

## **GENERAL SYNOD ELECTIONS 2021**

### **Notes for the Guidance of Dioceses**

These notes have been produced by the Legal Office of the National Institutions of the Church of England in April 2021 to assist Dioceses. They will be made available online at the Elections homepage: [General Synod elections | The Church of England](#). The legislation referred to in these notes will also be made available there, and a FAQ document which answers queries that have been raised with us already. You are welcome to send further queries to [synodelections@churchofengland.org](mailto:synodelections@churchofengland.org). Queries which may be of wider interest will be added (suitably anonymised) to that FAQ document.

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## DEFINITIONS

In these Notes we have used the following abbreviations:

“CES” means Civica Election Services;

“CRR” means the Church Representation Rules 2020;

“Clergy ER” means the Clergy Election Rules 2020;

“DERO” means the diocesan electoral registration officer;

“House of Laity elections” means elections to the House of Laity of the General Synod;

“Laity ER” means the House of Laity Election Rules 2020;

“online elections portal” means the online facility for conducting proctorial elections and House of Laity elections;

“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 Rules” means the Single Transferable Vote Rules 2020; and

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

## GENERAL

1. The provisions governing proctorial elections and House of Laity elections are listed below. Items (a) to (d) are bound together (along with the Convocations (Election to Upper House) Rules 2020) under one cover in the 2020 edition of a parallel handbook Election Rules of the Three Houses.

### Proctorial elections

- a) [Canon H 2](#).
- b) The Clergy Election Rules 2020 (made under paragraph 6 of Canon H 2).

### House of Laity elections

- c) The Church Representation Rules, as amended.
- d) The House of Laity Election Rules 2020 (made under CRR Rules 56 and 59).

### Proctorial elections and House of Laity elections

- e) The Single Transferable Vote Rules 2020. The STV Rules are not included in the 2020 Edition of the handbook Election Rules of the Three Houses. Following the approval at the February 2020 group of sessions of a consolidated set of STV Rules with provision for online voting, an updated text has been prepared, together with an updated edition of the explanatory handbook, now entitled Conduct of an election under the Single Transferable Vote Rules 2020: Notes for the guidance of dioceses. Both documents can be accessed on the Synod elections website at [www.churchofengland.org/synodelections](http://www.churchofengland.org/synodelections).

## 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 2020 group of sessions. Details for the number of Proctors can be found in Appendix A of "[General Synod Elections 2020: Seat Allocation Report by the Business Committee](#)" (GS 2162). In April 2021, an amending resolution was passed by Synod updating the number of members of the House of Laity. Details for the revised number of members can be found in Appendix A of [Seat Allocation Amendment Resolution 2021](#) (GS 2203).

## ELECTION TIMETABLE

3. It is expected that the present General Synod will be dissolved on, or very shortly before or after, Tuesday 13 July 2021 and that the inauguration of the eleventh General Synod will take place on Tuesday 16th November 2021. On that basis, soon after the issue of the Royal Writs dissolving the present Synod and summoning the new Synod (before Tuesday 13 July 2021), the Archbishops will formally announce that the elections are to be held within the period from Friday 30 July to Friday 8 October 2021 and dioceses will be notified of this. A provisional timetable applicable to both the proctorial and the House of Laity elections was circulated to diocesan synod secretaries and diocesan registrars, and the final version of the timetable is at [Annex A](#).
4. Presiding officers should 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 invitations to nominate 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 making nominations and casting votes (see paragraphs 41 and 59). It is for the presiding officer to determine the exact timetable for each election (see paragraph 11).

## ONLINE VOTING

5. The 2021 elections to each of the three Houses of the General Synod will be the first to be conducted online. In each diocese or other electoral area, there will be an online facility for making nominations and for casting votes (“the online elections portal”). The presiding officer for each election will run the online elections portal as part of their conduct of the election overall, with the assistance of Civica Election Services (“CES”; formerly Electoral Reform Services, website: [www.civica.com](http://www.civica.com)), the body chosen by the Business Committee of the General Synod. Each presiding officer must appoint CES (and no other body or individual) to assist in the conduct of the online election in the diocese or other electoral area.
6. It is, though, to be stressed that an elector wishing to make a nomination or cast a vote is not obliged to use the online elections portal; rather, any elector is free to continue to use the paper-based system and will do so unless he or she provides the presiding officer with an email address. If an elector does provide an email address, that elector must use the online elections portal to make nominations or vote. For an elector who does not provide an email address, it may nevertheless be prudent to notify the presiding officer that he or she wishes to continue to use the paper-based system. It will be the responsibility of the presiding officer to ensure that any paper nominations or votes are transferred onto the online elections portal.

## ELECTORAL AREAS

7. As a starting point, the diocese is the electoral area 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, with the number of representatives to be elected for the diocese being apportioned between those areas<sup>1</sup> (but see paragraph 8 below). In 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. In a House of Laity election, the diocesan synod has the power to create electoral areas.
8. Dioceses are however reminded of the requirement that, where a diocese is divided into electoral areas, at least three seats must be assigned to each area<sup>2</sup>. Therefore, 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 at least six members to the General Synod overall.
9. 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 that area were a separate diocese<sup>3</sup>. This means that each area is to be treated as a separate

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<sup>1</sup> Canon H 2, paragraph 2(b); CRR Rule 51(2)-(6).

<sup>2</sup> Canon H 2, paragraph 2(b); CRR Rule 51(2).

<sup>3</sup> CRR Rule 51(4).

diocese for the purposes of the CRR4. There is only one case where this rule does not apply – see paragraph 36.

10. Canon H 2 contains no similar general provision for each electoral area to be treated as a separate diocese for the purposes of a proctorial election. But broadly the same result is achieved by paragraph 2(b) of Canon H2 and its subsequent provisions (and see also Clergy ER Rules 2(3) and 7(2)).

## PRESIDING OFFICERS

11. In both proctorial and House of Laity elections, the diocesan registrar must either act as the presiding officer or appoint another person to do so. If another person is to be appointed, the approval of the provincial registrar for elections must be obtained<sup>5</sup>. In House of Laity elections, if the diocesan registrar is a candidate, he or she must inform the provincial registrar for elections, who must then appoint the presiding officer<sup>6</sup>. It is also possible for different persons to act as presiding officers for different electoral areas in a diocese. In proctorial elections there must be only one presiding officer responsible for all the electoral areas.
12. Rules made under CRR 53(4) set out the duties of presiding officers in House of Laity elections. A copy of these rules is at Annex B (and they are also in the Election Rules of the Three Houses, available on the website). The duties specified are not necessarily exhaustive but they are the duties for which a fee may be agreed under the Ecclesiastical Judges, Legal Officers and Others (Fees) Order 2020<sup>7</sup>. Under this Order, which applies to both proctorial and the House of Laity elections, the fee to be charged should be the sum agreed by the registrar and the diocesan board of finance. The fee is to be borne by the diocesan board of finance.

## PROCTORIAL ELECTORS

13. The proctorial electors are those persons who qualify under Canon H 2, paragraph 4 at 6.00 a.m. on the date of the dissolution of the Convocation<sup>8</sup>. Accordingly, a presiding officer will not know the final list of electors (see paragraph 20) until the date of the dissolution (currently expected to be on, or very shortly before or after, Tuesday 13 July). It may therefore be helpful to issue an informal notice of the election before the 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 be entitled to vote only if they remain qualified at 6.00 a.m. on the date of the dissolution. The informal notice should stress that no one may vote or stand as a candidate in more than one diocese or electoral area (see paragraphs 16 and 24). And it should emphasise that nominations will be made using the online portal.
14. The proctorial electors in each diocese are as follows<sup>9</sup> (subject to the exceptions in paragraph 15):

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<sup>4</sup> See, for example, CRR Rules 46, 50, 55 and 65.

<sup>5</sup> Clergy ER Rule 10; CRR Rule 53(1).

<sup>6</sup> CRR Rule 53(1)(b).

<sup>7</sup> S.I. 2020 No. 1539, available at [The Ecclesiastical Judges, Legal Officers and Others \(Fees\) Order 2020 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

<sup>8</sup> Clergy ER Rule 5(1).

<sup>9</sup> Canon H2 paragraph 4.

- a. assistant bishops in the diocese (but they are not eligible to stand for election<sup>10</sup>);
- b. archdeacons of the diocese;
- c. beneficed clergy of the diocese;
- d. clergy holding office in a cathedral in the diocese (including residentiary canons and other clergy apart from non-residentiary canons, who hold office under the constitution or statutes of a cathedral such as minor canons, priest vicars and chaplains);
- e. clergy holding office at Westminster Abbey (in the diocese of London) or St George's Chapel, Windsor (in the diocese of Oxford) (but not the deans of those collegiate churches);
- f. clergy licensed under seal by the diocesan bishop (including any clergy resident outside the diocese but holding the licence of the bishop of that diocese); and
- g. clergy with permission to officiate in the diocese who are also members of a deanery synod in the diocese (including clergy not licensed under seal because they have retired from full-time ministry); in the diocese in Europe, clergy with permission to officiate who are members of a deanery or an archdeaconry synod<sup>11</sup>; in the diocese of Sodor and Man, the clergy who are members of the diocesan synod<sup>12</sup>.

15. The following are not proctorial electors:

- a. the members of the house of bishops of the diocesan synod;
- b. the dean of any cathedral in the diocese, the dean of Jersey and the dean of Guernsey;
- c. the dean of Westminster and the dean of St George's Chapel, Windsor;
- d. the Chaplain-General of Prisons (or, if the holder of that office is not a clerk in Holy Orders, the prison chaplain nominated by the Archbishop of Canterbury) and all clergy to the Forces licensed by the Archbishop of Canterbury;
- e. clergy who have opted to vote in the universities and TEs constituency; and
- f. members of the religious communities.

16. 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.

17. On the basis of paragraphs 14.a and 15.a above, 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 relevant Convocation.

18. A person may not vote in more than one electoral area<sup>13</sup>.

19. Therefore, where a person would otherwise be able to vote in more than one area, the person must choose the area in which he or she is to vote. An elector in the

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<sup>10</sup> Canon H2 paragraph 1A.

<sup>11</sup> Canon H2 paragraph 4A as it applies in the province of Canterbury.

<sup>12</sup> Canon H2 paragraph 4A as it applies in the province of York.

<sup>13</sup> See the proviso to Canon H2 paragraph 4.

universities and TEIs constituency<sup>14</sup> should, in practice, make that choice by applying to have his or her name entered in the register of electors for that constituency. Names cannot be removed from that register once invitations to nomination have been issued. Accordingly, once those invitations have been issued, the provincial registrar for elections will send every diocesan electoral registration officer (see paragraph 20) a list of all the electors in that constituency, with a view to their names being deleted from the relevant register of Convocation electors (again see paragraph 20). Such electors could still choose to stand in the diocesan proctorial election, however: see paragraph 26(3) below.

20. The bishop's council and standing committee in every diocese must appoint a diocesan electoral registration officer (the "DERO")<sup>15</sup>. The DERO's functions in proctorial elections include keeping a record of the names and addresses of all electors qualified to vote (including email addresses where electors have provided the DERO with an email address)<sup>16</sup>. The DERO is likely in practice to be a current member of the diocesan office staff. The record for which the DERO is responsible is called "the register of Convocation electors". It must be made available for inspection at the diocesan office, and any errors and omissions can be corrected until the close of nominations<sup>17</sup>. The DERO must, no later than 21 days before invitations to nominate are issued, send a copy of the names and addresses of clerical electors to the secretary of each deanery synod<sup>18</sup>. It is suggested that the DERO also send a copy to the office of the diocesan bishop. Within seven days of receipt, the secretary of each deanery synod must either certify to the DERO that the names are correct or notify the DERO of any necessary corrections<sup>19</sup>. Given the responsibilities placed on the secretary of each deanery synod in connection with the conduct of the elections, each diocese will wish to ensure that the deanery secretaries have whatever practical support is required to carry out those responsibilities efficiently.
21. The DERO may wish to make the register of Convocation electors and the register of lay electors (see paragraph 25) available for inspection at meetings of deanery synods held between the completion of the registers and the issue of invitations to nominate in proctorial and House of Laity elections, to ensure the accuracy of the information on the registers and to enable any errors or omissions to be identified.
22. The DERO must give a copy of the corrected names to the presiding officer no later than seven days before invitations to nominate are issued<sup>20</sup>. On receipt of the names and addresses of qualified electors, the presiding officer must ensure that each of them is issued with an invitation to nominate<sup>21</sup>. The presiding officer must also ensure that an invitation to nominate is issued to any person who asks for one, if he or she is qualified for election in the diocese but not an elector there.

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<sup>14</sup> The qualifications for which are specified in Clergy ER Rule 18.

<sup>15</sup> CRR Rule 27(1).

<sup>16</sup> See Clergy ER Rule 5(2).

<sup>17</sup> Clergy ER Rule 5(9) and (11).

<sup>18</sup> Clergy ER Rule 5(5).

<sup>19</sup> Clergy ER Rule 5(6).

<sup>20</sup> Clergy ER Rule 5(8).

<sup>21</sup> Clergy ER Rule 8(1).

## LAY ELECTORS

23. The lay electors are the members of the house of laity of each deanery synod in the diocese as at 6.00 a.m. on the date of the dissolution of the General Synod<sup>22</sup>, except for the diocese in Europe<sup>23</sup>. But the lay electors do not include persons co-opted to the house of laity of a deanery synod under CRR 18(2) or lay members of a religious community with representation in the General Synod under CRR 46(1)(c). An elected member of the House of Laity of the General Synod continues during the dissolution to be an ex officio member of other bodies constituted under the CRR (even if the member does not intend to stand for re-election)<sup>24</sup>. Such a member is therefore a qualified elector, unless choosing to vote in some other capacity, for example as an elected member of another deanery synod. (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.<sup>25</sup>)
24. If a diocese is divided into electoral areas, a diocesan elector who is a representative of the laity is only entitled to 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<sup>26</sup>.
25. The DERO must keep a further register, called “the register of lay electors”<sup>27</sup>. This is to contain the names and addresses of the members of the house of laity of each deanery synod (including an email address, where the DERO has been provided with one for a member, either by the member or the deanery synod secretary<sup>28</sup>). As co-opted members are not entitled to be electors<sup>29</sup>, they should not be recorded in the register of lay electors but in some other format instead<sup>30</sup>. The names on the register of lay electors must be given to the DERO by PCC secretaries<sup>31</sup>. The register must also be open to inspection through the diocesan office and can be amended until the close of nominations to correct errors and omissions. The DERO must, no later than 21 days before invitations to nominate are issued, give a copy of the register of lay electors to the secretaries of the deanery synods<sup>32</sup>. Within seven days of receipt, each secretary must either certify to the DERO that the names are correct or notify the DERO of any necessary corrections.<sup>33</sup> (As mentioned in paragraph 20 above on proctorial elections, dioceses will also wish to ensure in House of Laity elections that each deanery synod secretary has whatever practical support is required.) The DERO must send a copy of the corrected names to the presiding officer no later than seven days before invitations to nominate are issued.<sup>34</sup>

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<sup>22</sup> CRR Rule 54(4).

<sup>23</sup> See CRR Rule 54(3).

<sup>24</sup> CRR Rule 46(2).

<sup>25</sup> CRR Rules 16(1)(b) and (2) and 50(8).

<sup>26</sup> CRR Rule 51(6) (inserted by paragraph 13 of the CRR Amendment Resolution 2020 (SI 2020/406)).

<sup>27</sup> CRR Rule 27(3).

<sup>28</sup> CRR Rule 76(1)(b).

<sup>29</sup> CRR Rule 54(2)(a).

<sup>30</sup> CRR Rule 27(4).

<sup>31</sup> CRR Rule M12(9)(a).

<sup>32</sup> CRR Rule 54(5).

<sup>33</sup> CRR 54(6).

<sup>34</sup> CRR 54(8).

## PROCTORIAL CANDIDATES

26. To be eligible to stand in a diocese or electoral area, a candidate must have been ordained priest or deacon, must not be in episcopal orders and must be in one of the following categories:
- a. a person who is qualified as an elector in the diocese or electoral area;
  - b. a person who would have been a qualified elector in the diocese or electoral area if he or she had been a member of a deanery synod in that diocese or area (or, in the diocese in Europe, a member of a deanery or archdeaconry synod or, in the diocese of Sodor and Man, a member of the diocesan synod), i.e. a priest or deacon holding written permission from the bishop to officiate within the diocese<sup>35</sup>;
  - c. a person qualified to vote in the universities and TEs constituency who:
    - i. would be qualified as a diocesan elector but for the fact that he or she is qualified to vote in that constituency,
    - ii. is beneficed in, or licensed to, a parish in the diocese or area or is licensed to serve as a vicar in a team ministry in a benefice in the diocese or area, and
    - iii. has elected under Canon H3 paragraph 5A to stand in the diocese or electoral area rather than in the universities and TEs constituency (see paragraph 29).
27. Canon H 2 paragraph 5 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 or the Corporation of the Church House. (This disqualification does not apply to a Church Commissioner who is paid for his or her services as a Commissioner.)
28. 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<sup>36</sup>.
29. Where paragraph 26(3) above applies, an elector in the universities and TEs 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 TEs constituency (the Joint 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 or TEI 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 TEs constituency although he or she will no longer be qualified to stand as a candidate in that election.

## LAY CANDIDATES

30. A candidate must be a lay person who satisfies each of the following conditions<sup>37</sup> (but see also paragraph 31):
- a. the person must have received Communion according to the use of the Church of England or a Church in communion with it at least three times in

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<sup>35</sup> Canon H2 paragraph 5.

<sup>36</sup> Canon H 2 paragraph (1)(e) as it applies in the Province of Canterbury; Canon H2 paragraph 1(c) as it applies in the Province of York.

<sup>37</sup> CRR Rule 50.

- the twelve months before the date of the dissolution of the Synod or would have done so but for matters connected with coronavirus);
- b. the person must either be confirmed (or ready and desirous of being confirmed) or come within paragraph 1(b) of Canon B 15A (i.e. be a communicant member of a Church which subscribes to the doctrine of the Holy Trinity);
  - c. the person must be aged at least 18 on the date of the dissolution of the Synod.
31. In addition to satisfying each of the conditions listed in paragraph 30, a candidate must satisfy one of the following conditions<sup>38</sup>:
- a. the person's name must be on:
    - i. the roll of a parish in the diocese,
    - ii. in the diocese of London, the roll of a guild church<sup>39</sup>,
    - iii. in the diocese in Europe, the roll of a chaplaincy<sup>40</sup>, or
    - iv. in the case of a cathedral church of the diocese (if not a parish church), the community roll;
  - b. the person must:
    - i. if in the diocese of London, be declared by the Dean of Westminster to be a habitual worshipper at Westminster Abbey, or
    - ii. if in the diocese of Oxford, be declared by the relevant dean to be a habitual worshipper at St George's Chapel, Windsor or Christ Church, Oxford;
  - c. the person must be declared by the leader of a mission initiative in the diocese to be part of the worshipping community involved in the initiative.
32. 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<sup>41</sup>.
33. The time and 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, and the leader of a mission initiative, may declare a person to be a habitual worshipper at any time during the month before or the month after the dissolution (i.e. during the period Monday 14 June to Wednesday 11 August 2021 inclusive, if the dissolution is on Tuesday 13 July 2021)<sup>42</sup>.
34. As in the case of proctorial elections, attention is drawn to the provision which disqualifies any lay person who holds a paid office or employment of the kind referred to in paragraph 27 from being nominated for election to the General Synod<sup>43</sup>. There is the same exception for certain Church Commissioners.
35. A person who is qualified in one of the ways described in paragraphs 30 and 31 and whose name is also on the roll of a parish in another diocese or that of a guild

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<sup>38</sup> CRR Rule 50.

<sup>39</sup> CRR Rule 83(7) and (8).

<sup>40</sup> CRR Rule 82(1)(b).

<sup>41</sup> CRR Rule 83(10).

<sup>42</sup> CRR Rule 50(6) and (7).

<sup>43</sup> CRR Rule 62(1).

church in the diocese of London must choose one of those places (and therefore one of the dioceses) in order to qualify as a candidate<sup>44</sup>.

36. 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 those circumstances, the candidate must either be on the roll of a parish in another area in the diocese or be on the community roll at a cathedral in the diocese. In a general election, or when casual vacancies are being filled in more than one electoral area, no one may stand in two or more electoral areas simultaneously<sup>45</sup>.

## NOMINATIONS

37. On receiving the bishop's instructions to do so, presiding officers must proceed with the election to fill the appropriate number of places assigned by the General Synod to the diocese or electoral areas. They should, no later than Friday 30 July 2021 (on the basis of the timetable), issue invitations to nominate to all qualified electors, inviting them to send nominations to the presiding officer. If an elector has provided an email address, the invitation to nominate will be sent to the email address listed for him or her in the register of electors. If not, the invitation to nominate, in the form of a physical nomination paper, will be issued by post to the address listed for the elector in that register or will be issued in person<sup>46</sup>. Before the closing date for the receipt of nominations, presiding officers must also issue a nomination paper, by post or in person, to any person who requests one if he or she is qualified for election but is not a diocesan elector<sup>47</sup>.
38. It is in order, and advisable, to issue invitations to nominate as early as possible after the dissolution and before the date of Friday 30 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.
39. Where an invitation to nominate is issued by email, the email will contain instructions on how to use the online elections portal to make a nomination.
40. Where an invitation to nominate is issued in the form of a physical nomination paper, the paper 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. A nomination paper 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 name (including any title or preferred style, such as, for example, the name by which a person is commonly known) year of birth and a statement as to whether the candidate has previously served as a member of the General Synod 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 [synodelections@churchofengland.org](mailto:synodelections@churchofengland.org) or can be downloaded

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<sup>44</sup> CRR Rule 50(8).

<sup>45</sup> CRR Rule 50(11).

<sup>46</sup> Clergy ER Rule 8(1); Laity ER Rule 5.

<sup>47</sup> CRR Rule 55(3).

from the website. Each nomination paper 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 48) and of the diocesan policy in the matter of travelling expenses, subsistence, loss of earnings and any other allowances.

41. The time that must be allowed for making nominations is subject to a minimum period of 28 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 timetable is Wednesday 8 September 2021.
42. Where the online elections portal is used, a nomination is to be made by following the procedure provided for by the portal. Where nomination papers are used, a completed nomination paper is to be given to the presiding officer by post or in person<sup>48</sup>.
43. The presiding officer must scrutinise nominations as soon as they are received and must, without delay, inform the candidate concerned whether the nomination is valid. Where the nomination is invalid, the presiding officer must give the candidate reasons for that ruling (and, if a nomination paper was used, should also, it is suggested, provide the candidate with a new nomination paper). If, by the close of nominations, no valid nomination is received for a candidate, he or she is excluded from the election and will not appear on the online elections portal or on voting papers<sup>49</sup>.
44. Given that the nomination for a House of Laity election must state the parish on whose electoral roll the candidate is entered<sup>50</sup>, the presiding officer may, in scrutinising the nomination, wish to contact the secretary of the PCC of the parish to ascertain whether that is the case. The presiding officer should also note that if the reference to the parish on the nomination is inaccurate in some respect, that does not invalidate the nomination<sup>51</sup>.
45. Attention is drawn to the provision made by STV Rules Rule 3(3) as to what to do where a candidate wishes to withdraw from the election, or is found to be ineligible after the closing date for nominations, or has died. Even if the candidate's name appears on the invitation to vote, it is possible to ensure that the candidate is not elected against an expressed wish or improperly elected while being ineligible. If these circumstances arise, it will nevertheless be desirable to warn voters, either by a notification on the online elections portal or by an insert slip or some other means. In doing so it will be advisable to quote STV Rules Rule 3(3) word for word in order to explain the consequences if, despite the warning, a voter still marks the name of the withdrawn, disqualified or deceased candidate as a first preference.
46. 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 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 £175.00 per

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<sup>48</sup> Clergy ER Rule 25(2) and Laity ER Rule 6(1).

<sup>49</sup> Clergy ER Rule 25(7) and Laity ER Rule 6(6).

<sup>50</sup> Laity ER Rule 6(2)(b).

<sup>51</sup> Laity ER Rule 6(7).

day of absence. A certificate is required from the employer (or for 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.

47. Electors who have not previously served as members of the General Synod will probably welcome an indication of their likely commitments in terms of time (and expense) if they decide to stand in the election and are elected. Suggested wording for inclusion in the email containing the invitation to nominate, or in a leaflet accompanying a nomination paper, is given in Annex D.

## ELECTION ADDRESSES AND OTHER ELECTORAL MATERIAL

48. Any candidate in the proctorial or House of Laity elections is entitled to request the presiding officer to circulate an election address from that candidate by making it available to view on the online elections portal, posting it on the diocese's website and sending it by post to every elector in the diocese or area who has not provided an email address. An election address must be on no more than one sheet of A4 paper and may be printed on both sides. If it is in electronic form, it must be capable of being so printed in an easily legible form. It is for each candidate to decide whether to take advantage of this opportunity – it is optional. But whether or not candidates do so, there is nothing to stop them sending material direct to electors themselves. It may therefore be worth telling electors who have provided an email address that the email address will be made available to any candidate who requests it<sup>52</sup>.
49. Neither the Clergy ER nor the Laity ER lay down any rules as to the content of election addresses. So, subject to the limitation on the size of an election address, the candidate is free to decide on its layout and content (including whether to include a photograph). A presiding officer does not have power to require changes to a candidate's election address unless, in exceptional circumstances, the presiding officer advises the candidate that the election address is defamatory or otherwise unlawful in some way.
50. If a candidate wishes to exercise the right to have an election address circulated by the presiding officer, the candidate must provide one copy of the address at his or her own expense. This can be delivered to the presiding officer by email, by post or in person. It must be received by the presiding officer by a date specified by him or her, no 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 election addresses received after the due date or not in the required form<sup>53</sup>.
51. 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 made available on the online elections portal and on the diocesan website, so that candidates are aware of that when deciding on the format of their address. It would be open to a candidate to provide the election address in two forms: for example, one in colour for posting on the online elections portal and one

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<sup>52</sup> Clergy ER Rule 25(8); Laity ER 6(8).

<sup>53</sup> Clergy ER Rule 26(3) and (5); Laity ER Rule 8(3) and (5).

in black and white, and therefore more suitable for high quality reproduction, for sending by post to electors who have not provided an email address.

52. All the duly received election addresses should be made available to view on the online elections portal and posted on the diocese's website. Election addresses to be sent by post must be reproduced at the cost of the diocese, on paper of identical quality, size and colour, in sufficient numbers to enable printed copies to be sent to all qualified electors who have not provided an email address. This could be done by preparing a booklet in which candidates' election addresses appear in the same order as that in which their names appear on the online elections portal or voting paper (see paragraph 61). As some candidates might not provide an election address, as they are entitled to do, it is recommended that the online elections portal and diocesan website state prominently that "The election address of every candidate who has provided one is displayed here" and that any booklet contain a statement at the start that "This booklet contains the election address of every candidate who has provided one."
53. Before invitations to vote are issued, the presiding officer should make each election address available to view on the online elections portal and on the diocesan website. In the case of those electors to whom election addresses are to be sent in paper form, they should be sent by post with the voting papers.
54. 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 provided an e-mail address, that address) to any duly nominated candidate who makes such a request<sup>54</sup>. 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 in order to ensure that all candidates are treated equally. (For example, it is 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.)
55. The presiding officer is required to ensure that, between the issue of invitations to nominate and the end of the voting period, no literature (other than the election addresses referred to in paragraph 48) which, in the opinion of the presiding officer, is likely to prejudice the election, is 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 literature is circulated or distributed at a synod meeting which, in the opinion of any of them, is likely to prejudice the election<sup>55</sup>.
56. 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.
57. 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.

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<sup>54</sup> Clergy ER Rule 25(8); Laity ER Rule 6(7).

<sup>55</sup> Clergy ER Rule 27; Laity ER Rule 9.

## VOTING INVITATIONS

58. Once the deadline for nominations has passed (unless there is no need for an election because the number of nominations is equal to or less than the number of seats), the presiding officer should issue every elector with an invitation to vote. If an elector has provided an email address, the invitation to vote will be sent to the email address listed for him or her in the register of electors. If not, the invitation to vote, in the form of a physical voting paper, will be issued by post to the address listed for the elector in that register or will be issued in person. There is a minimum period of 21 days for the interval between the issuing of the invitation to vote and its return<sup>56</sup>. The timetable gives Friday 8 October 2021 as the closing date for the return of votes.
59. Where an invitation to vote is issued by email, the email must contain instructions on how to use the online elections portal to cast a vote.
60. Where an invitation to vote is issued in the form of a physical voting paper, it must be in the form circulated to presiding officers by the provincial registrar for elections or in a substantially similar form<sup>57</sup>. 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.
61. The list of candidates displayed on the online elections portal and on voting papers should contain each candidate's full name (including any title or preferred style) as it appears on the nomination, full address, year of birth and a statement as to whether the candidate has previously served as a member of the General Synod and, if so, the dates of the candidate's previous service and the House of which the candidate was a member<sup>58</sup>. Names need not necessarily be put 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.
62. The election must be conducted in accordance with STV<sup>59</sup>. The method of voting and counting votes in accordance with STV is described in detail in the STV Rules and in "Conduct of an election under the Single Transferable Vote Rules 2020: Notes for the guidance of dioceses".
63. Although the STV Rules 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 on how STV works. Annex F contains the draft of some suggested guidance for electors on the method of voting. Guidance along those lines will be available on the online elections portal. For those voting by post, the guidance could be issued in the form of a leaflet for circulation with invitations to vote and election addresses.

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<sup>56</sup> Clergy ER Rule 28(8); Laity ER Rule 10(8).

<sup>57</sup> Clergy ER Rule 28(7); Laity ER Rule 10(7).

<sup>58</sup> Clergy ER Rule 28(4); Laity ER Rule 10(4).

<sup>59</sup> Clergy ER Rule 28(1); Laity ER Rule 7(3).

## HUSTINGS

64. 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 each presiding officer, in consultation with the clerical or lay members (as the case may be) of the bishop's council and standing committee. (That does not prevent others in the diocese from assisting the presiding officer with the organisation of the hustings.) It may be prudent to decide 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 invitations to vote 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 chair must ensure that candidates who choose to participate are treated equally.
65. 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 (for example, through an online forum). However, if online facilities are provided for that purpose, presiding officers should take care 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. For example, every question should be put to each candidate and must therefore be a question capable of being given a meaningful answer by each candidate. Questions should not, accordingly, be targeted at any one candidate in particular. Presiding officers should also discourage further discussion between electors and a particular candidate.
66. Presiding officers should make it clear to candidates and electors that participation in hustings or any online or other electronic equivalent is optional and that, if candidates choose to take part, they cannot be required to answer any particular questions.

## THE COUNT

67. Where the online elections portal is used, the diocese will already be employing the services of CES (see paragraph 5) and those services will include assisting the presiding officer with the count. The presiding officer will conduct the count by following the steps set out in the online elections portal.
68. Where voting papers are used, it is suggested that, as they are received, 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.
69. If an invalid voting paper is received, whether as a result of not being signed or not clearly indicating a preference, it should be clearly marked as invalid and kept separately from the valid voting papers; it should not be sent back to the elector. If the elector has inadvertently spoiled the voting paper and can prove that to the presiding officer's satisfaction, the elector is entitled to be given a replacement

voting paper<sup>60</sup>. Both valid and invalid voting papers should be stored in a safe and secure place prior to being brought to the count.

70. The count, both for elections involving the online elections portal and those involving voting papers, should take place on one of the days allotted in the timetable. It is not necessary to hold the count for the proctorial elections and the count for 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 voting period. Where voting papers have been used, it is permissible to sort and number them in preparation for the count, but the input of the voting papers into a computer program or a manual count must not begin until the allotted day and time of the count.
71. Every candidate is entitled to be present at the count, or to be represented by a nominee, and to scrutinise the count. This scrutiny does, for example, entitle the candidate or nominee to ask the presiding officer to verify the accuracy of the data in the online elections portal but not to participate in the count. 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. The notice must include an explanation of the right of appeal against the election result. At the count any votes declared invalid by the presiding officer should be offered for examination by candidates or their nominees who are present.
72. 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 an 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. The notice must also include an explanation of the right of appeal against the election result.
73. The count must be conducted in accordance with the STV Rules. In an election involving voting papers, this means either using a computer program certified by CES as consistent with the STV Rules or manually using the guide referred to in paragraph 62 above. Presiding officers are recommended to use the 'eSTV' program for this purpose, a copy of which has been circulated to them for the purposes of the 2021 elections.
74. If, in a case involving voting papers, a diocese prefers to employ the services of CES to assist the presiding officer with the count, it is free to do so. (Any cost involved should, as an election expense, fall on the diocese.) It is advisable to make arrangements for this purpose with CES well in advance. It is suggested that before approaching CES for this purpose, dioceses first contact the Clerk to the Synod (contact details below).

## NOTICE OF RESULT

75. The presiding officer must, within four working days of the declaration of the result, send (preferably by email) a signed full return of the election result to the Clerk to

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<sup>60</sup> STV Rules Rule 6.

the Synod (contact details below) and every candidate<sup>61</sup>. 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 the General Synod Office and posted on the diocese's website<sup>62</sup>. A suggested form of the return of the result is in Annex G. (On that form, the reference to papers issued does not include papers reissued after a voting paper was spoilt; the reference to papers returned includes spoilt voting papers which have not been replaced by a valid voting paper but not those which have been so replaced; and the percentage required for the percentage poll figure is calculated by dividing the figure for papers returned by the figure for papers issued.)

76. 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<sup>63</sup>. That form is in Annex H (note that, in a case where voting papers are used, the result sheet in the form set out in Annex H is produced by the eSTV program as a csv file). (On that form, the box for invalid votes need not distinguish between different kinds of invalidity.)

77. Presiding officers are asked to ensure that full names, correct titles (e.g. Canon, Prebendary, the Reverend, Mr, Mrs, Ms, Dr, etc.) and any preferred styles, the full postal addresses (including postcodes) and email 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 2020.

78. In addition, it is recommended that presiding officers arrange for election results to be published on the diocesan website as soon as possible after the declaration of the result. However, as a matter of courtesy, they should not be published before notice has been given to all the candidates.

## PRESERVATION OF VOTING RECORDS

79. The record of each valid vote cast by using the online elections portal, and all the valid voting records, must be preserved by each presiding officer for at least two years from the date of the count<sup>64</sup>. They may be required for the purposes of a by-election to fill a casual vacancy occurring within that period. For the same reason, in a case involving the use of voting papers, any eSTV files should also be preserved for at least two years from the date of the count.

## APPEALS

80. The election rules contain new provisions on appeals. They build on the provisions that have applied in the past but contain much more detail than before and are intended to provide a comprehensive framework. The provisions relating to appeals relating to proctorial elections are set out in Clergy ER Rules 47 to 64. Similar rules apply in the House of Laity elections and can be found in CRR Rule 57 to 61 and Laity ER Rules 30 to 47.

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<sup>61</sup> Clergy ER Rule 29(6); Laity ER Rule 11(6).

<sup>62</sup> Clergy ER Rule 29(7) and (8); Laity ER Rule 11(7) and (8).

<sup>63</sup> Clergy ER Rule 29(7); Laity ER Rule 11(7).

<sup>64</sup> Clergy ER Rule 28(12); Laity ER Rule 10(12).

81. The following appeals may be brought:
- a. An appeal against inclusion or non-inclusion on the register of Convocation or lay electors; the appeal may be made by the person whose name is not included or by a person who objects to the inclusion of another person.
  - b. An appeal against a determination that a nomination is, or is not, valid; the appeal may be made only by an elector.
  - c. An appeal against the result of an election on the grounds that a candidate was not duly elected, was not qualified to be a candidate, or misrepresented a material fact; the appeal may be made by a candidate or elector or (in a proctorial election) by the Prolocutor of the Lower House of Convocation concerned or (in a House of Laity election) by the Chair of that House.
  - d. An appeal against the result of an election on the grounds that the conduct of the election was such as to affect the outcome; the appeal may be made by any of the persons referred to in paragraph (c) above.
  - e. An appeal against the result of an election on the grounds of an error in the register of electors which would or might be material to the result; the appeal may be made by any of the persons referred to in paragraph (c) above.
  - f. An appeal against the result of an election on the grounds that a vote which was disallowed should have been allowed or a vote which was allowed should have been disallowed and that the disallowance or allowance would or might be material to the result; the appeal may be made by any of the persons referred to in paragraph (c) above.
82. There are two appeals procedures, a fast-track procedure and a more lengthy one, with the applicable procedure depending on the matter to which the appeal relates.
83. The fast-track procedure is for appeals relating to the validity of a nomination and for appeals against the result of an election on the grounds that a candidate was not duly elected or not duly qualified to stand or that a vote should or should not have been allowed. Appeals under the fast-track procedure are determined by the Dean of the Arches and Auditor (or, if the Dean is unavailable, by one of the Vicars-General or the chancellor of the diocese). Fast-track appeals (other than ones against the result of an election) must be brought within two days of the decision to which they relate. A fast-track appeal is held quickly and decided summarily on the basis only of the papers submitted when bringing the appeal and any written explanation from the person who made the decision being appealed of the reasons for the decision.
84. The more lengthy procedure is for appeals relating to the inclusion of a person on a register of electors and for appeals against the result of an election on grounds of a misrepresentation of a material fact, the conduct of the election or an error in the register of electors. Appeals under this procedure are determined by a panel appointed by, in the case of an appeal relating to a proctorial election, the bishop's council and standing committee or, in the case of an appeal relating to an election to the House of Laity, the Chair and Vice-Chair of that House. If either the Chair or Vice-Chair of the House of Laity is directly concerned in the appeal, the Standing Committee of that House must nominate a deputy in his or her place.
85. Appeals under the more lengthy procedure must be brought within 14 days of the declaration of the result of the election. The panel appointed to hear such an appeal must first conduct a preliminary assessment of the appeal, based only on the documents submitted when bringing the appeal, to determine if there are

arguable grounds of appeal. If the panel thinks that there are, it must then consider the appeal in detail. For that purpose, it is entitled to hold a hearing, to invite written representations from the parties, and to require the production of any documents it thinks could be relevant.

86. There is also a procedure for a panel to decide to hear an appeal of the kind referred to in paragraph 85 if the appeal is brought out of time. The panel must be satisfied that there is a good reason why the appeal was not brought within the specified time period.

87. It is important to remember that, where an appeal is brought, any person who has been declared elected but whose election may be affected by the appeal is to be regarded for all purposes as a member of the General Synod until the appeal is determined.

#### CHECKLIST

88. A checklist of the actions to be taken in connection with the conduct of proctorial elections and elections to the House of Laity is set out in Annex I.

#### WHO TO CONTACT FOR FURTHER HELP

*Provincial Registrar responsible for elections:* Revd Alexander McGregor  
Legal Office, Church House, Great Smith Street, London SW1P 3AZ  
Tel: 020 7898 1748  
Email: alexander.mcgregor@churchofengland.org

*General enquiries:* Mrs Fiona Bacon  
Legal Office, Church House, Great Smith Street, London SW1P 3AZ  
Tel: 020 7898 1481  
Email: synodelections@churchofengland.org

*Enquiries on STV and the procedure for online elections:* Ms Jenny Jacobs  
Central Secretariat, Church House, Great Smith Street, London SW1P 3AZ  
Tel: 020 7898 1363  
Email: jenny.jacobs@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  
Email: clerk@churchofengland.org

ANNEX A - TIMETABLE FOR ELECTIONS (see paragraph 3 of the notes)

The present General Synod is likely to be dissolved in accordance with Royal Writs on or very shortly before or after Tuesday 13 July 2021, after the July group of sessions. The Archbishops of Canterbury and York have therefore approved the following timetable for the election of the new Synod:-

The 'nomination period' must be not less than 28 days.

The 'voting period' must be not less than 21 days.

1	Notification to electors of the election timetable to be followed in the diocese and issue of invitations to nominate	No later than Friday 30 July
2	Notification of the validity of any nomination	As soon as any nomination is received
3	Closing date for nominations	Wednesday 8 September
4	Issue of voting invitations	Friday 17 September
5	Closing date for return of votes	Friday 8 October
6	Day of the count	Monday 11, Tuesday 12, Wednesday 13, or Thursday 14 October.
7	Names and addresses of those elected and result sheet to be sent to the diocesan bishop, the Clerk to the Synod and every candidate.	Not later than the fourth working day after the date of the declaration of the result.

## ANNEX B - DUTIES OF PRESIDING OFFICERS (paragraph 12 of the notes)

Rules prepared by the Provincial Registrar under Rule 53 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 invitations;
  - (c) the date of return of voting invitations;
  - (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 invitations to nominate.
4. To rule on the validity of nominations 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 invitations.
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 votes.
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 and the Clerk to the General Synod.
11. To display, or cause to be displayed, the full return of the result and the result sheet in the diocesan office and on the diocese's website.

ANNEX C - FORM OF NOMINATION PAPER (paragraph 40 of the notes)

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

FRONT OF NOMINATION PAPER

DIOCESE OF: \_\_\_\_\_

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

.....

so as to reach [him] [her] not later than (insert time) on (insert date) 2021

Nominations may be delivered by post 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 preferred style... ..

Address .....

.....Postcode .....

Email: .....

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

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

.....

Year of birth: \_\_\_\_

Have you previously served as a member of the General Synod? Please indicate by putting a cross in the appropriate box: Yes  No

If yes, please give dates of previous service and the House to which you belonged:

.....

**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 ..... nominate the above candidate as a person qualified to serve as a proctor for the clergy/ member of the House of Laity for the [electoral area of the] diocese.

Signature of proposer ..... Date ..... 2021

**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 ..... second the above nomination.

Signature of seconder ..... Date ..... 2021

**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..... 2021

For qualifications and details of electoral addresses see accompanying notes.

## BACK OF NOMINATION PAPER

### 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:
    - (a) a qualified elector (see paragraphs 3 and 4 below) in the [diocese] [electoral area] (excluding all assistant bishops);
    - (b) a person who would be a qualified elector if he or she had 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);
    - (c) a person qualified to vote in the Universities and TEIs constituency who:
      - (i) would be qualified as a diocesan elector (see paragraphs 3 and 4 below) but for the fact that he or she is not qualified to vote in that constituency,
      - (ii) 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
      - (iii) has elected to stand in the diocesan election rather than in the election to the universities and TEIs 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 Tuesday 13 July 2021 (the date of dissolution of the 2015-2021 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:

- (a) assistant bishops in the diocese (but not members of the house of bishops of the diocesan synod);
- (b) archdeacons of the diocese;
- (c) beneficed clergy of the diocese;
- (d) clergy holding office in a cathedral in the diocese;
- (e) in the diocese of London and Oxford respectively: clergy holding office at Westminster Abbey and St George's Chapel, Windsor (but not the deans of those collegiate churches);
- (f) 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
- (g) 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:

- (a) suffragan and other bishops who are members of the house of bishops of the diocesan synod;
- (b) the dean of any cathedral in the diocese [and the dean of Jersey and the dean of Guernsey];
- (c) the dean of Westminster and the dean of St. George's Chapel, Windsor;
- (d) all Forces chaplains;
- (e) the Chaplain-General of Prisons;
- (f) electors in the universities and TEs constituency; and
- (g) members of religious communities.

OR: HOUSE OF LAITY 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 a lay person who:
  - (a) has received Communion according to the use of the Church of England or a Church in communion with it at least three times in the twelve months before the date of the dissolution of the General Synod or would have done so but for matters connected with coronavirus);
  - (b) either is confirmed (or ready and desirous of being confirmed) or comes within paragraph 1(b) of Canon B 15A (i.e. is a communicant member of a Church which subscribes to the doctrine of the Holy Trinity);
  - (c) is aged at least 18 on the date of the dissolution of the General Synod; and
  - (d) satisfies one of the following conditions:
    - (i) is on the church electoral roll of a parish in the diocese [or, in the diocese of London, on the roll of a guild church] [or, in the diocese in Europe, on the roll of a chaplaincy] [or, in the case of a cathedral in the diocese, if not a parish church, on the community roll];
    - (ii) [is, in the diocese of London, declared by the dean of Westminster to be a habitual worshipper at Westminster Abbey] or [is, in the diocese of Oxford only, to be declared by the relevant dean to be a habitual worshipper at St George's Chapel, Windsor or Christ Church, Oxford];
    - (iii) is declared by the leader of a mission initiative in the diocese to be part of the worshipping community involved in the initiative.
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 Tuesday 13 July 2021 (the date of the dissolution of the 2015-2021 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 Monday 14 June – Wednesday 11 August 2021 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, Tuesday 13 July 2021. The diocesan electors are the members of the house of laity of each deanery synod in the diocese, other than the co-opted members and the 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 \_\_\_\_\_ 2021 (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.

ANNEX D – SUGGESTED WORDING FOR INCLUSION IN EMAIL CONTAINING INVITATION TO NOMINATE OR IN LEAFLET ACCOMPANYING NOMINATION PAPER (paragraph 47 of the notes)

**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 held each year are fixed in advance by a Synod resolution passed no 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 the 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 six days ending on a Saturday (though it is most unlikely that the meetings would begin as early as the Monday), 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. However, the Business Committee agreed that in 2023, the meeting dates will include a weekend.
5. In 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 2021-2025 are as follows:

2021			
London	15 to 17 November		
2022		2023	
London	7 to 11 February	London	6 to 14 February
York	8 to 12 July	York	7 to 11 July
London	14 to 16 November (if required)	London	13 to 15 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 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.

ANNEX E - FORM OF VOTING PAPER - (paragraph 60 of the notes)

FRONT OF VOTING PAPER

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  (include any titles and preferred styles)	Year of birth	Previously served as a member of the General Synod?	Details of previous service (where applicable)
	e.g. The Revd Dr John SMITH OBE, of The Vicarage, etc.	19 __/ 20__	e.g. Yes	e.g. 2005 – 2010, member of the House of Clergy
	e.g. Mrs Henrietta JONES of 1 The Place, etc.	19 __/ 20__	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.

## 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 CROSSES 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) ..... 2021

Voting papers may be delivered in person or by post.

Signature of Voter .....

Full Name (in BLOCK CAPITALS)

.....

Address .....

.....

(Member of ..... .. deanery synod)

ANNEX F - SUGGESTED GUIDANCE ON THE METHOD OF VOTING IN ELECTIONS  
TO THE GENERAL SYNOD - (paragraph 63 of the notes)

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

THE SINGLE TRANSFERABLE VOTE RULES 2020, the rules for counting the votes in General Synod election, are available from the Legal Office, Church House, Great Smith Street, London SW1P 3AZ.

ANNEX G - FORM OF RETURN OF ELECTION RESULT - (paragraph 75 of the notes)

DIOCESE OF: \_\_\_\_\_

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

held on the ..... day of ..... 2021.

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

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

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

Dated this. .... day of ..... 2021

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 and to the Clerk to the General Synod (at Church House, Great Smith Street, London SW1P 3AZ, [clerk@churchofengland.org](mailto:clerk@churchofengland.org)).

ANNEX H - FORM OF RESULT SHEET - (paragraph 76 of the notes)

Election for Barchester	General Synod Laity							
Date	1/10/2020							
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	Elected
Barnabas	12	0.48	12.48	0.48	12.96	0.32	13.28	Elected
Cleopas	9	1.44	10.44	3.96	14.40	-0.65	13.75	Elected
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	

## ANNEX I - CHECKLIST OF ACTIONS TO BE TAKEN - (paragraph 88 of the notes)

1. Diocesan registrar to decide whether to act as presiding officer ("PO") or to appoint somebody else. In a House of Laity election, if the diocesan registrar is a candidate, provincial registrar must appoint PO (see paragraph 11).
2. PO to work out election timetable (see paragraph 3).
3. PO to appoint body to assist with running online elections portal (see paragraph 5).
4. PO to decide whether to issue informal notice of election (see paragraph 13).
5. Bishop's council to appoint diocesan electoral registration officer ("DERO") (see paragraph 20).
6. DERO to send list of names and addresses of clerical and lay electors to secretary of each deanery synod (see paragraphs 20 and 25).
7. Secretary of each deanery synod to notify DERO whether lists of names and addresses complete (see paragraphs 20 and 25).
8. DERO to decide whether to make lists of electors available to deanery synods (see paragraphs 20 and 25).
9. DERO to give corrected lists to PO (see paragraphs 22 and 25).
10. PO to issue invitations to nominate (see paragraphs 22, 37 to 42, 51 and 52).
11. PO to scrutinise nominations and inform candidates whether nominations valid (see paragraphs 43 and 44).
12. PO to take appropriate action if candidate withdraws or is found to be ineligible (see paragraph 45).
13. PO to make candidates' election addresses available (see paragraphs 50 to 52).
14. PO to supply electors' names and addresses to any candidate who requests that (see paragraph 54).
15. PO to ensure no election literature other than election addresses circulated (see paragraphs 55 to 57).
16. PO to issue invitations to vote (see paragraphs 58 to 60).
17. PO to decide whether and how to hold hustings (see paragraphs 64 to 66).
18. PO to process any voting papers received (see paragraphs 68 and 69).
19. PO to notify candidates of time and place of count (see paragraph 71).
20. PO to declare result (see paragraph 72).
21. PO to send signed return of result to Clerk and every candidate and to make return of result and result sheet available generally (see paragraphs 74 to 78).
22. PO to preserve voting records (see paragraph 79).