

THE GENERAL SYNOD

General Synod Elections 2015

Notes for the Guidance of Dioceses

Fully revised and updated 2015 edition – produced by the Legal Office of the
National Institutions of the Church of England

Principal Contacts

Provincial Registrar responsible for elections:

Mr Stephen Slack, Legal Office, Church House, Great Smith Street, London SW1P 3AZ
Tel: 020 7898 1366 e-mail: stephen.slack@churchofengland.org

General enquiries (and requests for material in annexes):

Mr Sion Hughes-Carew, Legal Office, Church House, Great Smith Street, London SW1P 3AZ
Tel: 020 7898 1371 e-mail: sion.hughes.carew@churchofengland.org

Enquiries on STV (including the eSTV computer program):

Mr Nicholas Hills, Synod Support Unit, Central Secretariat, Church House, Great Smith Street, London SW1P 3AZ
Tel: 020 7898 1363 e-mail: nicholas.hills@churchofengland.org

Clerk to the Synod (to whom election results should be sent):

Dr Jacqui Philips, Central Secretariat, Church House, Great Smith Street, London SW1P 3AZ
Tel: 020 7898 1559 e-mail: jacqui.philips@churchofengland.org

Election Scrutineer (to whom a copy of election results should be sent):

Mr John Allen, 9 Russell Bank Road, Sutton Coldfield B74 4RE
Tel: 07761 923240 e-mail: gselections@churchofengland.org

Further copies of this booklet (including the forms in the annexes) can be obtained from Mr Sion Hughes-Carew (address above) or at:

www.synodelections.org

	<u>CONTENTS</u>	<u>Page</u>
A	General	5
B	Number of Diocesan Proctors and Lay Members to be Elected	6
C	Election Timetable	6
D	Electoral Areas	7
E	Presiding Officers	8
F(a)	Proctorial Electors	9
F(b)	Lay Electors	12
G(a)	Proctorial Candidates	13
G(b)	Lay Candidates	14
H	Nominations	16
I	Election Addresses and other Electoral Material	18
J	Voting Papers	21
K	Hustings	22
L	The Count	23
M	Notice of Result	25
N	Preservation of Voting Papers	26
O	Appeals	26
<u>Annexes</u>		
A	Provisional Timetable for Elections	28
B	Duties of Presiding Officers	29
C	Form of Nomination	30
D	Suggested paragraphs for inclusion in Diocesan Leaflet for issue with Nomination Papers	36
E	Form of Voting Paper	38

F	Suggested Leaflet on the Method of Voting in Elections to the General Synod	40
G	Form of Return of Election Result	42
H	Form of Result Sheet	44

GENERAL SYNOD

GENERAL SYNOD ELECTIONS 2015

Notes for the Guidance of Dioceses

DEFINITIONS

In these Notes the following expressions have the following meanings:

‘CRR’ means the Church Representation Rules as amended;

‘ClergyRR’ means the Clergy Representation Rules 1975 to 2014;

‘DERO’ means the diocesan electoral registration officer;

‘ERSL’ means Electoral Reform Services Limited;

‘House of Laity elections’ means elections to the House of Laity of the General Synod;

‘proctorial elections’ means elections to the Lower Houses of the Convocations of Canterbury and York;

‘STV’ means the form of proportional representation known as the single transferable vote;

‘the STV Regs’ means the Single Transferable Vote Regulations 1990 to 2004; and

‘the universities and TEIs constituency’ means the electoral area constituted under paragraph 3 of Canon H 2.

A GENERAL

1. The provisions governing proctorial elections and elections to the Lower Houses of the Convocations and to the House of Laity of the General Synod are listed below: (1) to (3) are bound together under one cover in the 2015 edition of a parallel handbook “*Election Rules of the Three Houses*”, obtainable from the Legal Office (details page 2 above).

Proctorial elections

(1) **Canon H 2.**

- (2) **The Clergy Representation Rules 1975 to 2014 (made under paragraph 6 of Canon H 2).**

House of Laity elections

- (3) **The Church Representation Rules** as amended.

Proctorial elections and House of Laity elections

(4) **The Single Transferable Vote Regulations** (‘the STV Regs’). The STV Regs are **not** included among the rules bound together in the 2015 Edition of the handbook “*Election Rules of the Three Houses*” At the July 2015 group of sessions the approval of the General Synod will be sought for a short Amending Regulation to bring some minor aspects of the STV Regs into line with the Clergy Representation Rules and the Church Representation Rules. If the changes are approved, the intention is to produce an updated text of the STV Regs embodying the changes and also of the explanatory handbook “*Conduct of an Election under the Single Transferable Vote Regulations 1990 to 2004: Notes for the Guidance of Dioceses*”. Copies will be circulated to Presiding Officers as soon as possible after the July group of sessions.

B NUMBER OF DIOCESAN REPRESENTATIVES TO BE ELECTED

2. The number of proctors and members of the House of Laity to be elected in each diocese was decided by the General Synod at the February 2015 group of sessions. Details can be found in Appendices A and B of “*General Synod Elections 2015: Report by the Business Committee*” (GS 1975).

C ELECTION TIMETABLE

3. The expectation is that the present General Synod will be dissolved on, or very shortly before or after, Tuesday 14th July 2015 and that the inauguration of the tenth General Synod will take place on Tuesday 24th November 2015. On that basis, soon after the issue of the Royal Writs dissolving the present Synod and summoning the new Synod (before 21st July 2015), the Archbishops will formally announce that the elections are to be held within the period 21st July – 15th October 2015 and dioceses will be notified of this.

A provisional timetable applicable to both the proctorial and the House of Laity elections was circulated on 15th December 2015 to diocesan synod secretaries and diocesan registrars. A copy of that timetable is reproduced as Annex A.

4. Presiding Officers are asked to note that although the Archbishops will fix the period within which the elections must be held, every diocese will have some room for manoeuvre within that period: it will be free to decide its own timetable for all stages occurring between the date by which the nomination forms must be issued and the date by which the counting of votes must be completed. But each diocese, even though it has this latitude, must carefully observe the rules governing the minimum periods allowed for the return of nomination forms and voting papers (see paragraphs 36 and 54 below). Responsibility for determining the exact diocesan timetable within the prescribed limits lies with the presiding officer for a particular election (see paragraph 9 below).

D ELECTORAL AREAS

5. **Prima facie** the electoral area is the diocese in both the proctorial and the House of Laity elections but in either case a diocese may be divided into two or more electoral areas, the number of representatives to be elected for the diocese being apportioned among such areas (Canon H 2, paragraph 2(b); Rule 38(2)-(3) CRR). In the case of a proctorial election the decision rests with the archbishop of the province acting in response to a formal petition of the clerical electors in the diocese concerned. For the purposes of the House of Laity election the diocesan synod is the authority empowered to create electoral areas.

6. Dioceses are reminded of the requirement that, where a diocese is divided into electoral areas, **at least three seats must be assigned to each area** (Canon H 2, paragraph 2(b); Rule 38(3) CRR). It follows that a diocese entitled to elect five or fewer clerical members or five or fewer lay members cannot divide into electoral areas even though it elects a total of six or more members to the General Synod overall.

7. Where a diocese has been divided for the purposes of the House of Laity election, the whole electoral process must be conducted in each area as if each area were a separate diocese (Rule 38(2) CRR). This means that each area is to be treated as a separate diocese

for the purposes of (*inter alia*) Rules 35, 37, 39 and 46 CRR. (There is only one case where this rule does not apply – see paragraph 32 below.)

8. Canon H 2 contains no similar general provision that each electoral area must be treated as a separate diocese for all purposes pertaining to a proctorial election. But broadly the same result is achieved by paragraph 2(b) and the drafting of subsequent individual provisions of that Canon.

E PRESIDING OFFICERS

9. In both proctorial and House of Laity elections, the diocesan registrar must either act as the presiding officer or be responsible for the appointment of another person to carry out this function in respect of each election. **If another person is to be appointed, the approval of the provincial registrar responsible for elections in both provinces (Mr Stephen Slack – address on page 2 above) must be obtained** (Rule 10 ClergyRR; Rule 39(2) CRR). **In the case of House of Laity elections, if the diocesan registrar is a candidate he or she must inform the provincial registrar, who must then appoint the presiding officer** (Rule 39(2) CRR). In the case of House of Laity elections it is possible for different persons to act as presiding officers for separate electoral areas within a diocese. In the proctorial elections there must be only one presiding officer responsible for all electoral areas.

10. Rules have been made under Rule 40(1) CRR defining the duties of presiding officers in the House of Laity elections. A copy of these rules will be found at Annex B (and they are also reproduced in the handbook “*Election Rules of the Three Houses*”). It needs to be borne in mind that the duties specified are not necessarily exhaustive but are those for which a fee may be agreed under the Ecclesiastical Judges, Legal Officers and Others (Fees) Order 2014 (SI 2014 No. 2072). Under this Order, which applies to both the proctorial and the House of Laity elections, the fee to be charged should be such sum as is agreed between the registrar and the diocesan board of finance. The fee is to be borne by the diocesan board of finance. (A copy of the Order can be obtained via the link to the HMSO website at: www.synodelections.org.)

F ELECTORS

(a) Electors in proctorial elections

11. The proctorial electors are those persons qualified under Canon H 2, paragraph 4 at 6.00 a.m. on the date of the dissolution of the Convocation (Rule 8(a) ClergyRR). It will accordingly not be until the date of the dissolution (currently expected to be on or very shortly before or after 14th July), that presiding officers will be in a position to know the final list of electors (see paragraph 18 below). There could, therefore, be considerable advantage in issuing an informal notice of the election before the full onset of the holiday season, possibly in early June. But if that is done it must be made clear that recipients of the notice will only be entitled to vote if they remain qualified at 6.00 a.m. on the date of the dissolution. It should also be explained that no one may vote or stand as a candidate in more than one diocese (or electoral area). (See paragraphs 14 and 22 below.)

12. By virtue of paragraph 4 of Canon H 2, the proctorial electors in each diocese (subject to certain exceptions – see paragraph 13 below) are as follows:

- (1) assistant bishops in the diocese (though they are **NOT** eligible to stand for election: Canon H 2, paragraph 1A);
- (2) archdeacons of the diocese;
- (3) beneficed clergy of the diocese;
- (4) clergy holding office in a cathedral in the diocese;
- (5) clergy holding office at Westminster Abbey (in the diocese of London) and St George's Windsor (in the diocese of Oxford) (but **NOT** the deans of those collegiate churches);
- (6) clergy licensed under seal by the bishop of the diocese (**including** any clergy resident outside the diocese but holding the licence of the bishop of that diocese); and
- (7) clergy with permission to officiate within the diocese who are also members of a deanery synod of the diocese (**including**, in particular, clergy not licensed under seal because they have retired from full time ministry – provided they are members of a deanery synod). (**NOTE:** In the case of the Diocese in Europe, this category comprises clergy with permission to officiate who are members of a deanery or an archdeaconry synod (see

paragraph 4A of Canon H 2 in the form in which it applies to the Province of Canterbury) and in the case of the Diocese of Sodor and Man it comprises such clergy who are members of the diocesan synod (see paragraph 4A of Canon H 2 in the form in which it applies to the Province of York.)

13. The following are **NOT** proctorial electors:

- (i) the members of the house of bishops of the diocesan synod;
- (ii) the dean of any cathedral in the diocese (and in the diocese of Winchester, the dean of Jersey and the dean of Guernsey);
- (iii) the Chaplain-General of Prisons (or, where the holder of the last office is not a clerk in Holy Orders, such prison chaplain as may be nominated by the Archbishop of Canterbury) and all other clergy to the Forces licensed by the Archbishop of Canterbury;
- (iv) clergy qualified to vote in the universities and TEIs constituency; and
- (v) members of the religious communities.

14. If a diocese is divided into electoral areas by the archbishop of the province, the electoral area rather than the diocese becomes the standard for determining whether a cleric holds a qualifying office.

15. Taking paragraphs 12(1) and 13(i) above together, it will be noticed that only assistant bishops who are **not** members of the house of bishops of the diocesan synod are qualified to vote in the **proctorial** elections. Under Canon H 3, suffragan bishops and other members of the house of bishops of a diocesan synod are entitled to elect their own representatives to the Upper House of the appropriate Convocation.

16. A person may not vote in more than one electoral area (see the proviso to paragraph 4 of Canon H 2).

17. Thus where a person would otherwise be able to vote in more than one area he or she should be required make an election as to the area in which he or she votes. To that end, in the case of the electors in the universities and TEI constituency (whose

qualifications are specified in Rule 12 ClergyRR) before the closing date for nominations the provincial registrar will send to every diocesan electoral registration officer (see paragraph 18 below) a list of all the electors in that constituency as at 6.00 a.m. on the qualifying date – the date of the dissolution. Such electors should be deleted from the relevant register of Convocation electors, if they have not been previously omitted, unless they elect to vote in the diocesan proctorial election as opposed to the election for the universities and TEIs constituency.

18. Under Rule 29 CRR the bishop’s council in every diocese is required to appoint a ‘diocesan electoral registration officer’ (the ‘DERO’) whose functions, by virtue of Rule 8(b) ClergyRR, are to include the keeping of a record of the names and addresses of all electors qualified to vote in proctorial elections (including e-mail addresses, if the elector has authorised the use of his or her e-mail address for the purpose of receiving and sending nomination papers and receiving election addresses). The DERO is likely in practice to be an existing member of the diocesan office staff. The register for which he or she is responsible in that respect is called ‘the register of Convocation electors’. It must be open to inspection at the diocesan office and any errors and omissions in it may be corrected until the close of nominations (Rule 8(c) ClergyRR). Under Rule 29(2) and (3) CRR, the DERO must, not later than twenty-one days before nomination papers are circulated, send a copy of the names and addresses of clerical electors to the secretaries of the deanery synods. Within seven days of receipt the secretary must certify to the DERO that the names are correct or notify the DERO of any necessary correction.

19. In the interests of ensuring the accuracy of the information they contain, the DERO may wish to make arrangements for the register of Convocation electors and the register of lay electors (as to which see paragraph 23 below) to be available for inspection at meetings of deanery synods in the period running up to the proctorial and House of Laity elections, with a view to enabling any errors or omissions to be identified.

20. The DERO must send a copy of the corrected names to the presiding officer not later than seven days before nomination papers are circulated (Rule 29(3) CRR). On receipt of the names and addresses of qualified electors, Rule 20(1) ClergyRR requires the presiding

officer to ensure that those persons are sent or given nomination papers. The presiding officer must also send nomination papers to any other person who requests them. This process should begin in sufficient time before the date for the circulation of nomination papers.

(b) Electors in House of Laity elections

21. Under Rule 35(3) and (5) CRR, except in the case of the Diocese in Europe (for which special provision is made in Rule 35(4) CRR) the electors are the members of all the houses of laity of the deanery synods in the diocese at 6.00 a.m. on the date of the dissolution of the General Synod, other than the persons co-opted under Rule 24(7) CRR and persons who are lay members of a religious community with representation in the General Synod under Rule 35(1)(b) CRR. Under Rule 41 CRR an elected member of the House of Laity of the General Synod continues to be an *ex-officio* member of other bodies constituted under the CRR during the period of dissolution (even if not intending to stand for re-election) and is therefore a qualified elector as such, unless choosing to vote in some other capacity, e.g. as an **elected** member of another deanery synod. (By virtue of Rule 1(4) CRR, it is not possible for a member of the House of Laity of the General Synod to be an *ex-officio* member of more than one deanery synod.)

22. If the diocese is divided into electoral areas a diocesan elector who is a representative of the laity must vote in the area to which the body by which he or she was elected belongs; for a diocesan elector who is not a representative of the laity, the diocesan synod will decide in which area he or she should vote (Rule 38(2) CRR).

23. Under Rule 29(1) CRR the DERO must keep a further register, called ‘the register of lay electors’. This is to comprise the names and addresses of all members of the houses of laity of the deanery synods (including the e-mail addresses of electors who have authorised the use of their e-mail address for the purpose of receiving and sending nomination papers and receiving election addresses). It too should have a separate section for co-opted members, but none of these can be electors (Rule 35(3)(a) CRR). These names are to be provided to the DERO by PCC secretaries (Rule 11(10) CRR). This register of lay electors should also be open to inspection at the diocesan office and amended to correct errors and

omissions until the close of nominations. Under Rule 29(2) and (3) CRR the DERO must, not later than twenty-one days before nomination papers are circulated, send a copy of the register of lay electors to the secretaries of the deanery synods. Within seven days of receipt the secretary must certify to the DERO that the names are correct or notify the DERO of any necessary correction. The DERO must send a copy of the corrected names to the presiding officer not later than seven days before nomination papers are circulated.

G CANDIDATES

(a) Candidates in proctorial elections

24. To be eligible to stand in a diocese or an electoral area, candidates must have been ordained priest or deacon, **must not be in episcopal orders** and must be in one of the following categories:

- (i) qualified as an elector in the diocese or electoral area;
- (ii) persons who would have been qualified electors in the diocese or electoral area had they been members of a deanery synod [Diocese in Europe: deanery or archdeaconry synod; Diocese of Sodor and Man: diocesan synod] in that diocese or area (i.e. priests or deacons holding written permission from the bishop to officiate within the diocese: see Canon H 2, paragraph 5 and Rules 4(e) and 5 ClergyRR);
- (iii) a person qualified to vote in the universities and TEIs constituency who (a) would be qualified as a diocesan elector but for the fact that he or she is qualified to vote in that constituency, (b) is beneficed in, or licensed to, any parish in the diocese or area or is licensed to serve as a vicar in a team ministry in any benefice in the diocese or area and (c) has elected under paragraph 5A of Canon H 3 to stand in the diocese or electoral area rather than in the universities and TEIs constituency (see paragraph 27).

25. Paragraph 5 of Canon H 2 disqualifies from nomination for election any person who holds any paid office or employment, appointment to which is or may be made or confirmed by the General Synod, the Convocations, the Archbishops' Council, the Church Commissioners, the Church of England Pensions Board and the Corporation of the Church

House. (This provision does not apply to any Church Commissioner who is paid for their services as a Commissioner.)

26. It should be noted that **only one archdeacon can be elected for any diocese or, if the diocese is divided into electoral areas, for any such electoral area** (sub-paragraph (e) of paragraph 1 of Canon H 2 in the form that paragraph takes in relation to the Province of Canterbury and sub-paragraph (c) of that paragraph in the form it takes in relation to the Province of York).

27. Where paragraph 24(iii) above applies, an elector in the universities and TEIs constituency who has opted to stand for election as a diocesan proctor should inform the presiding officers for both the diocesan election and the election to the universities and TEIs constituency (the Provincial Registrar). He or she will then be entitled to seek nomination but may not propose (or second) another candidate, or vote, in the diocesan election. If the diocese is divided into electoral areas, a university elector must choose for which electoral area he or she is to be nominated. Such a candidate will still have a vote in the election to the universities and TEIs constituency although he or she will no longer be qualified to stand as a candidate in that election.

(b) Candidates in House of Laity elections

28. Candidates must, under Rule 37 CRR, be lay persons who are:

- (i) actual communicants (defined by reference to Rule 54(1) CRR, but omitting for this purpose the requirement for entry on the roll of a parish);
- (ii) aged at least eighteen;
- (iii) either (a) on the roll of any parish in the diocese; or (b) (by virtue of Rule 5 CRR) in the diocese of London only, on the roll of a guild church; or (c) (by virtue of Rule 35(3) CRR) in the diocese in Europe only, on the roll of any chaplaincy in the diocese; or (d) in the case of the cathedral of the diocese, if not a parish church, on the community roll; or (e) in the diocese of London only, declared by the Dean of Westminster to be an habitual worshipper at Westminster Abbey or, in the diocese of Oxford

only, declared by the relevant dean to be an habitual worshipper at St George's Chapel, Windsor or Christ Church, Oxford.

A cleric who has executed a deed of relinquishment from Holy Orders under the Clerical Disabilities Act 1870, which has been enrolled and recorded in accordance with that Act, is deemed not to be a clerk in Holy Orders and may stand for election in the lay constituency (Rule 54(3) CRR).

29. The date at which candidates must be qualified is normally 6.00 a.m. on the date of dissolution of the Synod but, exceptionally, the Deans of Westminster, St George's Chapel, Windsor and Christ Church, Oxford may declare a person to be an habitual worshipper at any time during the month before or the month after the dissolution (i.e. during the period 14th June to 13th August 2015 inclusive, if the dissolution is on 14th July 2015 (Rule 37(1)(c) CRR).

30. As in the case of proctorial elections, attention needs to be drawn to the provision which disqualifies any lay person who holds a paid office or employment of the kind referred to in paragraph 25 above from being nominated for election to the General Synod (Rule 46A(c) CRR). There is the same exception in regard to certain Church Commissioners.

31. A person who is qualified in one of the ways described in paragraphs 28 and 29 above and whose name is also on the roll of a parish in another diocese or that of a guild church in the diocese of London must, under Rule 1(4) CRR, choose one of those places (and therefore one of the dioceses) for the purpose of qualifying as a candidate.

32. There is also a choice of area in which to stand as a candidate where a diocese is divided into electoral areas, as the candidate need not be on the roll of a parish in his or her chosen area or, if on the community roll at the cathedral, need not choose the area in which the cathedral is situated. However, in these circumstances, the candidate must either be on the roll of a parish in some other area in the diocese or be on the community roll at a cathedral in the diocese. No one may stand in two electoral areas simultaneously (Rule 37(2) CRR).

H NOMINATIONS

33. On receiving the bishop's instructions, presiding officers must proceed with the election to fill the appropriate number of places assigned to the diocese by the General Synod (or to the electoral areas). They should, by a date not later than 21st July 2015 (on the basis of the provisional timetable), send nomination forms to all qualified electors and to any other person who before that date, or subsequently up to the closing date for the receipt of nominations, requests them (Rule 20(1) ClergyRR; Rule 39(3) CRR), inviting them to send nominations to the presiding officer's official address. Nomination forms must be sent to an email address where the elector, or the person making the request, has authorised that. In the case of electors, forms must be sent to the address registered against the name of the elector in the register of electors, or to some other address notified in writing to the presiding officer by the person concerned before the close of nominations.

34. It is in order, and indeed advisable, to send out invitations to nominate as early as possible after the dissolution and before the provisional date of 21st July. In view of the holiday period in July and August it would be prudent to give electors around two months in which to consider whether to stand for election, secure nomination and prepare an election address.

35. Under Regulation 2(1) STV Regs the nomination form in proctorial and House of Laity elections must be in the form circulated to presiding officers by the provincial registrar for elections (or a substantially similar form). That form is set out in Annex C. Nominations should accordingly be in that form (both front and back) or in a substantially similar form. The form at Annex C provides a space for the candidate's year of birth and a statement as to whether the candidate has previously served as a member of a Convocation or the House of Laity (as the case may be) and, if so, the dates of the candidate's previous service. Copies should be reproduced locally (as they are not separately available from the Church House Bookshop). These forms (and all others) can be provided in electronic format on request to the Legal Office or can be downloaded from the website (details on page 2). Each invitation to nominate should indicate that both the proposer and the seconder must be qualified electors and should also contain a clear statement of the rights of

the candidates with respect to election addresses (see paragraph 43 below) and of the diocesan policy in the matter of travelling expenses, subsistence, loss of earnings and any other allowances.

36. The time that must be allowed for the return of nomination papers is subject to a minimum period of twenty-eight days for both the proctorial and the House of Laity elections, although the closing date will be left for the presiding officer to decide. The closing date suggested in the provisional timetable is 4th September 2015.

37. Nominations may be sent by post, as an attachment to electronic mail, or by facsimile transmission or delivered in person (Rule 20(2) ClergyRR and Rule 39(4) CRR). (Where a nomination form is sent by facsimile transmission, it is no longer necessary for the original also to be sent.) Presiding officers are recommended to have a dedicated email address for the purposes of receiving nomination forms sent as an attachment to electronic mail, which they check regularly during the nomination period.

38. The presiding officer is required to scrutinise nomination papers as soon as they have been lodged and must, without delay, inform the candidate concerned whether or not the nomination is valid. Where the nomination is invalid, the presiding officer must give reasons for his or her ruling to the candidate (and should also, it is suggested, provide the candidate with a new nomination form). If, by the close of nominations, no valid nomination is received for the candidate in question, he or she must be excluded from the election and should not appear on the voting paper (Rule 20(3)(a) ClergyRR and Rule 39(5)(a) CRR).

39. As part of the process of scrutinising nomination papers for the House of Laity elections, presiding officers may wish to contact the secretary of the PCC of the parish on the electoral roll of which a nomination form states a candidate to be entered, to satisfy him- or herself that that is the case.

40. Attention is drawn to the provision made by Regulation 2(3) STV Regs as to the method of dealing with candidates who wish to withdraw from the election or are found to

be ineligible after the closing date for nominations, or who have died. Even if a candidate's name appears on the voting paper, it is possible to ensure that the candidate is neither elected against his or her expressed wish nor improperly elected through being ineligible. It will nevertheless be very desirable to warn voters, either by an insert slip or by some other means, if these circumstances arise. In doing so it will be advisable to quote Regulation 2(3) verbatim in order to explain the consequences if, despite the warning, any voter still marks the name of the withdrawn, disqualified or deceased candidate as their first preference.

41. When consideration is being given to the amount of any allowance which may be claimed for loss of earnings incurred by those attending sessions of the General Synod, it may be helpful to know that the current (20014/15) rate of compensation allowed by the Archbishops' Council for loss of earnings due to attendance at meetings of the Council's and the Synod's subordinate bodies is the actual loss up to £160.00 per day of absence. A certificate is required from the employer (or in the case of the self-employed, from the applicant personally) in support of the application. Usually very few applications indeed are received in the course of a year and no difficulty is experienced in administering the allowances.

42. Electors who have not previously served as members of the General Synod will probably welcome some indication of their likely commitments in terms of time (as well as expense) if they decide to stand in the election and are subsequently elected. Suggested paragraphs for inclusion in a diocesan leaflet are given in Annex D.

I ELECTION ADDRESSES AND OTHER ELECTORAL MATERIAL

43. Any candidate in the proctorial and House of Laity elections is entitled to request the presiding officer to despatch an election address (consisting of not more than one sheet of A4 paper, which may be printed on both sides) from that candidate to every elector in the diocese or area. It is for the candidate to decide whether or not to take advantage of this facility – which is optional. But whether or not candidates do so, there is nothing to stop them sending material direct to electors themselves.

44. Neither the ClergyRR nor the CRR lays down any rules as to the content of election addresses. So, subject to the limitation on the size of an election address circulated by the presiding officer, the candidate is free to decide on its layout and content including whether or not to have a photograph. Nor does a presiding officer have any power to require changes to a candidate's election address, save in the exceptional circumstances of his or her being advised that it is defamatory or otherwise unlawful.

45. However, in the light of the concerns that have been expressed from time to time in previous elections about candidates failing to disclose information that some electors might have considered to be relevant, presiding officers are recommended to urge candidates to ensure that their addresses are not only accurate but also candid as to their views and affiliations - including by disclosing the candidate's membership of any body if the electorate might reasonably consider the fact of such membership to be relevant when deciding whether to vote for them.

46. If a candidate wishes to take advantage of the right to have an election address circulated by the presiding officer, he or she must provide one original copy of the address (suitable for photocopying) at the candidate's own expense. This must either be delivered to the presiding officer or sent by e-mail and received by the presiding officer by a date specified by him or her, which is not earlier than seven days after the closing date for nominations. (The presiding officer should specify this date in the citation or invitation to nominate.) The presiding officer is under no obligation to circulate addresses received after the due date or which are not in the prescribed form (Rule 20(4) ClergyRR; Rule 39(6) CRR).

47. It is also desirable for the presiding officer, when providing information about the right to have an election address circulated, to indicate the way in which election addresses will be reproduced (e.g. in colour or in black and white), and to explain that they will be published on the diocesan website, so that candidates are aware of that when deciding on the format of their address.

48. All the duly received election addresses should be reproduced at the cost of the diocese, on paper of identical quality, size and colour. Enough must be printed to enable all qualified electors to receive all the election addresses, in the same format and to the same quality. The presiding officer should send all the election addresses to the electors, with (and not separately from) the voting papers. This may most conveniently be done by reproducing them in the form of a booklet in which candidates' election addresses appear in the same order as that in which their names appear on the voting paper (see paragraph 55 below). As some candidates might not provide an election address, as they are entitled to do, it is recommended that any such booklet contain a statement that "*This booklet contains the election address of every candidate who has provided one.*" should be placed at the start of this booklet.

49. The presiding officer must also, **before** voting papers are issued, post or cause to be posted on the website of the diocese concerned copies of all election addresses received by the due date in the prescribed form, together with a list of all the candidates (Rule 20(4A) ClergyRR; Rule 39(6A) CRR). It is desirable that this should be done as soon as reasonably practicable.

50. The presiding officer is under a duty to supply free of charge a copy of the relevant register of electors (including, if an elector has authorised the use of an e-mail address, that address) to any duly nominated candidate who makes such a request (Rule 20(3)(b) ClergyRR; Rule 39(5)(b) CRR). It must be supplied within seven days of the request being received. Clearly the practicalities of how this obligation will be fulfilled will have to be considered well in advance so as to ensure that all candidates are treated equally. (For example, it is perfectly acceptable to provide address labels, but if that is to be done, all candidates must be given the option of receiving electors' addresses in that format.) So far as email addresses are concerned, presiding officers may wish to consider sending electors slips with the nomination forms, inviting them to decide whether they are willing to authorise the release of their e-mail addresses to candidates and, if they are, asking them to provide their e-mail addresses and to sign an explicit consent for Data Protection Act purposes to the release of their e-mail address to candidates.

51. The presiding officer is required to ensure that, between the issue of nomination papers and the last date for the return of voting papers, no papers or other literature (other than the election addresses referred to in paragraph 43 above) which, in the opinion of the presiding officer, are likely to prejudice the election, are circulated to electors by the presiding officer or by or under authority of the diocesan synod or any deanery synod, or are distributed at any synod meeting. The rural dean, the lay chair and the secretary of the deanery synod are under a similar duty to ensure that during the election period no papers or other literature are circulated or distributed at any synod meeting which, in the opinion of any of them, are likely to prejudice the election (Rule 20(5) Clergy RR; Rule 39(7) CRR).

52. More generally, presiding officers and dioceses should be alert to the need to seek to avoid material appearing on diocesan websites or in diocesan publications during the election period which might be thought to favour, or prejudice, any candidate or class of candidates.

53. However, neither the presiding officer nor any other office holder or body in the diocese is responsible for supervising any material that candidates may themselves send to electors, or websites maintained by them or on their behalf.

J VOTING PAPERS

54. Once the deadline for nominations has passed (unless there is no need for an election because the number of nominations equals or is less than the number of seats) the presiding officer should circulate to every elector a voting paper returnable to the presiding officer by a specified date. For both types of election, there is a minimum period of twenty-one days for the interval between the issuing of the voting paper and its return (Rule 20(6) ClergyRR; Rule 39(8) CRR). The provisional timetable quotes Friday 9th October 2015 as the closing date for the return of voting papers. Voting papers should be sent to the address of each elector as entered in the register of electors, or such other address as an elector may notify in writing to the presiding officer **before** the close of nominations.

55. Under Regulation 3(1) STV Regs the voting papers in both proctorial elections and House of Laity elections must be in the form circulated to presiding officers by the provincial registrar for elections (or a substantially similar form). That form is set out in Annex E. Voting papers should accordingly be in that form (both front and back) or in a substantially similar form. The list of candidates should contain each candidate's **full** Christian name and surname, titles (if any), full address, year of birth and a statement as to whether the candidate has previously served as a member of a Convocation / House of Laity (as the case may be) and, if so, the dates of the candidate's previous service (Rule 20(6) ClergyRR; Rule 39(8) CRR). Names need not necessarily be placed in alphabetical order but any other order adopted must be determined by some method of random selection which is indisputably open and fair. All voting spaces on the voting paper should be equal in size.

56. The election must be conducted in accordance with STV (Rule 20(6) ClergyRR; Rule 39(8) CRR). The method of voting and counting votes in accordance with STV is described in detail in the STV Regs and in the explanatory handbook "*Conduct of an Election under the Single Transferable Vote Regulations 1990 to 2004: Notes for the Guidance of Dioceses*".

57. Whereas both of the above (the STV Regs and the explanatory handbook) are intended primarily for presiding officers and others directly involved in the conduct of elections, it is also recommended that the electors themselves should be given information on what is required of them and of the way in which STV works. Annex F contains the draft of a suggested leaflet, containing such information, for circulation to electors with the voting papers and election addresses.

K HUSTINGS

58. Once the voting period begins, the possibility arises of holding one or more hustings meetings. Hustings are neither required, nor regulated, by the election rules. The decision on whether to hold them should be a matter for the presiding officer, in consultation with the clerical or lay members (as the case may be) of the bishop's council. It may be prudent to decide on at an early stage whether to hold hustings and, if they are to be held, what the

arrangements for them are to be, so that details can be included with nomination papers when they are issued. If hustings are held, all candidates and electors must be informed of the date, time and location of the hustings, and the chairing must ensure that candidates who choose to participate are treated equally.

59. Presiding officers will recognise that, in the light of technological advances, there are now other means than hustings to allow candidates to engage with the electorate. They are accordingly encouraged to be creative in finding ways to enable that to happen (eg through the use of an online forum). However, if online facilities are provided for that purpose, care will need to be taken to ensure both that there are clear rules for their use (especially in relation to their moderation) and that they are enforced promptly and consistently, so as to avoid the possibility of any candidate being unfairly prejudiced or defamed.

60. It should be made clear to candidates and electors that participation in hustings or any electronic equivalent is optional and that if candidates choose to take part, they cannot be required to answer any particular question(s).

K THE COUNT

61. As voting papers are received it is suggested that they should be date stamped and checked against the relevant register to make sure they are signed by a qualified elector. To guard against the possibility of more than one vote being submitted in the name of an elector, presiding officers may also wish to mark on the list of electors the names of those who have returned voting papers.

62. If invalid voting papers are received, whether as a result of their not being signed or not clearly indicating a preference, they should be clearly marked as invalid and kept separately from the valid voting papers; they should not be sent back to the electors. If an elector requests a replacement voting paper within the voting period because he or she has spoilt the original, it is suggested that the elector be asked to send the spoilt voting paper to the presiding officer so that he or she can decide whether or not the voting paper was indeed spoilt. If it was then, if practicable within the deadline for the return of voting papers, a

replacement voting paper should be sent and the spoilt paper kept with the invalid papers until a valid voting paper is received.

63. Both valid and invalid voting papers should be stored in a safe and secure place prior to being brought to the count.

64. The count should take place on one of the days allotted in the provisional timetable. (It is not necessary to hold the count for the proctorial elections and the House of Laity elections on the same day, though dioceses may choose to do so). The count can only take place on a date after the expiry of the period allowed for voting. Voting papers may be sorted and numbered in preparation for the count, but the input of voting papers into a computer program or a manual count **must not begin until the allotted day and time of the count**.

65. Every candidate is entitled to be present at the count, or to be represented by a nominee, and to scrutinise the count (for example, if the count is conducted by computer, by asking the presiding officer to verify the accuracy of the data input into the computer) but not to participate in it. To that end, the presiding officer must notify all candidates in writing of the time and place of the count, giving not less than seven days notice. At the count any voting papers declared invalid by the presiding officer should be offered for examination by candidates or their nominees who are present (Rule 20(7) ClergyRR; Rule 39(9) CRR).

66. The count is concluded with the declaration of the result by the presiding officer. A candidate attending the count does not have the right to demand a recount. However, within seven days of the count being completed the presiding officer can (with the concurrence of the provincial registrar for elections) order a recount if he or she is of the opinion that there might have been a possible irregularity or inaccuracy in the original count. If there is a recount, again all candidates should be given due notice of the day, time and place.

67. The count must be conducted in accordance with the STV Regs, either using a computer program certified by the Electoral Reform Society as being consistent with the

STV Regs or manually using the guide referred to in paragraph 49 above. Presiding officers are recommended to use the 'eSTV' program, a copy of which has been circulated to them for the purposes of the 2015 elections.

68. If a diocese prefers to employ the services of Electoral Reform Services Limited ('ERSL') (33 Clarendon Road, London N8 0NW Tel: 020 8365 8909 Fax: 020 8365 8587 Website: www.electoralreform.co.uk) to assist the presiding officer with the count, it is at liberty to do so. (Any cost involved, as an election expense, should fall on the diocese.) It is advisable to make arrangements with ERS� well in advance. It is suggested that before approaching ERS�, dioceses first contact Dr Jacqui Philips, Clerk to the General Synod, Archbishops' Council, Church House Westminster London SW1P 3AZ (Tel: 020 7898 1559; e-mail: jacqui.philips@churchofengland.org).

L NOTICE OF RESULT

69. The presiding officer must, within four working days of the declaration of the result, send (preferably by e-mail) a signed full return of the election result and the result sheet to the diocesan bishop, the Clerk to the Synod (contact details on page 2), every candidate **and the Election Scrutineer appointed by the Business Committee** (Mr John Allen, contact details on page 2) (Rule 20(9) ClergyRR; Rule 39(11) CRR). **The requirement to send both the full return and the result sheet to the Election Scrutineer is very important as the Election Scrutineer may, within ten days of the declaration of the result, order a recount of the voting papers** (Rule 20(9) ClergyRR; Rule 39(11) CRR).

70. In addition, the full return of the result and the result sheet (with voting figures) must be displayed, until the end of the first group of sessions of the new General Synod, in the diocesan office and posted on the diocese's website (Rule 20(10) ClergyRR; Rule 39(12) CRR).

71. Under Regulation 17(2) STV Regs the result sheet in proctorial and House of Laity elections must be in a form circulated to presiding officers by the provincial registrar for elections (or a substantially similar form). That form is set out in Annex H. (Note that the

result sheet in the form set out in Annex H is produced by the eSTV program as a csv file.)
A suggested form of result sheet is set out in Annex G.

72. Presiding officers are asked to ensure that Christian and surnames, correct titles (e.g. Canon, Prebendary, the Reverend, Mr, Mrs, Ms, Dr, etc.), the full postal addresses (including postcodes) and e-mail addresses are inserted fully and accurately in the election returns, since they will be used for future General Synod and Convocation mailing lists, and in particular for the mailing for the inaugural group of sessions in November 2015.

73. In addition, it is recommended that the election results be published in the Church press as soon as possible after the declaration of the result and its confirmation by the Election Scrutineer. However, as a matter of courtesy they should not be published before notice has been given to all the candidates.

M PRESERVATION OF VOTING PAPERS

74. Valid voting papers must be preserved by each presiding officer for at least two years from the date of the count (Regulation 20 STV Regs; Rule 20(11) ClergyRR; Rule 39(13) CRR). They may be required for the purposes of a by-election to fill a casual vacancy occurring within that period. For the same reason, **the eSTV files should also be preserved for at least two years from the date of the count.**

N APPEALS

75. The provisions relating to appeals in connection with proctorial elections are set out in Rules 24 to 27 ClergyRR. Similar, but not quite identical, rules apply in the House of Laity elections and can be found in Rules 43 to 45 CRR.


76. In **proctorial elections** notice of appeal must be given in writing to the chair of the house of clergy of the diocesan synod within the appropriate number of days for each type of appeal (Rules 24(3)-(4) and 25(3) ClergyRR). If the appeal relates to the **register of Convocation electors** it must be referred within fourteen days to the bishop's council and standing committee of the diocese, which must appoint a clerical panel to determine it (Rule 24(5) ClergyRR). If the appeal relates to the **voting** or the **result** of the election itself it

must be referred within fourteen days to the chair and vice-chair of the House of Clergy of the General Synod who will appoint a tribunal of three persons to consider and decide the appeal from an appeal panel (Rule 25(5) ClergyRR).

77. In **House of Laity elections** notice of appeal must be given in writing to the chair of the house of laity of the diocesan synod within the appropriate number of days for each type of appeal (Rule 43(3)-(4) CRR). If the appeal concerns the **register of lay electors** it must be referred within fourteen days to the bishop's council and standing committee of the diocese, which must appoint a lay panel to deal with it (Rule 43(5) CRR). If the appeal relates to the **voting** or the **result** it must be referred to the chair and vice-chair of the House of Laity of the General Synod who will appoint a tribunal of three persons to consider and decide the appeal from an appeal panel (Rule 44(8) CRR).

PROVISIONAL TIMETABLE FOR ELECTIONS**(paragraphs 3 and 4)**

The present General Synod is likely to be dissolved in accordance with Royal Writs on or very shortly before or after Tuesday 14th July 2015, after the July group of sessions. The Archbishops of Canterbury and York have therefore approved the following provisional timetable for the election of the new Synod:-

 The 'nomination period' must be not less than twenty-eight days.

 The 'voting period' must be not less than twenty-one days.

1	Notification to electors of the election timetable to be followed in the diocese and issue of nomination papers	Not later than Tuesday 21st July
2	Notification of the validity of any nomination	As soon as any nomination is received
3	Closing date for nominations	Friday 4th September
4	Issue of voting papers	Friday 18th September
5	Closing date for return of voting papers	Friday 9th October
6	Day of the count	Monday 12th, Tuesday 13th, Wednesday 14th, or Thursday 15th October.
7	Names and addresses of those elected and result sheet to be sent to the diocesan bishop, the Clerk to the Synod, every candidate and to the Election Scrutineer.	Not later than the fourth working day after the date of the declaration of the result.

**DUTIES OF PRESIDING OFFICERS
(see paragraph 10)**

Rules prepared by the Provincial Registrar under Rule 40 of the Church Representation Rules and approved by the lay members of the Business Committee

The duties to be undertaken by the Presiding Officer in connection with an election to the Lower House of either Convocation or to the House of Laity of the General Synod, upon receiving instructions that an election is due to be held, shall be as follows:-

1. To determine:
 - (a) the closing date for nominations;
 - (b) the date of issue of voting papers;
 - (c) the date of return of voting papers;
 - (d) the date, time and place for the counting of the votes.
2. To approve the notice addressed to those entitled to vote.
3. To approve the nomination papers.
4. To rule on the validity of nomination papers as soon as they are received.
5. To approve the notices to candidates of the date, time and place of the counting of the votes.
6. To approve the voting papers.
7. To post, or cause to be posted, on the diocesan website a list of all the candidates and copies of their election addresses.
8. To rule on the validity of voting papers.
9. To preside at the counting of votes.
10. To draft the return of the result of the election and prepare the same for signature and to despatch copies of the return, and the result sheet, to all candidates, the Clerk to the General Synod and the Election Scrutineer appointed by the Business Committee of the Synod.
11. To display, or cause to be displayed, the full return of the result in the diocesan office and on the diocese's website.

FORM OF NOMINATION

(paragraph 35)

NOTE: Words in square brackets should be omitted by those dioceses in which they are not applicable.

A. FRONT

DIOCESE OF: _____

To be returned to the Presiding Officer at (insert address).....

.....

so as to reach [him] [her] **not later than 12 noon on (insert date)** 2015

Nominations may be delivered by post, as an attachment to electronic mail, by facsimile transmission or in person.

ELECTION OF (insert number) ___ PROCTORS IN CONVOCATION/ MEMBERS OF THE HOUSE OF LAITY TO REPRESENT THE DIOCESE IN THE GENERAL SYNOD

NOMINATION FORM (please write in BLOCK CAPITALS)

Particulars of candidate

Surname

Full Christian names

Title or form of address

Address

.....Postcode

e-mail:

Laity - on the electoral roll of the parish of.....or

Clergy - office / benefice / licence / permission / membership of deanery synod held

.....

Year of birth - 19__

Have you previously served as a member of a Convocation / the House of Laity? Please

indicate by putting a cross in the appropriate box: Yes No

If yes, please give dates of previous service:

.....
Particulars of proposer

Full Name of proposer

Address

Member of deanery synod

Signature of proposer

I, the undersigned, being a qualified elector in the [..... electoral area of the] diocese of hereby nominate the above candidate as a person qualified to serve as a proctor for the clergy/ member of the House of Laity for the said [electoral area of the] diocese.

Signature of proposer Date 2015

Particulars of seconder

Full Name of seconder

Address

Member of deanery synod

Signature of seconder

I, the undersigned, being a qualified elector in the [..... electoral area of the] diocese of hereby second the above nomination.

Signature of seconder Date 2015

Consent of candidate

I hereby declare my consent to stand for election and to serve as a proctor in Convocation/ member of the House of Laity/ for the diocese of

Signature of candidate Date..... 2015

For qualifications and details of electoral addresses see accompanying notes.

B. BACK OF NOMINATION FORM

EITHER: **PROCTORIAL ELECTIONS**

NOTE: Words in square brackets should be omitted by those dioceses in which they are not applicable.

Qualifications of Candidates

1. A candidate must be an ordained priest or deacon who is one of the following:
 - (i) a qualified elector (see paragraphs 3 and 4 below) in the [diocese] [electoral area] (excluding all assistant bishops);
 - (ii) a person who would be a qualified elector had they been a member of a deanery synod in the [diocese] [electoral area] (i.e. a priest or deacon holding written permission from the bishop to officiate within the diocese);
 - (iii) a person qualified to vote in the Universities and TEs constituency who (a) would be qualified as a diocesan elector (see paragraphs 3 and 4 below) but for the fact that he or she is qualified to vote in that constituency; (b) is beneficed in, or licensed to, any parish in the diocese or area or is licensed to serve as a vicar in a team ministry in any benefice in the diocese or area; and (c) has elected to stand in the diocesan election rather than in the election to the universities and TEs constituency [and has chosen to stand in the _____ electoral area].
2. A candidate must **not** be the holder of a paid office or employment to which one of the following central bodies may make or confirm an appointment:

the General Synod	the Church Commissioners*
the Convocations	the Church of England Pensions Board
the Corporation of Church House	
the Archbishops' Council	

*(A Church Commissioner in receipt of a salary or other emolument is **not** so disqualified.)

Qualification of Proposers and Seconders

3. Proposers and seconders must be electors qualified as such at 6.00 a.m. on ___ July 2015 (the date of dissolution of the 2010-2015 Convocations and thus of the General Synod). A bishop, priest or deacon is a qualified elector (**subject to the exceptions in paragraph 4 below**) if in one of the following categories:
 - (i) assistant bishops in the diocese but **NOT** members of the house of bishops of the diocesan synod;
 - (ii) archdeacons of the diocese;
 - (iii) beneficed clergy of the diocese;

- (iv) clergy holding office in a cathedral in the diocese;
- (v) in the diocese of London and Oxford respectively: clergy holding office at Westminster Abbey and St George's Windsor (but **NOT** the deans of those collegiate churches);
- (vi) clergy licensed under seal by the bishop of the diocese. (including any clergy resident outside the diocese but holding licence of the bishop of that diocese); and
- (vii) clergy with permission to officiate who are members of a deanery synod of the diocese.

[If a diocese is divided into electoral areas, the electoral area rather than the diocese becomes the standard for determining whether a cleric holds a qualifying office.]

4. The following are **not** qualified electors: suffragan and other bishops who are members of the house of bishops of the diocesan synod, the dean of any cathedral in the diocese [and in the diocese of Winchester: the dean of Jersey and the dean of Guernsey], all Forces chaplains, the Chaplain-General of Prisons, electors in the universities and TEIs constituency and members of religious communities.

OR: **HOUSE OF LAITY ELECTION**

NOTE: Words in square brackets should be omitted by those dioceses in which they are not applicable.

Qualifications of Candidates

1. A candidate must be a lay person who is:
 - (i) an actual communicant (as defined in Rule 54(1) Church Representation Rules, omitting for this purpose the requirement for entry on the roll of a parish);
 - (ii) aged at least eighteen;
 - (iii) either on the church electoral roll of any parish in the diocese; [or, in the Diocese of London, of the roll of a guild church] [or, in the Diocese in Europe, on the roll of any chaplaincy]; or in the case of a cathedral in the diocese, if not a parish church, on the community roll [or in the diocese of London only, declared by the dean of Westminster to be an habitual worshipper at Westminster Abbey [or in the diocese of Oxford only, to be declared by the relevant dean to be an habitual worshipper at St George's Chapel, Windsor or Christ Church, Oxford].
2. Unlike electors, candidates need not be members of a deanery synod.
3. Candidates must normally be qualified as such at 6.00 a.m. on ___ July 2015 (the date of the dissolution of the 2010-2015 General Synod). Exceptionally, the deans of Westminster Abbey, St George's Chapel, Windsor or Christ Church, Oxford may

declare persons to be habitual worshippers at those places, at any time during the period __ June – __ August 2015 inclusive.

4. A candidate must **not** be the holder of a paid office or employment to which one of the following central bodies may make or confirm an appointment:

the General Synod	the Church Commissioners*
the Convocations	the Church of England Pensions Board
the Corporation of Church House	
the Archbishops' Council.	

*(A Church Commissioner in receipt of a salary or other emolument is **not** so disqualified.)

5. A candidate may not stand for more than one diocese [or electoral area] simultaneously [but may stand for an electoral area other than that in which the candidate is on an electoral roll or, if entered on the community roll of a cathedral that is not a parish church, may stand for an area other than that in which the cathedral is situated].

Qualifications of proposers and seconders

6. Proposers and seconders must be diocesan electors qualified as such at 6.00 a.m. on the date of the dissolution, __ July 2015. The diocesan electors are the members of the houses of laity of all the deanery synods in the diocese, other than the co-opted members and persons who are members of a religious community with representation in the General Synod. [In the diocese in Europe: the diocesan electors are those persons elected to act as such by the annual meetings of the chaplaincies and the qualifications required of a diocesan elector are the same as for a candidate for election by the diocese to the General Synod under paragraph 1 above].
7. Qualified electors may only be proposers and seconders in the electoral area in which they are entitled to vote, even where the candidate being proposed or seconded is a qualified elector in another area within the same diocese (see paragraph 5 above).]

FOR: PROCTORIAL AND HOUSE OF LAITY ELECTIONS

Any candidate may request the presiding officer to despatch an election address (consisting of not more than one sheet of A4 paper, which may be printed on both sides) from that candidate to every elector in the [diocese] [electoral area]. Election addresses will be sent by the presiding officer to the electors with the voting papers. If any candidate wishes to send an election address, one original copy (suitable for photocopying) must be provided by the candidate at the candidate's own expense. This must either be delivered to the presiding officer at the address above or sent by e-mail to: *(insert e-mail address)* and received by the presiding officer by _____ 2015 *(insert date not less than seven days after close of*

nominations). The presiding officer is under no obligation to circulate addresses received after the due date or which are not in the prescribed form.

INSERT: Details of the diocesan policy in the matter of travelling expenses, subsistence, loss of earnings and any other allowances.

**SUGGESTED PARAGRAPHS FOR INCLUSION IN DIOCESAN LEAFLET
FOR ISSUE WITH NOMINATION PAPERS**

(paragraph 42)

Meetings of the General Synod, Committees and Commissions

1. The frequency and length of meetings of the full General Synod follow a regular pattern of two or three meetings in a calendar year.
2. The months in which meetings are held are February, July and November (if required). The February meeting and any November meeting is non-residential and takes place at Church House, Westminster, London SW1; but the July meeting is held residentially at the University of York.
3. The weeks during which the meetings are to be held each year are fixed in advance by a Synod resolution passed not later than the July meeting of the previous year. The Business Committee of the General Synod then informs Synod members in the agenda paper for each meeting of the precise dates (within these pre-arranged weeks) on which the Synod will meet, in the light of the needs of that particular agenda.
4. The normal pattern of February meetings in London spans up to five weekdays (Monday afternoon to Friday lunchtime), the sitting hours on each day usually being from 9.30 a.m. to 1.00 p.m. and from 2.30 p.m. to 7.00 p.m. (Tuesday to Thursday).
5. It will be seen that in London the Synod ordinarily meets on weekdays only. By contrast the York residential meetings are usually held over a weekend from Friday evening to not later than lunchtime on Tuesday. The Synod does not transact business on Sunday morning during a weekend residential meeting. Instead, by invitation of the Dean and Chapter, members are able to attend a Sung Eucharist in York Minster.
6. The dates already agreed for meetings of the Synod in 2015-2020 are as follows:

2015		2016	
		London	7 th – 11 th February
London	22 nd – 24 th November (Inaugural group of sessions)	York	8 th – 12 th July
		London	14 th – 15 th November (if required)
2017			
London	6 th – 10 th February		

York	6 th – 10 th July		
London	19 th – 21st November (if required)		

7. Members are not required to record their attendance at any full meeting and do not have to comply with any convention or Standing Order requiring them to attend any minimum number of meetings. It rests with each individual to do the best he or she can in the light of other commitments and particular concerns in each Synod agenda. The Business Committee do, however, try as far as possible to help members by ensuring that particular items of business begin at published times.

8. Any member of the Synod may be invited by the Appointments Committee to serve on a number of permanent or temporary bodies but he or she is entirely free to refuse such invitations. In accordance with normal practice individual members' preferences are carefully taken into account in fixing dates of committee meetings and every effort is made by the Appointments Committee to share out the committee work fairly among all members who are qualified to deal with the tasks to be undertaken.

9. Although in the above paragraphs the term "meeting" has been used, it may be helpful to explain that the practice of the Synod, following the Convocation custom, is to call all its sittings in Full Synod on one day a "session" and any number of sessions on consecutive days a "group of sessions". But this is only a matter of terminology and has no bearing on the frequency or length of sessions.

FORM OF VOTING PAPER

(paragraph 55)

A. FRONT

DIOCESE OF: _____

ELECTION OF (insert number) ___ PROCTORS IN CONVOCATION/ MEMBERS OF THE HOUSE OF LAITY TO REPRESENT THE DIOCESE IN THE GENERAL SYNOD

VOTING PAPER

Enter your vote in this column by numbering in order of preference	Names of candidates <i>(include any titles and addresses)</i>	Year of birth	S Previously served as a member of a Convocation / House of Laity?	Dates of previous service (where applicable)
	e.g. The Revd Dr John SMITH OBE, of The Vicarage, etc.	19 __	e.g. Yes	e.g. 2000 – or 1990-95; 2010 –
	e.g. Mrs Henrietta JONES of 1 The Place, etc.	19 __	e.g. Not previously a member	Not applicable

THIS VOTING PAPER WILL BE INVALID IF NOT SIGNED

For the space for a signature and instructions on voting, see back of this voting paper.

B. BACK OF VOTING PAPER

GUIDANCE TO VOTERS

1. This voting paper must be signed, and the full name written in the space provided.
2. Use your single transferable vote by clearly entering in the first column of the voting paper: ‘1’ against your first preference and, if desired, ‘2’ against your second preference, ‘3’ against your third preference, and so on as far as you wish. The sequence of your preferences is crucial. **NO CROSS should be used.**
3. You should continue to express preferences for as long as you are able to place successive candidates in order. A candidate given a lower preference is considered only if a candidate given a higher preference either has a surplus above the quota (the minimum number required to guarantee election) or has been excluded because of insufficient support.
4. The numbering of your preferences must be consecutive and given to different candidates. Remember that making a second or subsequent preference cannot affect the chances of any earlier preference.
5. If you inadvertently spoil this voting paper you may return it to the Presiding Officer who will give you another paper.
6. This voting paper, duly completed, must be delivered (by post or by hand) to (insert address)

.....

So as to arrive by no later than (insert date)

..... 2015

Voting papers may be delivered in person or by post. **Voting papers sent by facsimile (or e-mail) will NOT be counted as valid.**

Signature of Voter

Full Name (in BLOCK CAPITALS)

.....

Address

.....

(Member of deanery synod)

SUGGESTED LEAFLET ON THE METHOD OF VOTING IN ELECTIONS TO THE GENERAL SYNOD

(paragraph 57)

In elections to the General Synod, electors vote by numbering the candidates whom they wish to support, 1, 2, 3 and so on, in order of preference.

Each elector has a single transferable vote, and candidates are elected on attaining a quota of votes. The method of election ensures that most voters are represented, and equally represented, by candidates of their choice.

HOW TO VOTE

You vote by clearly placing the figure “1” against the name of the candidate whom you most wish to see elected, and, if you wish, the figure “2” against your second preference, “3” against your third preference, and so on. **NO CROSSES should be used.**

Your vote is valid as soon as you have expressed a first choice. But by expressing further preferences, you make sure that your vote will play its full part in the election. Later preferences cannot harm your first choice. But you should express preferences only so long as you are able to place in order successive candidates whom you wish to support.

THE QUOTA

If four candidates are to be elected, the quota for election is one-fifth of the votes. Similarly, if there are five to elect, the quota is one-sixth of the votes and if there are six to elect, the quota is one-seventh of the votes, and so on.

THE COUNT

The presiding officer begins by counting first preferences. If your first choice has more than the quota of votes, then the surplus is transferred by sharing your vote between that first choice and your next preference. But if your first choice comes bottom of the poll, then that candidate is excluded, and your whole vote is passed on to your next preference. The presiding officer transfers surpluses and excludes candidates until the desired number of candidates is elected. In practice, the count is likely to be conducted using a computer program authorised by the Business Committee of the General Synod.

FURTHER READING

“**CHOOSE!**”, an explanation of the single transferable vote with the Church of England in mind can be downloaded from www.synodelections.org.

THE SINGLE TRANSFERABLE VOTE REGULATIONS, the rules for counting the votes in General Synod election, are available from the Legal Office, Church House, Great Smith Street, London SW1P 3AZ.

FORM OF RETURN OF ELECTION RESULT

(paragraph 67)

DIOCESE OF: _____

ELECTION OF (insert number) ___ PROCTORS IN CONVOCATION/ MEMBERS OF THE HOUSE OF LAITY TO REPRESENT THE DIOCESE IN GENERAL SYNOD

held on the day of 2015.

I, the undersigned, being the presiding officer for the election of/ proctors in Convocation for [the electoral area of] the said diocese/ members of the House of Laity for [the electoral area of] the said diocese.

HEREBY CERTIFY THAT the persons whose names are listed below have been duly elected in [the electoral area of] the said diocese.

Stage at which elected	Surname (alphabetical order)	Full Christian Names	Title or form of address	Address - including postcode	e-mail address	Year of birth

Dated this. day of 2015

Signed

Presiding Officer

Papers Issued _____
 Papers returned _____
 Spoilt Papers _____
 Percentage Poll _____%

PLEASE ATTACH FULL RESULT SHEET

A copy of this return of election result and the result sheet (showing full voting figures) should be sent to every candidate in the election, the Clerk to the General Synod (at Church House, Great Smith Street, London SW1P 3AZ) **and at the same time to the Election Scrutineer** appointed by the Business Committee (Mr John Allen, 9 Russell Bank Road Sutton Coldfield B74 4RE).

ANNEX H

FORM OF RESULT SHEET

(paragraph 56)

Election for Barchester	General Synod Laity							
Date	1/10/2015							
Number to be elected	3							
Valid votes	55							
Invalid votes	0							
Quota	13.75							
eSTVReg. 64202	1.49g							
Election rules	CofE							
		Stage	2	Stage	3	Stage	4	
	First	Surplus of		Exclusion of		Surplus of		
Candidates	Preferences	Abraham		Dorcas		Cleopas		
Abraham	25	-11.25	13.75		13.75		13.75	Electe d
Barnabas	12	0.48	12.48	0.48	12.96	0.32	13.28	Electe d
Cleopas	9	1.44	10.44	3.96	14.40	-0.65	13.75	Electe d
Dorcas	6	1.44	7.44	-7.44	0.00		0.00	
Elijah	3	7.68	10.68	2.00	12.68	0.32	13.00	
Non-transferable		0.21	0.21	1.00	1.21	0.01	1.22	
Totals	55	0.00	55.00	0.00	55.00	0.00	55.00	