall submit notice under this subsection.

(3) CONTENTS.— The annual financial commitment shall be expressed as—

(A) a specific dollar amount; and

(B) a percentage of the operating income of the parish.

## **CANON 52 PARISH RECORDS**

### **SEC. 5201. APPLICATION TO PARISHES, SEPARATE CONGREGATIONS, ORGANIZED MISSIONS, AND THE CATHEDRAL.**

(a) PARISHES.— This canon shall apply to each parish in the Diocese.

(b) SEPARATE CONGREGATIONS.— This canon shall apply to each separate congregation in the Diocese by substituting the term “separate congregation” for the term “parish” each place that term appears.

(c) ORGANIZED MISSION.— This canon shall apply to each organized mission in the Diocese by substituting —

(1) the term “organized mission” for the term “parish” each place that term appears;

(2) the term “mission committee” for the term “vestry” each place that term appears; and

(3) the term “Vicar” for the term “Rector” each place that term appears.

(d) CATHEDRAL.— This canon shall apply to the Cathedral by substituting—

(1) the term “Cathedral” for the term “parish” each place that term appears;

(2) the term “the Cathedral” for the term “each parish” each place that term appears;

(3) the term “Chapter” for the term “vestry” each place that term appears; and

(4) the term “Dean of the Cathedral” for the term “Rector” each place that term appears.

### **SEC. 5202. PARISH REGISTER.**

(a) DUTY OF THE VESTRY.-- The vestry of each parish shall provide a parish register for that parish.

- (b) **PERMANENT RECORD AND PROPERTY.**-- The parish register is—
- (1) a permanent record of the parish; and
  - (2) the property of the parish.
- (c) **DUTY OF THE RECTOR.**-- The Rector shall—
- (1) maintain the parish register; and
  - (2) ensure the timely and accurate entry of information in the parish register.
- (d) **CONTENTS.**-- The information in the parish register shall include—
- (1) the name and date of birth of each child baptized and the names of the parents and sponsors;
  - (2) the name of each adult baptized and the names of the witnesses;
  - (3) the name of each individual confirmed and the name of the Bishop who performed the confirmation;
  - (4) the name of each communicant in the parish with any incident of removal, death, or discipline of that communicant;
  - (5) the name, age, and residence of each individual and spouse who marry;
  - (6) the name and age of any individual for whom a rite of burial is performed; and
  - (7) the date and place of each event described under paragraphs (1) through (6).
- (e) **SIGNATURES.**--
- (1) **BAPTISM.**-- The registry of each baptism shall be signed by the officiating cleric.
  - (2) **MARRIAGE.**— The registry of each marriage shall be signed by—
    - (A) the officiating cleric; and
    - (B) if practicable—
      - (i) the individuals who marry; and
      - (ii) at least 2 witnesses of the marriage.

### **SEC. 5203. RECORD OF PUBLIC AND PRIVATE SERVICES.**

In addition to the parish register, the Rector of each parish shall maintain a record of—

- (1) each public and private service held and the nature of that service; and
- (2) the total attendance at each service.

## **CANON 53**

### **PROVIDING THE ELEMENTS OF THE HOLY COMMUNION**

#### **SEC. 5301. PROVIDING THE ELEMENTS OF THE HOLY COMMUNION.**

In each parish or separate congregation, the Senior Warden and Junior Warden shall provide the elements of bread and wine for the holy communion if required by the Rector.

## **CANON 54**

## **DIOCESAN STEWARDSHIP AND PARISH VIABILITY**

### **SEC. 5401. DEFINITIONS.**

In this canon:

(1) COMMITTEE.-- The term 'Committee' means a Committee on Assessment of Health and Viability appointed under section 5405.

(2) RECTOR.— The term 'rector' includes an interim rector and a priest-in-charge.

### **SEC. 5402. APPLICATION TO PARISHES AND SEPARATE CONGREGATIONS.**

(a) PARISHES.— This canon shall apply to each parish in the Diocese.

(b) SEPARATE CONGREGATIONS.— This canon shall apply to each separate congregation in the Diocese by substituting the term 'separate congregation' for the term 'parish' each place that term appears.

### **SEC. 5403. INITIATION OF ASSESSMENT OF HEALTH AND VIABILITY.**

(a) IN GENERAL.— An assessment may be initiated under this section to determine—

(1) the health, governance, mission, and viability of a parish; and

(2) whether any action of oversight or intervention by the Diocese is recommended.

(b) REQUEST FOR ASSESSMENT.— A request to conduct an assessment of a parish may be submitted to the Council by—

(1) the Bishop;

(2) the Standing Committee;

(3) any member of the Council, including any ex officio member of the Council; or

(4) the rector or vestry of a parish with respect to an assessment of that parish.

(c) OPPORTUNITY TO RESPOND.— Once a request has been submitted under subsection (b), the Council shall officially notify the rector and vestry of the parish. A Council assessment approval request meeting shall be scheduled at which the parish shall be given the opportunity to respond and present information to the Council to be considered in the Council approval or disapproval determination.

(d) DETERMINATION FOR APPROVAL.— The Council shall approve a request if the Council determines that there are credible indications of material and substantial matters adversely affecting the health, governance, mission, and viability of the parish as set forth under section 5404.

(e) COUNCIL APPROVAL OR DISAPPROVAL.— The Council shall approve or disapprove any request.

**SEC. 5404. CONSIDERATIONS FOR ASSESSMENT OF PARISH HEALTH AND VIABILITY.**

In conducting any assessment of parish health and viability, a Committee shall consider whether that parish—

- (1) is in compliance with requirements of the Canons and the canons of this Church, including—
  - (A) the adoption of parish bylaws in compliance with section 4702 through 4708;
  - (B) compliance with the bylaws of that parish;
  - (C) compliance with section 4901 in the encumbrance or alienation of church property;
  - (D) compliance with section 5202 and 5203 in the maintenance of the parish register and parish records; and
  - (E) a reasonable expectation that it will function autonomously as a parish as evidenced by the payment of—
    - (i) the parish operating expenses; and
    - (ii) an appropriate annual financial commitment to the Diocese under section 5103;
- (2) is in compliance with the requirements of any law of the Federal Government or the applicable State or local government, including any requirement relating to—
  - (A) the registration and maintenance of a corporation;
  - (B) employment;
  - (C) health and safety; or
  - (D) taxation;
- (3) receives annual revenues sufficient to support operations based on congregational plate and pledge offerings balanced with other sources;
- (4) provides for the payment of the salary, pension contribution, and health insurance premiums of a rector consistent with the Diocesan Personnel Policies and Guidelines;
- (5) maintains adequate staff support by the payment of the salary, pension contributions, and health insurance premiums of employees consistent with the Diocesan Personnel Policies and Guidelines;
- (6) meets all debt obligations;
- (7) manages and preserves the real property and financial assets of the parish for the future needs of the parish;
- (8) maintains faith formation programs and outreach programs;
- (9) is in compliance with the Episcopal Church Manual of Business Methods in Church Affairs to prevent or mitigate risks and ensure the financial stability and protection of parish assets and resources, including—
  - (A) preparation of financial statements; and
  - (B) maintenance of financial records, internal controls, budgeting, and audits;
- (10) practices effective stewardship, including—

- (A) broad-based congregational giving and communication with all members for giving and participation in all aspects of congregational life;
  - (B) the maintenance of buildings and facilities;
  - (C) adequate insurance to protect properties and individuals; and
  - (D) prudent use of resources in the service of obligations and mission;
- (11) is governed by capable clergy and vestry leadership that—
- (A) participates in the Diocesan Convention and other governance bodies;
  - (B) participates in training and leadership programs; and
  - (C) provides to the Diocese accurate and timely parochial reports, audits, and other informational filings; and
- (12) supports the mission of the Church as evidenced by—
- (A) church attendance levels adequate to support the work, administration, and life of the parish;
  - (B) confirmations, receptions, and baptisms and multi-generational membership to support the parish;
  - (C) ministries relating to welcoming and connecting with the community in which the parish is located, including programs and activities within that community; and
  - (D) participation by members of the parish in parish and Diocesan activities.

#### **SEC. 5405. CONDUCT OF ASSESSMENT OF HEALTH AND VIABILITY.**

(a) COMMITTEE ON ASSESSMENT OF HEALTH AND VIABILITY.— If the Council approves a request submitted under section 5403, the Council shall appoint a Committee on Assessment of Health and Viability to—

- (1) conduct an assessment of the health, governance, mission, and viability of a parish; and
- (2) submit a report on the findings of the Committee to the Ecclesiastical Authority and the Council that may include recommendations of the Committee.

(b) MEMBERSHIP.—

- (1) IN GENERAL.-- The Committee shall consist of —
  - (A) any number of clerical individuals;
  - (B) lay individuals of an approximate number of the clerical individuals appointed; and
  - (C) a clerical individual and a lay individual designated by the affected parish.

(2) CANONICAL COMMITTEE REPRESENTATION.— The appointments under paragraph (1)(A) and (B) shall include 1 or more individuals who are members of any of—

- (A) the Committee on Finance for the Diocesan Council;
- (B) the Committee on Investments for the Diocesan Council;
- (C) the Committee on Audits of the Diocese for the Diocesan Council; or

(D) the Committee on the Constitution and Canons.

(3) PARISH REPRESENTATION.— At least 1 of the lay or clerical individuals appointed under paragraph (1)(A) and (B) shall be—

(A) a cleric serving or employed in another parish in the Diocese;

or

(B) a member of the vestry of another parish in the Diocese.

(4) DIVERSITY.— The Council shall make appointments that are representative of the diversity of the Diocese.

(5) CHAIR.— The Council shall appoint the Chair of the Committee.

(6) TERMS.— A member of the Committee shall serve until the termination of the Committee.

(7) VACANCIES.— If a position on the Committee is vacant or a member of the Committee is unable to perform the duties of the position, the Council may appoint a replacement member to serve until the termination of the Committee.

(c) CONSULTANTS.—

(1) IN GENERAL.— Subject to the approval of the Council, the Committee may pay for the services of any consultant to assist the Committee in the conduct of the assessment.

(2) PAYMENT OF SERVICES.— The Council shall provide for the payment of any services approved under this subsection.

(d) AUTHORITY OF THE COMMITTEE.— In conducting the assessment the Committee may—

(1) hold meetings, including meetings with interested persons;

(2) submit oral or written inquiries to any individual, including any—

(A) cleric employed by, or serving, the parish that is being assessed;

(B) lay leader of that parish, including any vestry member;

(C) employee of that parish;

(D) individual employed by, or serving as an advisor to that parish, including any attorney, accountant, or auditor; or

(E) member of that parish; or

(3) except as provided under subsection (e), access any record, including any—

(A) financial record, banking record, or audit;

(B) agreement, contract, or any document establishing an obligation of that parish;

(C) real property record, including any deed, lease, easement, covenant, or encumbrance;

(D) employment record;

(E) report or filing required by any law of the Federal Government or the applicable State or local government;

(F) record relating to litigation involving the parish;

(G) correspondence; or

(H) electronic file or email account.

(e) LIMITATION.— Subsection (d)(3) does not apply to any record or part of a record that contains confidential pastorally sensitive information.

## (f) REQUIREMENTS OF PARISH IN CONDUCT OF ASSESSMENT.---

- (1) IN GENERAL.— Each individual described under subsection (d)(2)(A) through (D) shall—
- (A) participate in the conduct of the assessment;
  - (B) promptly, fully, and accurately respond to any inquiry of the Committee; and
  - (C) promptly provide access to any record requested by the Committee.

(2) NONCOMPLIANCE.--- Any noncompliance with the requirements of paragraph (1) may be used in the assessment, determinations, and recommendations of the Committee, including expediting the final report under section 5406(a)(3).

(g) TERMINATION.— The Committee shall terminate 30 days after the date on which the Committee submits the final report to the Ecclesiastical Authority and the Council.

## **SEC. 5406. REPORT OF THE COMMITTEE ON ASSESSMENT OF HEALTH AND VIABILITY.**

## (a) SUBMISSION OF REPORT BY THE COMMITTEE.—

(1) IN GENERAL.— The Committee shall submit a report to the Ecclesiastical Authority and the Council on its findings relating to the assessment of the health and viability of the parish.

(2) BASIS OF ASSESSMENT.-- The assessment shall be based on—

- (A) substantial compliance with the considerations under section 5404;
- (B) the significance of any deficiency relating to those considerations;
- (C) the severity or patterns of deficiencies relating to those considerations;
- (D) any deficiency relating to those considerations that continues or worsens over a period of time;
- (E) the presence or absence of parish commitments to realistic remedial actions to address any deficiency relating to those considerations; and
- (F) compliance with the requirements under section 5405(f).

(3) EXPEDITED REPORT.— The Committee may submit an expedited final report to the Ecclesiastical Authority and the Council if at any time during the conduct of the assessment, the Committee determines that there is sufficient evidence applying any of the factors under paragraph (2) that prompt action by the Diocese is necessary—

- (A) for the success of a revitalization plan; or
- (B) to protect any assets or resources that are in jeopardy of loss that may be avoided.

(4) RECOMMENDATIONS.— The Committee may include recommendations in the report.

(5) REVITALIZATION PLAN.— The Committee may include a revitalization plan in the report, if--

(A) the Committee determines that the parish may achieve an adequate level of health and viability by implementation of the plan; and

(B) the rector and vestry of the parish agree to—

(i) adopt and implement the plan; and

(ii) if the Council and the Ecclesiastical Authority approve the plan under sections 5407 and 5408, fully implement the plan.

(b) TRANSMISSION OF REPORT TO PARISH VESTRY.— The Council shall transmit a copy of the report submitted to the Council under subsection (a) to the vestry of the parish.

(c) OPPORTUNITY TO COMMENT ON REPORT.— Before the Council takes any action under section 5407(a), the Council shall provide an opportunity to comment on the report to—

(1) any cleric employed by, or serving, the affected parish;

(2) any member of the vestry of the affected parish;

(3) any individual who is designated by the vestry to represent the vestry;

and

(4) any member in good standing of the affected parish.

#### **SEC. 5407. RECOMMENDATIONS OF THE COUNCIL.**

(a) SUBMISSION OF RECOMMENDATIONS.--

(1) IN GENERAL.-- The Council may submit 1 or more recommendations for action described under subsection (b) to the Ecclesiastical Authority.

(2) CONSIDERATIONS.— In making any recommendation the Council shall consider—

(A) any action that may benefit the overall health of the Episcopal Church in the Diocese of Washington; and

(B) any action that may strengthen or restore the health and viability of the parish.

(b) RECOMMENDATIONS FOR DIOCESAN ACTION.—

(1) IMPLEMENTATION OF REVITALIZATION PLAN.-- The Council may recommend the implementation of any revitalization plan under section 5406(a)(5) consistent with the terms of that agreement.

(2) VESTRY APPOINTMENTS.—

(A) IN GENERAL.-- The Council may recommend that the Ecclesiastical Authority—

(i) terminate the terms of office of all members of the vestry; and

(ii) appoint 5 or more individuals to serve as members of the vestry, including appointment of a senior warden and a junior warden, to serve the parish for a temporary period, as determined by the Ecclesiastical Authority, for the completion of all recommended actions.



(B) QUALIFICATIONS.— An individual is qualified to be a member of the vestry appointed under subparagraph (A) if that individual is—

- (i) a lay member of that parish;
- (ii) a communicant of this Diocese in good standing; and
- (iii) at least 18 years of age.

(3) CLERICAL LEADERSHIP.— The Council may recommend that the Ecclesiastical Authority terminate the office of rector of the parish and establish an office of priest-in-charge for a temporary period, as determined by the Ecclesiastical Authority, for the completion of all recommended actions.

(4) CONSERVATORSHIP OF REAL PROPERTY.— The Council may recommend that—

(A) title to all the real property of the parish be transferred to the Diocese; and

(B) the Diocese preserve and hold that real property in trust until the completion of all recommended actions.

(5) DIRECT DIOCESAN REVITALIZATION.— The Council may recommend that—

(A) all the real and personal property of the parish be transferred to the Diocese;

(B) the Diocese preserve and hold that real property in trust until the completion of all recommended actions;

(C) all lay leadership, including all members of the vestry and officers of the parish, and all clergy, including the rector, be asked to resign or be removed from office; and

(D) the Ecclesiastical Authority takes control of the administration of the parish.

(6) CHANGE TO MISSION STATUS.-- The Council may recommend that—

(A) the parish terminates as a parish and the congregation be treated as a mission under the Canons;

(B) all the real and personal property of the parish be transferred to the Diocese;

(C) all lay leadership, including all members of the vestry and officers of the parish, and all clergy, including the rector, be asked to resign or be removed from office; and

(D) all lay and clerical offices of the parish be terminated.

(7) COMBINATIONS OR AGREEMENTS WITH ANOTHER PARISH OR MISSION.— The Council may recommend that—

(A) the parish combine with another parish in accordance with Canon 34; or

(B) the parish enter into a cooperative governance agreement with another parish or mission—

- (i) within the Diocese under a plan developed by relevant clerical and lay leaders; or

(ii) outside of the Diocese, with the approval of the appropriate authorities outside of the Diocese, under a plan developed by relevant clerical and lay leaders.

(8) CLOSURE.— The Council may recommend—

(A) the closure of the parish; and

(B) that all the real and personal property of the parish be transferred to the Diocese.

(c) EXPEDITED REPORT.— The Council may submit expedited recommendations for action to the Ecclesiastical Authority if at any time after the opportunity to comment under section 5406(c), the Council determines that there is sufficient evidence applying any of the factors under section 5406(a)(2) that prompt action by the Ecclesiastical Authority is necessary—

(1) for the success of a revitalization plan; or

(2) to protect any assets or resources that are in jeopardy of loss that may be avoided.

#### **SEC. 5408. ACTIONS BY THE ECCLESIASTICAL AUTHORITY.**

(a) IN GENERAL.— The Ecclesiastical Authority may—

(1) approve the recommendations of the Council and take actions consistent with the recommendations;

(2) disapprove the recommendations; or

(3) return the recommendations of the Council to the Council requesting revisions and resubmission of the recommendations.

(b) RESUBMISSION.— If the Council resubmits revised recommendations, the Ecclesiastical Authority may--

(1) approve the recommendations of the Council and take actions consistent with the recommendations;

(2) disapprove the recommendations; or

(3) return the recommendations of the Council to the Council requesting further revisions and resubmission of the recommendations.

(c) AUTHORITY TO TAKE ACTIONS.— Notwithstanding any provision of Canon 34, 35, or 47, the Ecclesiastical Authority may take any action consistent with the approved recommendations under subsections (a)(1) or (b)(1).

(d) OTHER APPLICATIONS AND LIMITATIONS.—

(1) STANDING COMMITTEE AS ECCLESIASTICAL AUTHORITY.—

(A) UNANIMOUS APPROVAL.—

(i) IN GENERAL.— If the Standing Committee is the Ecclesiastical Authority taking an action described under clause (ii), the Standing Committee may take that action upon a unanimous vote of approval of all members present and voting at the meeting.

(ii) ACTIONS.— Clause (i) applies to any action relating to an approved recommendation for—

(I) direct diocesan revitalization under section

5407(b)(5); or

(II) change to mission status under section

5407(b)(6).

(B) MEETING AND OPPORTUNITY FOR COMMENT.—

(i) MEETING.— If the Standing Committee is the Ecclesiastical Authority taking any action relating to an approved recommendation for change to mission status under section 5407(b)(6), the Standing Committee shall hold a meeting before taking a vote to take that action.

(ii) OPPORTUNITY FOR COMMENT.— The Standing Committee shall provide an opportunity for comment at the meeting held under clause (i) to—

(I) any cleric employed by, or serving, the affected parish;

(II) any member of the vestry of the affected parish;

(III) any individual who is designated by the vestry to represent the vestry; and

(IV) any member in good standing of the affected parish.

(2) PARISH CHANGED TO MISSION STATUS.— If the Ecclesiastical Authority takes any action relating to an approved recommendation for change to mission status under section 5407(b)(6) the Ecclesiastical Authority shall apply Canon 35 to the former parish changed to status of a mission, except the Ecclesiastical Authority shall call the organizational meeting under section 3503 not later than 30 days after that action begins.

(3) PROVISION FOR THE RECTOR.— If the Ecclesiastical Authority takes any action relating to the rector under this section the Ecclesiastical Authority shall include such terms and conditions including financial settlement as shall seem just and compassionate.

**CANON 55  
[RESERVED]**

**CANON 56  
[RESERVED]**

**CANON 57  
[RESERVED]**

**CANON 58  
[RESERVED]**

## **TITLE X-- REGULATIONS RELATING TO THE LAITY**

**CANON 59  
FAMILY WORSHIP**

**SEC. 5901. FAMILY WORSHIP.**

It shall be the duty of every communicant in this Church, who is the head of a family, to live in the daily exercise of family worship.

**CANON 60  
FAMILY INSTRUCTION**

**SEC. 6001. FAMILY INSTRUCTION.**

The members of this Church shall instruct their families, as far as they are able, in the principles of the Christian Religion, and shall cause their children to attend the catechistical instructions of their Rector; and as soon as they are sufficiently informed and impressed with the importance and sacredness of their baptismal vow, they shall present them to the Rector, as candidates for confirmation; who shall examine them, and, if satisfied of their fitness, recommend them to the Bishop for Confirmation.

**CANON 61  
ADMISSION TO THE HOLY COMMUNION**

**SEC. 6101. ADMISSION TO THE HOLY COMMUNION.**

No member of this Church, who has not previously communed, shall offer himself or herself for the reception of the Lord's Supper, nor shall any Minister enroll any persons, as communicants of the Minister's Congregation, until the Minister shall have conversed with such person, or persons, on the subject, or until the Minister shall be satisfied that they have been regular communicants, in the Minister's own, or some other Congregation.

**CANON 62  
EXCLUSION OF TRANSGRESSORS**

**SEC. 6201. EXCLUSION OF TRANSGRESSORS.**

Ministers shall be careful not to admit any persons to the Holy Communion or, as Sponsors in Baptism, who are notorious transgressors, and the Vestries of vacant Parishes shall endeavor to prevent such persons from being imposed on Ministers visiting such Parishes.

**CANON 63  
[RESERVED]**

**CANON 64  
[RESERVED]**

**CANON 65  
[RESERVED]**

**TITLE XI—CLERICAL DISCIPLINE**

**CANON 66  
CLERICAL DISCIPLINE**

**SEC. 6601. DEFINITIONS.**

In this canon:

(1) BOARD.— The term “Board” means the Disciplinary Board established under section 6603.

(2) CASE.— The term “case” means any informal or formal process under Title IV or this canon or any informal or formal proceeding under Title IV or this canon relating to a particular Respondent.

(3) FIXED TERM MEMBER.— The term “fixed term member” means a member of the Board appointed under section 6603(c).

(4) PANEL.-- The term “Panel” means any Panel established under Title IV or this canon.

(5) SEPARATE CASE MEMBER.— The term “separate case member” means a member of the Board appointed under section 6604(a).

(6) TITLE IV.— The term “Title IV” means Title IV of the canons of this Church.

**SEC. 6602. APPLICATION OF TITLE IV.**

(a) INCORPORATION OF TITLE IV INTO CANONS.-- Those provisions of Title IV that are applicable to the Diocese are incorporated as part of the Canons.

(b) CONFLICT OF LAWS.-- To the extent that any provision of the Canons is inconsistent with any provision of Title IV, the provision of Title IV shall govern.

**SEC. 6603. DISCIPLINARY BOARD.**

(a) ESTABLISHMENT AND MEMBERSHIP.—

(1) ESTABLISHMENT.-- There is established a Disciplinary Board.

(2) MEMBERSHIP.-- The Board shall consist of—

(A) 9 members of whom—

(i) 5 shall be clerical members of the Convention; and

- (ii) 4 shall be lay members; and
  - (B) any separate case member appointed under section 6604(a).
- (b) LAY MEMBERS.-- The lay members of the Board shall be at least 18 years of age and communicants of this Diocese in good standing.
- (c) APPOINTMENT OF MEMBERS.—
  - (1) IN GENERAL.-- The Bishop shall appoint the 9 members of the Board described under subsection (a)(2)(A) with the consent of the Convention.
  - (2) TERMS.—
    - (A) LENGTH OF TERM.— The term of each member of the Board appointed under paragraph (1) shall--
      - (i) begin the day after the close of the meeting of the Convention in which that member is appointed with the consent of the Convention; and
      - (ii) except as provided under subparagraph (B), end on the day after the third annual meeting of the Convention following the date of the beginning of the term.
    - (B) STAGGERED TERMS.—
      - (i) IN GENERAL.-- The terms of office of the Board shall be staggered and arranged into 3 classes.
      - (ii) INITIAL APPOINTMENTS.-- The terms of office of the initial appointments may be shortened to carry out clause (i).
- (d) VACANCIES.--
  - (1) NOTIFICATION.-- Upon the determination that a vacancy exists, the President of the Board shall notify the Bishop of the vacancy and request appointment of a replacement member.
  - (2) APPOINTMENT.-- The Bishop shall appoint a replacement member of the Board in consultation with the Standing Committee.
  - (3) TERM.-- A replacement member of the Board shall serve until the end of the next annual meeting of the Convention. At that meeting of the Convention, if there is time remaining in the term, either the replacement member of the Board, or another individual, shall be appointed to serve out the remainder of the term.
- (e) PRESIDENT.—
  - (1) APPOINTMENT.-- The Bishop shall appoint a President from among the members of the Board.
  - (2) TERM.-- The term of the President shall—
    - (A) begin the same day as provided for terms under subsection (c)(2)(A)(i); and
    - (B) end on the day after the first annual meeting of the Convention following the date of the beginning of the term.

#### **SEC. 6604. SEPARATE CASE APPOINTMENTS.**

- (a) IN GENERAL.-- The Bishop may appoint a member to the Board in consultation with the Standing Committee, if—

- (1) there is no vacancy in the position of a fixed term member;
- (2) the Board is unable to carry out its functions with respect to a case, because any fixed term member or separate case member is unable to serve with respect to that case, including for reasons of recusal; and
- (3) the appointment meets the needs of the Board with respect to the number of clerical members and lay members.

(b) SEPARATE CASE MEMBERS.— An individual appointed under subsection (a) shall be a member of the Board only with respect to the case for which that member is appointed, until the conclusion of that case.

(c) APPOINTMENTS AS FIXED TERM MEMBERS.—

(1) IN GENERAL.-- An individual appointed under subsection (a) may be appointed to fill a vacancy in the position of a fixed term member.

(2) CONTINUATION ON CASE.-- An individual may continue serving as a member of the Board to the conclusion of a case if—

(A) that individual was appointed as a separate case member for that case; and

(B) after being appointed to fill a vacancy in the position of a fixed term member, the term of that individual expires.

#### **SEC. 6605. REPLACEMENT OF DISQUALIFIED MEMBERS.**

(a) NOTIFICATION AND REQUEST.-- Any member of a Panel who disqualifies himself or herself in any proceeding shall immediately after the disqualification—

(1) notify the President of the Board; and

(2) request a replacement member of the Panel.

(b) CHALLENGES OF ALL PANEL MEMBERS.— If every member of a Panel is challenged, the members of the Board who are not the subjects of a challenge in the applicable case shall make a determination on each challenge.

#### **SEC. 6606. INTAKE OFFICERS.**

(a) APPOINTMENT.-- The Intake Officers shall be appointed from time to time by the Bishop after consultation with the Board. The Bishop shall appoint at least 2 Intake Officers according to the needs of the Diocese, with at least 1 male and 1 female.

(b) PUBLICATION.-- The Bishop shall publish the names and contact information of the Intake Officers throughout the Diocese.

#### **SEC. 6607. INVESTIGATORS.**

(a) APPOINTMENTS.-- The Bishop shall appoint 1 or more Investigators as needed in consultation with the President of the Board. Every Investigator shall be required to maintain confidentiality subject to Canon IV.11(5) of the canons of this Church.

(b) COMPENSATION.-- The Diocese may compensate an Investigator for services rendered at a rate described in a written retainer agreement.

(c) REIMBURSEMENT.-- Whether or not an Investigator is compensated, the Diocese shall reimburse an Investigator for reasonable and necessary expenses incurred in a proceeding under this canon.

**SEC. 6608. CHURCH ATTORNEY.**

(a) APPOINTMENTS.-- The Bishop, in consultation with the Standing Committee, shall appoint 1 or more attorneys to serve as Church Attorneys.

(b) QUALIFICATIONS.— An individual is qualified to be a Church Attorney, if that individual is—

(1) a member of this Church; and

(2) a licensed member of the Bar of a jurisdiction in the United States.

(c) REMOVAL.-- The Church Attorney may be removed for cause by the Bishop, in consultation with the Standing Committee.

(d) COMPENSATION.-- The Diocese may compensate a Church Attorney for services rendered at a rate described in a written retainer agreement.

(e) REIMBURSEMENT.-- Whether or not a Church Attorney is compensated, the Diocese shall reimburse a Church Attorney for reasonable and necessary expenses incurred in a proceeding under this canon.

**SEC. 6609. PASTORAL RESPONSE COORDINATOR.**

The Bishop may appoint a Pastoral Response Coordinator, to serve at the will of the Bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV. The Pastoral Response Coordinator shall not be an individual serving in any other capacity under this canon.

**SEC. 6610. ADVISORS.**

(a) APPOINTMENTS.— In each proceeding under this canon, the Bishop shall appoint an Advisor for the Complainant and an Advisor for the Respondent.

(b) VIEWS BEFORE APPOINTMENTS.—

(1) COMPLAINANT.-- Before the appointment of an individual as the Advisor for the Complainant, the Complainant shall have a reasonable opportunity to express the Complainant's views about the intended appointment of that individual.

(2) RESPONDENT.-- Before the appointment of an individual as the Advisor for the Respondent, the Respondent shall have a reasonable opportunity to express the Respondent's views about the intended appointment of that individual.

**SEC. 6611. CLERK.**

The Board shall appoint a Board Clerk to assist the Board with records management and administrative support. The Clerk may be a member of the Board.



**SEC. 6612. COSTS, EXPENSES, AND FEES.**

(a) **IN GENERAL.**— Except as otherwise expressly provided in this canon, any cost, expense, or fee incurred under Title IV and this canon shall be the obligation of the individual incurring that cost, expense, or fee.

(b) **REIMBURSEMENT OF REASONABLE EXPENSES.**-- The Diocese shall reimburse reasonable expenses of the Board, the Intake Officer, the Clerk, and any other individual as may be approved by the Bishop and the Standing Committee.

(c) **DISCRETIONARY PAYMENT.**-- In the sole discretion of the Bishop, and with the consent of the Standing Committee, the Bishop may recommend to Diocesan Council the payment by the Diocese of certain reasonable fees and expenses incurred by the Respondent.

(d) **EXCLUSIVE PROCEDURE AND METHOD.**-- Except as otherwise provided under the canons of this Church, this canon shall provide the exclusive procedure and method for reimbursement or payment of any cost, expense, or fee incurred in a proceeding under Title IV.

**SEC. 6613. RECORDS.**

(a) **RECORDS OF PROCEEDINGS.**—

(1) **IN GENERAL.**—Except as provided under paragraph (2), the records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Clerk.

(2) **DIOCESAN OFFICES.**-- If there is no Clerk, the records described under paragraph (1) shall be preserved and maintained in the custody of the Diocesan offices.

(b) **PERMANENT RECORDS.**-- The Bishop shall make provision for the permanent storage of records of all proceedings under this canon at the Diocese and the Archives of the Episcopal Church, as prescribed in Title IV.

**CANON 67**  
**[RESERVED]**

**CANON 68**  
**[RESERVED]**

**CANON 69**  
**[RESERVED]**

**TITLE XII—CANONICAL LEGISLATION**

**CANON 70**  
**AMENDMENT AND EDITING OF CANONS**

**SEC. 7001. EXCLUSIVE AMENDMENT PROCESS.**

The Canons may be amended only as provided under this canon.

**SEC. 7002. PROCEDURES FOR SUBMISSION AND CONSIDERATION AT CONVENTION.**

(a) DEFINITIONS.-- In this section:

(1) COMMITTEE.-- The term "Committee" means the Committee on the Constitution and Canons.

(2) PROPOSED AMENDMENT.—The term "proposed amendment" --

(A) means a proposed amendment to the Canons; and

(B) includes a proposed amendment to adopt a new canon.

(b) INDIVIDUALS WHO MAY SUBMIT PROPOSED AMENDMENT.-- Any member of the Convention may submit a proposed amendment.

(c) SUBMISSION BEFORE A MEETING OF THE CONVENTION.--

(1) REQUIREMENTS.-- Except as provided under subsection (d)(2), (3), or (4), any proposed amendment shall meet the requirements of this subsection.

(2) PERIOD FOR SUBMISSION.—

(A) IN GENERAL.-- Any proposed amendment shall be submitted in writing to the Secretary not later than 60 days before any meeting of the Convention at which the proposed amendment is to be considered.

(B) TRANSMISSION TO COMMITTEE.-- The Secretary shall transmit the proposed amendment to the Committee.

(3) HEARING.—The Committee may hold a hearing on any proposed amendment transmitted under paragraph (2).

(4) REPORT OF THE COMMITTEE.—

(A) IN GENERAL.-- Not later than 30 days before the meeting of the Convention, the Chair of the Committee shall submit to the Secretary—

(i) the proposed amendment; and

(ii) a report of the Committee on the proposed amendment.

(B) TRANSMISSION TO CONVENTION AND REGIONAL ASSEMBLIES.-- The Secretary shall transmit the proposed amendment and the report to—

(i) each participant of the Convention; and

(ii) each Regional Assembly.

(d) CONSIDERATION OF PROPOSED AMENDMENTS.-- A proposed amendment may be considered at any meeting of the Convention, if--

(1) the proposed amendment is—

(A) submitted in accordance with subsection (c); and

(B) introduced on the first day of the meeting on which amendments are permitted to be introduced;

(2) subject to section 7003, the proposed amendment is—

- (A) not submitted in accordance with subsection (c); and
- (B) introduced on the first day of the meeting on which amendments are permitted to be introduced;
- (3) the proposed amendment originated in the Committee; or
- (4) a motion to consider the proposed amendment is unanimously agreed to.

**SEC. 7003. SUPERMAJORITY VOTE TO PASS CERTAIN AMENDMENTS.**

(a) IN GENERAL.—

(1) VOTING AS A SINGLE BODY.-- Except as provided under paragraph (2) of this subsection or subsection (b), any proposed amendment described under section 7002(d)(2) shall pass if—

- (A) 60 percent of all clerical members of the Convention are present and voting;
- (B) 60 percent of all lay members of the Convention are present and voting; and
- (C) that amendment is approved by 67 percent of all members of the Convention voting as a single body.

(2) VOTING BY ORDERS.-- If a vote by orders is required under section 501 of the Constitution on a proposed amendment described under section 7002(d)(2), the proposed amendment shall pass, if—

- (A) 60 percent of all clerical members of the Convention are present and voting;
- (B) 60 percent of all lay members of the Convention are present and voting; and
- (C) 67 percent of —
  - (i) the clerical members of the Convention vote in favor;
  - and
  - (ii) the lay members of the Convention vote in favor.

(b) UNANIMOUS AGREEMENT TO CONSIDER.—Subsection (a) shall not apply to a proposed amendment described under section 7002(d)(2), if a motion to consider that proposed amendment is unanimously agreed to.

**SEC. 7004. EFFECTIVE DATE.**

A proposed amendment shall take effect—

- (1) except as provided under paragraph (2), on January 1 following the meeting of the Convention in which that amendment is approved; or
- (2) any date that is provided in—
  - (A) the proposed amendment;
  - (B) any resolution approved by the Convention; or
  - (C) report accompanying the amendment.

**SEC. 7005. TECHNICAL AND CONFORMING AMENDMENTS.**

In preparing the Canons for publication, the Committee may make technical and conforming amendments, including amendments relating to—

- (1) any reference to a provision of—
  - (A) the Canons;
  - (B) the Constitution; or
  - (C) the Constitution or the canons of this Church;
- (2) the numbering, headings, or order of provisions; or
- (3) non-substantive corrections.

**CANON 71**  
**[RESERVED]**

**CANON 72**  
**[RESERVED]**

**CANON 73**  
**[RESERVED]**