



# Synodical Government Measure

No. 2

*LONDON*  
HER MAJESTY'S STATIONERY OFFICE



# Synodical Government Measure 1969

No. 2

## ARRANGEMENT OF SECTIONS

### Section

1. Vesting of functions and authority of Convocations in a General Synod.
2. Renaming and reconstitution of the Church Assembly as the General Synod.
3. Functions under the Prayer Book Measures and the Ecclesiastical Jurisdiction Measure.
4. Constitution and functions of Diocesan Synods.
5. Constitution and functions of Deanery Synods.
6. Functions of Parochial Church Councils.
7. Church Representation Rules.
8. Transitional Provisions.
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### SCHEDULES:

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1969 No. 2

A MEASURE passed by The National Assembly of the Church of England to provide for the vesting by Canon of the functions, authority, rights and privileges of the Convocations of Canterbury and York in the General Synod of the Church of England, and for the modification by Canon of the functions of the said Convocations when sitting separately for their provinces; to rename and reconstitute the Church Assembly as the General Synod, and to make further provision for the synodical government of the Church of England, and for purposes connected with the matters aforesaid.  
[25th July 1969]

WHEREAS the Convocations of Canterbury and York, on the 8th day of October 1968, resolved that the functions, authority, rights and privileges of the said Convocations should, by Canons made by them with Her Majesty's Licence and Assent, vest in the Church Assembly to be renamed and reconstituted as the General Synod of the Church of England.

AND WHEREAS it is expedient to give effect to the said resolution and to bring to an end the present dual exercise of functions by the Church Assembly and the Convocations, and to provide a system of synodical government for the Church of England.

1.—(1) It shall be lawful for the Convocations of Canterbury and York to submit for Her Majesty's Licence and Assent Canons in the form set out in Schedule 1 to this Measure providing—

- Vesting of functions and authority of Convocations in a General Synod.
- (a) for vesting in the General Synod of the Church of England, being the Church Assembly renamed and reconstituted in accordance with this Measure, the functions, authority, rights and privileges of the said Convocations ;
  - (b) for modifying the functions of the said Convocations when sitting separately for their provinces ;

and, if Her Majesty is pleased to grant Her Licence and Assent, it shall be lawful for the said Convocations to make, promulge and execute the said Canons, which shall have full force and effect.

(2) The functions so vested shall be exercisable in accordance with the Constitution of the General Synod set out in Schedule 2 to this Measure and shall be exercisable for the Church of

England as a whole, instead of being exercisable provincially, but without prejudice to the making of different provision, where appropriate, for the two provinces.

1533 c. 19. (3) The provisions of sections 1 and 3 of the Submission of the Clergy Act 1533—

- (a) requiring the Queen's Assent and Licence to the making, promulgating and executing of Canons by the said Convocations, and
- (b) providing that no Canons shall be made or put in execution by the said Convocations which are contrary or repugnant to the Royal prerogative or the customs, laws or statutes of this realm,

shall apply in like manner to the making, promulgating and executing of Canons by the General Synod.

1966 c. 2. (4) The dissolution and calling together of the said Convocations in pursuance of the Royal Writ (or otherwise under the Church of England Convocations Act 1966) shall have the effect, in accordance with the said Constitution, of dissolving and bringing into being the General Synod.

(5) The functions vested in the General Synod by the said Canons—

- 1920 No. 1. (a) shall include the power of the said Convocations as declared by the Convocations of the Clergy Measure 1920, to make, promulge and execute Canons for the amendment of the Constitution of the Lower Houses thereof ;
- (b) shall not include the functions of the said Convocations under the Measures mentioned in section 3 of this Measure, which shall be exercisable in accordance with that section.

Renaming and reconstitution of the Church Assembly as the General Synod.

2.—(1) As from the appointed day, the Church Assembly shall be renamed the General Synod of the Church of England (and may be referred to as "the General Synod") and shall be reconstituted in accordance with the Constitution of the General Synod set out in Schedule 2 to this Measure.

1919 c. 76.

(2) References in sections 3 and 4 of the Church of England Assembly (Powers) Act 1919 and in other Measures, enactments and instruments to the Church Assembly and to its Constitution and Legislative Committee shall, as from the appointed day, be construed as references or, where the contexts so require, as including references to the General Synod and its Constitution and the Legislative Committee appointed thereunder, respectively, and any definitions of the said expressions and of "the National Assembly of the Church of England" in section 1

of the said Act and in the Interpretation Measure 1925 shall 1925 No. 1.  
cease to apply or be limited to the said contexts.

3.—(1) The powers of the Convocations of Canterbury and York to approve forms of Service with the agreement of the House of Laity under section 1 of the Prayer Book (Alternative and Other Services) Measure 1965, and the powers of the Convocations and the House of Laity to extend or renew the period of use of any such form of Service, shall be exercisable by the General Synod with a majority in each House thereof of not less than two-thirds of those present and voting, and the said section shall take effect accordingly with the necessary modifications.

(2) The powers of the said Convocations to approve forms of Service under section 2 of the said Measure shall be exercisable by the General Synod, but the powers to approve forms of Service under section 4(1) thereof and to make regulations under section 4(2) and section 6 thereof shall continue to be exercisable by the said Convocations for their respective provinces.

(3) The powers of the said Convocations to give directions under section 1(2) of the Prayer Book (Miscellaneous Provisions) Measure 1965, shall continue to be exercisable by them for their respective provinces.

(4) The powers exercisable by the said Convocations with the concurrence of the House of Laity under the Prayer Book (Versions of the Bible) Measure 1965 shall be exercisable by the General Synod.

(5) The powers exercisable by the said Convocations with the concurrence of the Church Assembly under section 2(1) of the Prayer Book (Further Provisions) Measure 1968, and the powers exercisable by the said Convocations with the concurrence of the House of Laity under section 4 of the said Measure, shall be exercisable by the General Synod.

(6) The powers exercisable by the said Convocations or the Houses thereof under the Ecclesiastical Jurisdiction Measure 1963 shall continue to be exercisable by them for their respective provinces.

(7) Section 1(2) of this Measure shall apply to the functions exercisable by the General Synod under this section, and accordingly the exercise of those functions shall be subject, in particular, to Article 7 of the Constitution of the General Synod.

(8) This section shall have effect as from the appointed day.

**Constitution  
and functions  
of Diocesan  
Synods.**

**4.—(1)** Diocesan synods shall be constituted for all dioceses in accordance with Part IV of the Church Representation Rules contained in Schedule 3 to this Measure and the transitional provisions contained in Schedule 4.

(2) The functions of the diocesan synod shall be—

- (a) to consider matters concerning the Church of England and to make provision for such matters in relation to their diocese, and to consider and express their opinion on any other matters of religious or public interest ;
- (b) to advise the bishop on any matters on which he may consult the synod ;
- (c) to consider and express their opinion on any matters referred to them by the General Synod, and in particular to approve or disapprove provisions referred to them by the General Synod under Article 8 of the Constitution :

Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

(3) It shall be the duty of the bishop to consult with the diocesan synod on matters of general concern and importance to the diocese.

(4) Except as may be provided by standing orders or directions of the diocesan synod, the advisory and consultative functions of the synod under subsections (2)(b) and (3) of this section may be discharged on behalf of the synod by the bishops council and standing committee appointed in accordance with rule 28 of the Church Representation Rules contained in Schedule 3 to this Measure, but either the bishop or the body so appointed may require any matter to be referred to the synod.

(5) The diocesan synod shall keep the deanery synods of the diocese informed of the policies and problems of the diocese and of the business which is to come before meetings of the diocesan synod, and may delegate executive functions to deanery synods ; and shall keep themselves informed, through the deanery synods, of events and opinion in the parishes, and shall give opportunities for discussing at meetings of the diocesan synod matters raised by deanery synods and parochial church councils.

(6) The General Synod may by Canon or Regulation extend, amend or further define the functions of diocesan synods, and if any question arises as to whether any matter falls within the functions of a diocesan synod as laid down by subsection (2) of this section or any such Canon or Regulation relating to that subsection, it shall be decided by the bishop.



(7) As soon as a diocesan synod has been constituted, the diocesan conference shall be dissolved and all functions exercisable by the diocesan conference shall be transferred to the diocesan synod, and any reference in any Measure or instrument to diocesan conferences shall be construed as references to diocesan synods :

Provided that nothing herein shall prevent the bishop from summoning a conference of persons appearing to him to be representative of the clergy and laity of the diocese, on such occasions and for such purposes as he thinks fit.

**5.**—(1) Deanery synods shall be constituted for all deaneries in accordance with Part III of the Church Representation Rules contained in Schedule 3 to this Measure and the transitional provisions contained in Schedule 4. Constitution and function of Deanery Synods.

(2) Deanery synods shall, as soon as they are constituted, take the place of ruri-decanal conferences where they exist, and those conferences shall thereupon be dissolved, and any references in any Measure to ruri-decanal conferences shall be construed as references to deanery synods.

(3) The functions of a deanery synod shall be—

- (a) to consider matters concerning the Church of England and to make provision for such matters in relation to their deanery, and to consider and express their opinion on any other matters of religious or public interest ;
- (b) to bring together the views of the parishes of the deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical ;
- (c) to make known and so far as appropriate put into effect any provision made by the diocesan synod ;
- (d) to consider the business of the diocesan synod, and particularly any matters referred to that synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so ;
- (e) to raise such matters as the deanery synod consider appropriate with the diocesan synod :

Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

(4) If the diocesan synod delegate to deanery synods functions in relation to the parishes of their deaneries, and in particular

the determination of parochial shares in quotas allocated to the deaneries, the deanery synod shall exercise those functions.

In this subsection "quota" means an amount to be subscribed to the expenditure authorised by diocesan synods.

(5) The General Synod may by Canon or Regulation extend, amend or further define the functions of deanery synods.

Functions of  
Parochial  
Church  
Councils.  
1956 No. 3.

6. For section 2 of the Parochial Church Councils (Powers) Measure 1956 (which relates to the general functions of a parochial church council), there shall be substituted the following section:—

"General  
functions of  
council.

2.—(1) It shall be the duty of the incumbent and the parochial church council to consult together on matters of general concern and importance to the parish.

(2) The functions of parochial church councils shall include—

- (a) co-operation with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical ;
- (b) the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question ;
- (c) making known and putting into effect any provision made by the diocesan synod or the deanery synod, but without prejudice to the powers of the council on any particular matter ;
- (d) giving advice to the diocesan synod and the deanery synod on any matter referred to the council ;
- (e) raising such matters as the council consider appropriate with the diocesan synod or deanery synod.

(3) In the exercise of its functions the parochial church council shall take into consideration any expression of opinion by any parochial church meeting."

Church  
Representation  
Rules.

7.—(1) The rules contained in Schedule 3 to this Measure, which may be cited as the Church Representation Rules, shall have effect for the purpose of providing for the constitution and proceedings of diocesan and deanery synods and making

further provision for the synodical government of the Church, including the matters hitherto provided for by the Rules for the Representation of the Laity:

Provided that the said rules may at any time be amended by a resolution of the General Synod passed by a majority in each House of not less than two-thirds of those present and voting.

(2) The Statutory Instruments Act 1946 shall apply to any such resolution as if it were a statutory instrument and as if this Measure were an Act providing that it should be subject to annulment in pursuance of a resolution of either House of Parliament. 1946 c. 36.

(3) The Representation of the Laity Measure 1956 and the Diocesan Conferences Regulation 1958 shall cease to have effect except as may be temporarily provided by Schedule 4 to this Measure. 1956 No. 2.

8. The transitional provisions contained in Schedule 4 to this Measure shall have effect with respect to matters arising on the transfer of functions from the Convocations, the reconstitution of the Church Assembly as the General Synod, the changes affecting diocesan and ruri-decanal conferences, and the coming into operation of the Church Representation Rules, but nothing in the said Schedule shall be taken as prejudicing section 38 of the Interpretation Act 1889 as applied by the Interpretation Measure 1925. Transitional Provisions. 1889 c. 63. 1925 No. 1.

9.—(1) This Measure may be cited as the Synodical Government Measure 1969. Short title, interpretation and extent.

(2) In this Measure 'the appointed day' means such day as may be appointed by the Archbishops of Canterbury and York, following the completion of the first elections after the passing of this Measure of the Lower Houses of the Convocations and of the House of Laity, and "deanery" means rural deanery.

(3) This Measure shall extend to the Provinces of Canterbury and York, except that it shall only extend to the Isle of Man and the Channel Islands in accordance with the following provisions of this section.

(4) Sections 1, 2 and 3, Schedules 1 and 2, and so much of Schedule 4 as relates to those provisions, shall extend to the Isle of Man and the remainder of the Measure may by Act of Tynwald be extended to the Isle of Man, with such exceptions, adaptations and modifications, if any, as may be specified in such Act.

1931 No. 5.  
1931 No. 4.

(5) This Measure may be applied to the Channel Islands or either of them, as defined in the Channel Islands (Church Legislation) Measures 1931 and 1957, in accordance with the provisions of those Measures, and any scheme made for the purpose of such application may provide for such modifications of the Channel Islands (Representation) Measure 1931 and of the said Channel Islands (Church Legislation) Measure 1931 as may be necessary or expedient in consequence of the provisions of this Measure.

## SCHEDULES

## SCHEDULE 1

Section 1.

## FORM OF PROPOSED CANON

*Of the General Synod and the Convocations*

1. On such day as may be appointed by the Archbishops of Canterbury and York under the Synodical Government Measure 1969, the powers to legislate by Canon and other functions of the Convocation of Canterbury [York], and the authority, rights and privileges of the said Convocation, shall vest in the General Synod of the Church of England, being the Church Assembly renamed and reconstituted by the said Measure.

2. Notwithstanding such vesting as aforesaid, the said Convocation may continue to meet separately, within the province or elsewhere at such places and times as they may determine, for the purpose of considering matters concerning the Church of England and making provision by appropriate instruments for such matters in relation to their province or referring such matters to the General Synod, and shall meet for the purpose of discharging their functions under section 3 of this Measure and their functions under Article 7 of the Constitution of the General Synod in respect of provisions touching doctrinal formulae or the services or ceremonies of the Church of England or the administration of the Sacraments or sacred rites thereof, or to consider any other matter referred to them by the General Synod:

Provided that the power to make provision as aforesaid shall not be exercisable by Canon, and shall (without prejudice to the said Article 7) be exercisable consistently with the exercise of functions by the General Synod and, in the event of any inconsistency, the provision made by the General Synod shall prevail.

3. The said Convocation may, by their Standing Orders or otherwise, make provision for joining to their two Houses, at such sittings and for the purposes of such of their functions as they may determine, a House of Laity composed of—

- (a) such of the members of the House of Laity of the General Synod as are elected for areas in the province ;
- (b) such of the ex-officio and co-opted members of the said House as may be allocated to the province for the purposes of this paragraph by the President and the Prolocutor of the Houses of the said Convocation and the Prolocutor and Pro-Prolocutor of the House of Laity of the General Synod ; and
- (c) the member of the said House chosen by the lay members of religious communities in the said province :

Provided that the House of Laity joined as aforesaid to the two Houses of the said Convocation shall not be given any power to vote on any matter referred to the Convocation under Article 7 of the said Constitution, or any matter in respect of which powers are exercisable by the Convocation in accordance with section 3 of the said Measure.

- SCH. 1      4. The vesting of rights and privileges of the said Convocation in the General Synod by this Canon shall not affect the right of the said Convocation (which shall be exercisable also by the General Synod) to present addresses to Her Majesty, or the right of the Lower House of the said Convocation to present gravamina to the Upper House thereof.

## Section 2.

## SCHEDULE 2

## CONSTITUTION OF THE GENERAL SYNOD

1. The General Synod shall consist of the Convocations of Canterbury and York joined together in a House of Bishops and a House of Clergy and having added to them a House of Laity.

2. The House of Bishops and the House of Clergy shall accordingly comprise the Upper and the Lower Houses respectively of the said Convocations, and the House of Laity shall be elected and otherwise constituted in accordance with the Church Representation Rules.

3.—(1) The General Synod shall meet in session at least twice a year, and at such times and places as it may provide, or, in the absence of such provision, as the Joint Presidents of the Synod may direct.

(2) The General Synod shall, on the dissolution of the Convocations, itself be automatically dissolved, and shall come into being on the calling together of the new Convocations.

(3) Business pending at the dissolution of the General Synod shall not abate, but may be resumed by the new Synod at the stage reached before the dissolution, and any Boards, Commissions, Committees or other bodies of the Synod may, so far as may be appropriate and subject to any Standing Orders or any directions of the Synod or of the Archbishops of Canterbury and York, continue their proceedings during the period of the dissolution, and all things may be done by the Archbishops or any such bodies or any officers of the General Synod as may be necessary or expedient for conducting the affairs of the Synod during the period of dissolution and for making arrangements for the resumption of business by the new Synod.

(4) A member of the General Synod may continue to act during the period of the dissolution as a member of any such Board, Commission, Committee or body :

Provided that, if a member of the Synod who is an elected proctor of the clergy or an elected member of the House of Laity does not stand for re-election or is not re-elected, this paragraph shall cease to apply to him with effect from the date on which the election of his successor is announced by the presiding officer.

4.—(1) The Archbishops of Canterbury and York shall be joint Presidents of the General Synod, and they shall determine the occasions on which it is desirable that one of the Presidents shall

be the chairman of a meeting of the General Synod, and shall arrange between them which of them is to take the chair on any such occasion :

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Provided that one of the Presidents shall be the Chairman when any motion is taken for the final approval of a provision to which Article 7 of this Constitution applies and in such other cases as may be provided in Standing Orders.

(2) The Presidents shall, after consultation with the Standing Committee of the General Synod, appoint from among the members of the Synod a panel of not less than 3 or more than 8 chairmen, who shall be chosen for their experience and ability as chairmen of meetings and may be members of any House ; and it shall be the duty of one of the chairmen on the panel, in accordance with arrangements approved by the Presidents and subject to any special directions of the Presidents, to take the chair at meetings of the General Synod at which neither of the Presidents take the chair.

(3) The Provincial Registrars shall be Joint Registrars of the General Synod.

5.—(1) A motion for the final approval of any Measure or Canon shall not be deemed to be carried unless, on a division by Houses, it receives the assent of the majority of the members of each House present and voting :

Provided that by permission of the chairman and with the leave of the General Synod given in accordance with Standing Orders this requirement may be dispensed with.

(2) All other motions of the General Synod shall, subject as hereinafter provided, be determined by a majority of the members of the Synod present and voting, and the vote may be taken by a show of hands or a division :

Provided that, except in the case of a motion relating solely to the course of business or procedure, any 25 members present may demand a division by Houses and in that case the motion shall not be deemed to be carried unless, on such a division, it receives the assent of the majority of the members of each House present and voting.

(3) This Article shall be subject to any provision of this Constitution or any Measure requiring a two-thirds majority of each House, and in that case the vote shall be taken on a division by Houses.

6. The functions of the General Synod shall be as follows :—

(a) to consider matters concerning the Church of England and to make provision in respect thereof—

(i) by Measure intended to be given, in the manner prescribed by the Church of England Assembly (Powers) 1919 c. 76, Act 1919, the force and effect of an Act of Parliament, or

(ii) by Canon made, promulgated and executed in accordance with the like provisions and subject to the like restrictions and having the like legislative force as

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Canons heretofore made, promulgated and executed by the Convocations of Canterbury and York, or

(iii) by such order, regulation or other subordinate instrument as may be authorised by Measure or Canon ;  
or

(iv) by such Act of Synod, regulation or other instrument or proceeding as may be appropriate in cases where provision by or under a Measure or Canon is not required ;

(b) to consider and express their opinion on any other matters of religious or public interest.

7.—(1) A provision touching doctrinal formulae or the services or ceremonies of the Church of England or the administration of the Sacraments or sacred rites thereof shall, before it is finally approved by the General Synod, be referred to the House of Bishops, and shall be submitted for such final approval in terms proposed by the House of Bishops and not otherwise.

(2) A provision touching any of the matters aforesaid shall, if the Convocations or either of them or the House of Laity so require, be referred, in the terms proposed by the House of Bishops for final approval by the General Synod, to the two Convocations sitting separately for their provinces and to the House of Laity ; and no provision so referred shall be submitted for final approval by the General Synod unless it has been approved, in the terms so proposed, by each House of the two Convocations sitting as aforesaid and by the House of Laity.

(3) The question whether such a reference is required by a Convocation shall be decided by the President and Prolocutor of the Houses of that Convocation, and the Prolocutor shall consult the Standing Committee of the Lower House of Canterbury or, as the case may be, the Assessors of the Lower House of York, and the decision of the President and Prolocutor shall be conclusive :

Provided that if, before such a decision is taken, either House of a Convocation resolves that the provision concerned shall be so referred or both Houses resolve that it shall not be so referred, the resolution or resolutions shall be a conclusive decision that the reference is or is not required by that Convocation.

(4) The question whether such a reference is required by the House of Laity shall be decided by the Prolocutor and Pro-Prolocutor of that House who shall consult the Standing Committee of that House, and the decision of the Prolocutor and the Pro-Prolocutor shall be conclusive :

Provided that if, before such a decision is taken, the House of Laity resolves that the reference is or is not required, the resolution shall be a conclusive decision of that question.

(5) Standing Orders of the General Synod shall provide for ensuring that a provision which fails to secure approval on a reference under this Article by each of the four Houses of the Convocations or by the House of Laity of the General Synod is not proposed again in the same or a similar form until a new General Synod comes into being.



except that, in the case of objection by one House of one Convocation only, provision may be made for a second reference to the Convocations and, in the case of a second objection by one House only, for reference to the Houses of Bishops and Clergy of the General Synod for approval by a two-thirds majority of the members of each House present and voting, in lieu of such approval by the four Houses aforesaid.

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(6) If any question arises whether the requirements of this Article or Standing Orders made thereunder apply to any provision, or whether those requirements have been complied with, it shall be conclusively determined by the Presidents and Prolocutors of the Houses of the Convocations and the Prolocutor and Pro-Prolocutor of the House of Laity of the General Synod.

8.—(1) A Measure providing for permanent changes in the Services of Baptism or Holy Communion or in the Ordinal, or a scheme for a constitutional union or a permanent and substantial change of relationship between the Church of England and another Christian body, shall not be finally approved by the General Synod unless, at a stage determined by the Archbishops, the Measure or scheme, or the substance of the proposals embodied therein, has been approved by a majority of the dioceses at meetings of their Diocesan Synods.

(2) Any question whether this Article applies to any Measure or scheme, or whether its requirements have been complied with, shall be conclusively determined by the Archbishops, the Prolocutors of the Lower Houses of the Convocations and the Prolocutor and Pro-Prolocutor of the House of Laity of the General Synod.

9.—(1) Standing Orders of the General Synod may provide for separate sittings of any of the three Houses or joint sittings of any two Houses, and as to who is to take the chair at any such separate or joint sitting.

(2) The House of Laity shall elect a Chairman and Vice-Chairman of that House who shall also discharge the functions assigned by this Constitution and the Standing Orders and by or under any Measure or Canon to the Prolocutor and Pro-Prolocutor of that House.

10.—(1) The General Synod shall appoint a Legislative Committee from members of all three Houses, to whom shall be referred all Measures passed by the General Synod which it is desired should be given, in accordance with the procedure prescribed by the Church of England Assembly (Powers) Act 1919, the force of an Act of Parliament; and it shall be the duty of the Legislative Committee to take such steps with respect to any such Measure as may be so prescribed.

(2) The General Synod may appoint or provide by their Standing Orders for the appointment of a Standing Committee and such other Committees, Commissions and bodies, which may include persons who are not members of the Synod, and such officers as they think fit.

(3) Each House may appoint or provide by their Standing Orders for the appointment of such Committees of their members as they think fit.

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11.—(1) The General Synod may make, amend and revoke Standing Orders providing for any of the matters for which such provision is required or authorised by this Constitution to be made, and consistently with this Constitution, for the meetings, business and procedure of the General Synod.

(2) Each House may make, amend and revoke Standing Orders for the matter referred to in Article 10(3) hereof and consistently with this Constitution and with any Standing Orders of the General Synod, for the separate sittings, business and procedure of that House.

(3) Subject to this Constitution and to any Standing Orders, the business and procedure at any meeting of the General Synod or any House or Houses thereof shall be regulated by the chairman of the meeting.

12.—(1) References to final approval shall, in relation to a Canon or Act of Synod be construed as referring to the final approval by the General Synod of the contents of the Canon or Act, and not to the formal promulgation thereof:

Provided that the proviso to Article 4(1) shall apply both to the final approval and to the formal promulgation of a Canon or Act of Synod.

(2) Any question concerning the interpretation of this Constitution, other than questions for the determination of which express provision is otherwise made, shall be referred to and determined by the Archbishops of Canterbury and York.

(3) No proceedings of the General Synod or any House or Houses thereof, or any Board, Commission, Committee or body thereof shall be invalidated by any vacancy in the membership of the body concerned or by any defect in the qualification, election or appointment of any member thereof.

13. Any functions exercisable under this Constitution by the Archbishops of Canterbury and York, whether described as such or as Presidents of the General Synod, may, during the absence abroad or incapacity through illness of one Archbishop or a vacancy in one of the Sees, be exercised by the other Archbishop alone.

Section 4.

SCHEDULE 3  
CHURCH REPRESENTATION RULES  
PART I  
CHURCH ELECTORAL ROLL  
*Formation of Roll*

1.—(1) There shall be a church electoral roll (in these rules referred to as "the roll") in every parish, on which the names of lay persons shall be entered as hereinafter provided. The roll shall be available for inspection by bona-fide inquirers.

(2) A lay person shall be entitled to have his name entered on the electoral roll of a parish, if he—

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- (a) is baptised ;
- (b) is a member of the Church of England or another Church of the Anglican Communion or an overseas Church in communion with the Church of England, and is not a member of any other religious body which is not in communion with the Church of England ;
- (c) is of seventeen years or upwards ;
- (d) is resident in the parish, or, if not so resident, has habitually attended public worship in the parish during a period of six months prior to enrolment ; and
- (e) has signed the form of application for enrolment set out in section 1 of Appendix I to these rules.

(3) No person shall be entitled to have his name on the roll of more than one parish at the same time :

Provided that where:—

- (a) a person has the qualifications required under these rules for having his name on the roll of two parishes ;
- (b) his name is on the roll of one of those parishes ;
- (c) he applies in accordance with these rules to have his name entered on the roll of the other parish ;
- (d) the parochial church councils of both parishes consent to his name being on the roll of both parishes ;

then, for so long as he retains the necessary qualifications, he shall be entitled to have his name on the roll of both the parishes concerned. The granting of such consent shall be in the discretion of the councils hereinbefore mentioned, and there shall be no right of appeal if it is withheld.

No person shall in any circumstances be entitled to have his name on the roll of more than two parishes at the same time.

(4) The roll shall, until a parochial church council has been constituted in a parish, be formed and revised by the minister and churchwardens (if any), and shall, after such council has been constituted, be kept and revised by or under the direction of the council. Reference in this rule to a parochial church council shall, so far as may be necessary for giving effect to these rules, be construed as including references to the minister and churchwardens (if any).

(5) The parochial church council shall appoint an electoral roll officer to act under its directions for the purpose of carrying out its functions with regard to the electoral roll.

(6) The names of persons who are entitled to have their names entered upon the roll of the parish shall, subject to the provisions of these rules, be from time to time added to the roll. No name shall be added to or removed from the roll except by the authority of the parochial church council and it shall be the duty of that council to keep the roll constantly up to date and to cause names to be added and removed as from time to time required by these rules.

- SCH. 3 (7) Subject to the provisions of this rule, a person's name shall, as the occasion arises, be removed from the roll, if he:—
- (a) has died ; or
  - (b) becomes a clerk in Holy Orders ; or
  - (c) signifies in writing his desire that his name should be removed ; or
  - (d) becomes a member of any religious body which is not in communion with the Church of England ; or
  - (e) ceases to reside in the parish, unless after so ceasing he continues habitually to attend public worship in the parish ; or
  - (f) is not resident in the parish and has not attended public worship in the parish during the preceding six months, not having been prevented from doing so by illness or other sufficient cause ; or
  - (g) at any time after the entry of his name on the roll has his name entered on the roll of another parish except in accordance with the proviso to paragraph (3) of this rule ; or
  - (h) was not entitled to have his name entered on the roll at the time when it was entered.

(8) The removal of a person's name from the roll under any of the provisions of these rules shall be without prejudice to his right to have his name entered again, if he is entitled to do so.

(9) The roll shall where practicable contain a record of the address of every person whose name is entered on the roll, but a failure to comply with this requirement shall not prejudice the validity of any entry on the roll.

#### *Revision of Roll and Preparation of New Roll*

2.—(1) Except in a year in which a new roll is prepared, the roll of a parish shall be revised annually by or under the direction of the council. Notice of the intended revision in the form set out in section 2 of Appendix I to these rules shall be affixed by the minister or under his direction on or near the principal door of every church in the parish and every building in the parish licensed for public worship and remain so affixed for a period of not less than fourteen days before the commencement of the revision. The revision shall be completed not less than fifteen days or more than twenty-eight days before the annual parochial church meeting.

(2) Upon every revision all enrolments or removals from the roll which have been effected since the date of the last revision (or since the formation of the roll, if there has been no previous revision) shall be reviewed, and such further enrolments or removals from the rolls as may be required shall be effected.

(3) After the completion of the revision, a copy of the roll as revised shall, together with a list of the names removed from the roll since the last revision (or since the formation of the roll, if there has been no previous revision), be published by being exhibited

continuously for not less than fourteen days before the annual parochial church meeting on or near the principal door of the parish church in such manner as the council shall appoint. No name shall be entered upon or removed from the roll during the period in any year between the completion of the revision and the close of the annual parochial church meeting.

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(4) Not less than two months before the annual parochial church meeting in the year 1972 and every succeeding sixth year notice in the form set out in section 3 of Appendix 1 to these rules shall be affixed by the minister or under his direction on or near the principal door of every church in the parish and every building in the parish licensed for public worship and remain so affixed for a period of not less than fourteen days. On the affixing of the notice a new roll shall be prepared.

(5) The parochial church council shall be responsible for ensuring that all persons whose names are entered on the previous electoral roll are informed of the preparation of the new roll either by the notice affixed under the preceding paragraph, or by public announcement, or by communication in writing or verbally to the person concerned.

(6) The new roll shall be prepared by entering upon it the names of persons entitled to entry under rule 1(2), and a fresh application shall be required from persons whose names were entered on the previous roll. A person whose name was so entered shall not be disqualified for entry on the new roll by reason only of his failure to comply with the conditions specified in rule 1(2)(d), if he was prevented from doing so by illness or other sufficient cause, and the circumstances shall be stated on the application form. The preparation of the new roll shall be completed not less than fifteen days or more than twenty-eight days before the annual parochial church meeting.

(7) After the completion of the new roll, a copy shall be published by being exhibited continuously for not less than fourteen days before the annual parochial church meeting on or near the principal door of the parish church in such manner as the council shall appoint. No name shall be entered upon or removed from the roll during the period in any year between the completion of the new roll and the close of the annual parochial church meeting. On the publication of the new roll the previous roll shall cease to have effect.

(8) Upon the alteration of the boundaries of any parishes the parochial church council of the parish from which any area is transferred shall enquire from the persons resident in that area whose names are entered on the roll of the parish, whether they wish to have their names transferred to the roll of the other parish. The parochial church council shall remove the names of persons answering in the affirmative from its own roll and shall inform the parochial church council of the parish in which such persons now reside, which shall enter the names on its roll without any application for enrolment being required.

SCH. 3      *Procedural provisions relating to entry and removal of names*

3.—(1) When a person applying for enrolment on the roll of any parish signifies his desire that his name should be removed from the roll of any other parish, notice of that fact shall be sent by the parochial church council receiving the application to the parochial church council of that other parish.

(2) When the name of any person is removed from the roll of the parish owing to his having become resident in another parish, notice of that fact shall, whenever possible, be sent by the parochial church council of the first mentioned parish to the parochial church council of the last mentioned parish.

(3) When a person wishes to have his name on the rolls of two parishes in accordance with rule 1(3), his name must first be on the roll of one of those two parishes.

He must then :—

(a) apply to the parochial church council of that parish for its consent to his name being entered on the roll of the other parish concerned ; and

(b) if such consent is given, apply for entry on the roll of the other parish concerned.

The parochial church council of that other parish shall then decide whether or not to give its consent to his name being on the roll of both parishes and, if it does not give consent, the application for entry on the roll of that parish shall be refused.

(4) For so long as the name of any person is on the roll of two parishes pursuant to rule 1(3), a note to that effect shall be entered upon the roll of each of the parishes concerned. Where consent is given by the parochial church council of the parish to an application under sub-paragraph (a) of the preceding paragraph such note may be added immediately on the roll of that parish, but if so added, must be cancelled immediately on notification being given that the parochial church council of the other parish concerned has refused its consent to the name of the person in question being on the rolls of both parishes.

(5) An omission to comply with the requirements of this rule shall not disqualify any person whose name has been entered upon any roll.

*Certification of Numbers on Rolls*

4.—(1) Not later than the first day of July—

(a) in any year immediately preceding a year in which elections of members of deanery synods or diocesan synods will fall due,

(b) in any year being the fourth year after the last preceding election of members of the House of Laity of the General Synod,

the number of names on the roll of each parish shall be certified to the secretary of the diocesan synod and the secretary of the deanery

synod, and the certificate shall be signed by the chairman, vice-chairman, secretary or electoral roll officer of the parochial church council:

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Provided that, if the General Synod is at any time dissolved before the fourth year after the last preceding election of the House of Laity or before this rule has taken effect during that year, the General Synod or the Presidents thereof may give directions requiring the number of names on the roll of each parish to be certified as aforesaid within such time as may be specified, and the directions may, if the dissolution is known to be impending, be given before it occurs.

(2) A copy of such certificate shall be affixed at or near to the principal door of every church in the parish and every building licensed for public worship in the parish when the certificate is sent to the secretary of the diocesan synod, and shall remain so affixed for a period of not less than fourteen days.

(3) Every certificate under this rule shall include a special statement certifying how many of the total number of names included in the certificate relate to persons whose names are entered on the rolls of two parishes.

(4) In calculating for the purposes of these rules the number of names on the roll of the parish or on the rolls of the parishes in the deanery or diocese the person who receives the certificate shall adjust the total number of names certified by deducting therefrom one half of the number of names included in the special statement.

(5) Any question as to the accuracy of any certificate given under this rule shall be decided in such manner as the diocesan synod or the bishop's council and standing committee shall determine.

## PART II

### PAROCHIAL CHURCH MEETINGS AND COUNCILS

#### ANNUAL MEETINGS

5.—(1) In every parish there shall be held not later than the 30th April in each year the annual parochial church meeting (hereafter in these rules referred to as "the annual meeting").

(2) All lay persons whose names are entered on the roll of the parish shall be entitled to attend the annual meeting and to take part in its proceedings, and no other lay person shall be so entitled.

(3) A clerk in Holy Orders shall be entitled to attend the annual meeting of a parish and take part in its proceedings—

- (a) if he is either beneficed in or licensed to the parish or any other parish in the area of the benefice to which the parish belongs; or
- (b) if the parish is in the area of a group ministry and he is an incumbent of any benefice in the group; or
- (c) if he is resident in the parish and is not beneficed in or licensed to any other parish.

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*Convening of Meeting*

6.—(1) The annual meeting shall be convened by the minister of the parish by a notice in the form set out in section 4 of Appendix 1 to these rules affixed on or near to the principal door of every church in the parish and every building licensed for public worship in the parish, for a period including the last two Sundays before the day of the meeting.

(2) The annual meeting shall be held at such place on such date and at such hour as shall be directed by the previous annual meeting, or by the parochial church council (which may vary any direction given by a previous annual meeting) or in the absence of any such direction as shall be appointed by the minister.

(3) During the vacancy of the benefice or curacy or when the minister is absent or incapacitated by illness or any other cause, the vice-chairman of the parochial church council, or if there is no vice-chairman, or if he is unable or unwilling to act, the secretary of or some other person appointed by that council shall have all the powers vested in the minister under this rule.

(4) The annual meeting shall be held at a place within the parish unless the parochial church council decide otherwise.

*Chairman*

7. The minister, if present, or if he is not present, the vice-chairman of the parochial church council, or, if he also is not present, a chairman chosen by the annual meeting shall preside thereat. In case of an equal division of votes, the chairman of the meeting shall have a second or casting vote ; but no clerical chairman shall have a vote in the election of the parochial representatives of the laity.

*Business*

8.—(1) The annual meeting shall receive from the parochial church council and shall be free to discuss:—

- (a) a copy or copies of the roll ;
- (b) an annual report on the proceedings of the parochial church council ;
- (c) an annual report on the financial affairs of the parish ;
- (d) the audited accounts of the parochial church council for the year ending on the 31st December immediately preceding the meeting ;
- (e) an audited statement of the funds and property, if any, remaining in the hands of the parochial church council at the said date ;
- (f) a report upon the fabric, goods and ornaments of the church or churches of the parish ; and
- (g) a report on the proceedings of the deanery synod.



(2) The council shall cause a copy of the said audited accounts and the said audited statement to be affixed on or near the principal door of every church in the parish and every building licensed for public worship in the parish at least seven days before the annual meeting.

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(3) Such accounts and statement shall be submitted to the annual meeting for approval. If approved, they shall be signed by the chairman of the meeting, who shall then deliver them to the parochial church council for publication, and the parochial church council shall forthwith cause them to be published and affixed on or near the principal door of every church in the parish and every building licensed for public worship in the parish and at such other conspicuous place or places in the parish as the parochial church council think appropriate.

(4) The annual meeting shall in the manner provided by rule 10 of these rules:—

- (a) elect in every third year parochial representatives of the laity to the deanery synod;
- (b) elect parochial representatives of the laity to the parochial church council;
- (c) elect sidesmen;

and the elections shall be carried out in the above order.

(5) The annual meeting shall appoint the auditors to the council.

(6) Any person entitled to attend the annual meeting may ask any question about parochial church matters, or bring about a discussion of any matter of parochial or general church interest, by moving a general resolution or by moving to give any particular recommendation to the council in relation to its duties.

(7) The annual meeting shall have power to adjourn and to determine its own rules of procedure.

(8) The secretary of the parochial church council (or another person appointed by the meeting in his place) shall act as a clerk of the annual meeting, and shall record the minutes thereof.

*Qualifications of persons to be chosen or elected by annual meetings*

9.—(1) The qualifications of a person to be elected a parochial representative of the laity to either of the bodies referred to in the last preceding rule are that—

- (a) his name is entered on the roll of the parish; and
- (b) he is an actual communicant member of the Church of England or, in the case of election to the parochial church council, of any other Church of the Anglican Communion or of an overseas Church in communion with the Church of England; and
- (c) in the case of election to the deanery synod, he is of age to vote at a Parliamentary election:

Provided that—

- (i) if his name is entered on the rolls of two parishes, he must choose one of those parishes for the purpose of qualification

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for election to a deanery synod, but may serve on the parochial church councils of both parishes ;

(ii) the registrar of the diocese shall not be qualified for election to any of the said bodies in that diocese.

(2) The qualification of a person to be elected a sidesman is that his name is entered on the roll of the parish.

(3) No person shall be elected under the last preceding rule unless he has signified his consent to serve or there is in the opinion of the meeting sufficient evidence of his willingness to serve.

*Conduct of Elections at Annual Meetings*

10.—(1) This rule shall apply to all elections at annual meetings.

(2) All candidates for election at an annual meeting must be nominated and seconded by persons entitled to attend the annual meeting, and in the case of parochial representatives of the laity, by persons whose names are entered on the roll of the parish. A candidate shall be nominated or seconded either before the meeting in writing or at the meeting.

(3) If the number of candidates nominated is not greater than the number of seats to be filled, the candidates nominated shall forthwith be declared elected.

(4) If more candidates are nominated than there are seats to be filled, the election shall take place at the annual meeting.

(5) No clerk in Holy Orders shall be entitled to vote in the election of any parochial representatives of the laity.

(6) Each person entitled to vote shall have as many votes as there are seats to be filled but may not give more than one vote to any one candidate.

(7) Votes may be given:—

(a) on voting papers, which must be signed by the voter ; or

(b) if no person present objects thereto, by show of hands.

(8) Where owing to an equality of votes an election is not decided, the decision between the persons for whom the equal numbers of votes have been cast shall be taken by lot.

(9) The result of any election by an annual meeting shall be announced as soon as practicable by the person presiding over the election, and a notice of the result shall in every case be affixed on or near the principal door of every church in the parish and every building licensed for public worship in the parish, and shall bear the date on which the result is declared. The notice shall remain affixed for not less than fourteen days.

(10) Returns of parochial representatives of the laity elected to the deanery synod shall be sent to the secretary of that synod.

CONDUCT OF ELECTIONS OF CHURCHWARDENS

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11.—(1) If elections of churchwardens take place at meetings of parishioners under section 3 of the Churchwardens (Appointment and Resignation) Measure 1964 either because there has been no joint consent under section 2 of that Measure or because there is no minister, the elections shall be conducted, announced and notified in the same manner as elections under the preceding rule except that all persons entitled to attend the meeting of parishioners other than the minister shall be entitled to nominate and vote at such elections of churchwardens.

(2) The Churchwardens (Appointment and Resignation) Measure 1964 shall be amended as follows:—

- (a) in section 2(1) for the words “not later in the year than during the week following Easter week” there shall be substituted the words “not later than the 30th April in each year”;
- (b) sections 4, 5, 6 and 11(3) shall be repealed; and
- (c) section 3(6) shall not apply to elections of churchwardens.

PAROCHIAL CHURCH COUNCIL

*Members*

12.—(1) The parochial church council shall consist of:—

- (a) all clerks in Holy Orders beneficed in or licensed to the parish, including in the case of a team ministry all vicars in the team;
- (b) any deaconess or woman worker licensed to the parish or any male lay worker licensed to the parish and receiving a stipend in respect of work for the cure of souls in the parish;
- (c) the churchwardens, being actual communicant members of the Church of England whose names are on the roll of the parish;
- (d) any reader whose name is on the roll of the parish, if the annual meeting so determines;
- (e) all persons whose names are on the roll of the parish and who are lay members of any deanery synod, diocesan synod or the General Synod;
- (f) such number of representatives of the laity as the annual meeting may decide, and so that the number determined may be altered from time to time by a resolution passed at any annual meeting, but such resolution shall not take effect before the next ensuing annual meeting; and
- (g) co-opted members, if the parochial church council so decides, not exceeding in number one-fifth of the representatives of the laity elected under the last preceding sub-paragraph of this paragraph, and being either clerks in Holy Orders or actual lay communicant members of the Church of England of seventeen years of age or upwards. The term of office of a co-opted member shall be until the conclusion of the

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next annual meeting ; but without prejudice to his being co-opted on subsequent occasions for a similar term, subject to and in accordance with the provisions of these rules.

(2) Any elected representative of the laity whose name is removed from the roll under rule 1 shall forthwith cease to be a member of the parochial church council, without prejudice to any right that the council may have to make him a co-opted member : provided that, where a person's name is removed from the roll under sub-paragraph (c) of rule 1(7) he shall not cease to be a member of the council by virtue of that fact unless the council so resolves.

(3) Where a group ministry is established the incumbents of all benefices in the group shall be entitled to attend meetings of the parochial church councils of all the parishes in the area for which the group ministry is established. They shall be entitled to receive documents circulated to members of councils of which they are not themselves members and to speak but not to vote at meetings of such councils.

*General Provisions relating to Parochial Church Councils*

13. The provisions in Appendix II to these rules shall have effect with respect to parochial church councils, and with respect to the officers, the meetings and the proceedings thereof :

Provided that a parochial church council may, with the consent of the diocesan synod, vary the said provisions, in their application to the council.

*Term of office*

14. Representatives of the laity on the parochial church council of a parish shall hold office from the conclusion of the annual meeting until the conclusion of the next annual meeting of the parish :

Provided that the annual meeting may decide that one-third only (or the number nearest to one-third) of the representatives of the laity elected to the council shall retire from office in every year. In any case where it is so decided, the representatives of the laity to retire from office at each annual meeting shall be those who have been longest in office since last elected, and as between representatives of the laity elected on the same day, those to retire shall (unless they otherwise agree among themselves) be selected by lot. A representative of the laity shall in any event retire at the conclusion of the third annual meeting after that at which he was elected.

*Limitation on years of service*

15. The annual meeting may decide that no representative of the laity on the parochial church council may hold office for more than a specified number of years continuously and may also decide that after a specified interval a person who has ceased to be eligible by reason of such decision may again stand for election as a representative of the laity on the council.

*Parishes with more than one Place of Worship*

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16.—(1) In any parish where there are two or more churches or buildings licensed for public worship the annual meeting may make a scheme, either:—

- (a) for the election of representatives of the laity to the parochial church council in such manner as to ensure due representation of the congregation of each such church or building; or
- (b) for the election of district church councils for any district in the parish in which a church (other than the parish church) or building licensed as aforesaid is situated.

(2) A scheme for the election of any district church council or councils under the preceding paragraph shall provide for the election of representatives of the laity on to such council, for ex-officio members and for the chairmanship of such council and shall contain such other provisions as to membership and procedure as shall be considered appropriate by the annual meeting.

(3) Such a scheme may also provide for the delegation by the parochial church council to a district church council of such functions as it may specify and subject to the scheme the parochial church council may delegate to a district church council such of its functions as it shall think fit.

(4) Such a scheme may also provide for the election or choice of one or two deputy churchwardens in respect of any such church or building, and for the delegation to him or them of such functions of the churchwardens relating to that church or building as the scheme may specify, and the churchwardens may, subject to the scheme, delegate such of their said functions as they think fit to the deputy churchwarden or churchwardens.

(5) No scheme under this rule shall be valid unless approved by at least two-thirds of the persons present and voting at the annual meeting, nor shall it be operative until the next ensuing annual meeting. Every such scheme shall, on its approval, be communicated to the secretary of the diocesan synod, who may if he considers it appropriate lay the scheme before the bishop's council and standing committee of that synod, which may determine that the scheme shall not come into operation.

(6) This rule shall be without prejudice to the establishment of a district church council and deputy churchwardens in the area of a team ministry by a scheme or by an instrument made by the bishop under paragraph 3(2) of Schedule 3 to the Pastoral Measure 1968, 1968 No. 1. or to the appointment, in parishes with more than one parish church, of two churchwardens for each parish church under section 27(3) of the said Measure.

*Joint Parochial Church Councils and Group Councils*

17. These rules shall, in relation to a joint parochial church council established by a scheme or order under paragraph 13 of Schedule 3 to the Pastoral Measure 1968, have effect subject to the scheme or

- SCH. 3 order, and, in relation to a group council established by a scheme or an instrument of the bishop under paragraph 3(4) of the said Schedule, have effect subject to the scheme or instrument.

#### SPECIAL AND EXTRAORDINARY MEETINGS

18.—(1) In addition to the annual meeting, the minister of a parish may convene a special parochial church meeting, and he shall do so on a written representation by not less than one-third of the lay members of the parochial church council; and the provisions of these rules relating to the convening and conduct of the annual meeting shall, with the necessary modifications, apply to a special parochial church meeting.

(2) On a written representation made to the archdeacon by not less than one-third of the lay members of the parochial church council, or by one-tenth of the persons whose names are on the roll of the parish, and deemed by the archdeacon to have been made with sufficient cause, the archdeacon shall convene an extraordinary meeting of the parochial church council or an extraordinary parochial church meeting, and shall either take the chair himself or shall appoint a chairman to preside. The chairman, not being otherwise entitled to attend such meeting, shall not be entitled to vote upon any resolution before the meeting.

(3) In any case where the archdeacon is himself the minister, any representation under paragraph (2) of this rule shall be made to the bishop, and in any such case the references to the archdeacon in paragraph (2) of this rule shall be construed as references to the bishop, or to a person appointed by him to act on his behalf.

(4) The persons entitled to attend any special or extraordinary parochial church meeting shall be those entitled to attend the annual meeting.

### PART III

#### DEANERY SYNODS

##### *Membership*

19.—(1) A deanery synod shall consist of a house of clergy and a house of laity.

(2) The members of the house of clergy of a deanery synod shall consist of—

- (a) the clerks in Holy Orders beneficed in or licensed to any parish in the deanery;
- (b) any clerks in Holy Orders licensed to institutions in the deanery under the Extra-Parochial Ministry Measure 1967;
- (c) any clerical members of the General Synod or diocesan synod resident in the deanery;
- (d) such other clerks in Holy Orders holding the bishop's licence and resident or working in any part of the deanery as may

be determined by or in accordance with a resolution of the diocesan synod.

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(3) The members of the house of laity of a deanery synod shall consist of—

- (a) the parochial representatives elected to the synod by the annual meetings of the parishes of the deanery ;
- (b) any lay members of the General Synod or diocesan synod whose names are entered on the roll of any parish in the deanery ;
- (c) such other lay persons, being deaconesses or whole-time lay workers licensed by the bishop to work in any part of the deanery, as may be determined by or in accordance with a resolution of the diocesan synod.

(4) The house of clergy and house of laity of a deanery synod may co-opt additional members of their respective houses, being clerks in Holy Orders or, as the case may be, lay persons who shall be actual communicant members of the Church of England of age to vote at a Parliamentary election :

Provided that the number of members co-opted by either house shall not exceed five per cent. of the total members of that house.

#### *Election and choice of members*

20.—(1) The parochial representatives of the laity elected by annual meetings shall be so elected every three years, and shall hold office for a term of three years beginning with the 1st June next following their election.

(2) The numbers to be so elected from the several parishes shall be determined by resolution of the diocesan synod not later than the 1st December in the year preceding any such elections, and those numbers shall be related to the numbers of names on the rolls of the parishes as certified and adjusted under rule 4 and provision may be made by the resolution for the separate representation of a district for which there is a district church council.

(3) Not later than the 31st December in the year preceding any such elections, the secretary of the diocesan synod shall certify to the secretary of each parochial church council the number of such representatives to be elected at the annual meeting of the parish and inform him of any provision for the separate representation of such a district as aforesaid and shall send to the secretary of each deanery synod copies of the certificates and information relating to the parishes of the deanery.

(4) A resolution of the diocesan synod making provision under paragraph (2)(d) or (3)(c) of the last preceding rule for the membership of the clerks in Holy Orders or the deaconesses or lay workers therein mentioned may provide for the choice by a class of such

SCH. 3 persons of some of their number to be members, and for the term of office of persons so chosen.

(5) The diocesan synod shall exercise their powers under this and the last preceding rule so as to secure that the total number of members of any deanery synod in the diocese shall not be more than 150 and, so far as practicable, shall not be less than 50:

Provided that the maximum number of 150 may be exceeded for the purpose of securing that the house of laity is not less in number than the house of clergy.

*Variation of Membership of Deanery Synods by Scheme*

21.—(1) If it appears to the diocesan synod that the preceding rules in this Part relating to the membership of deanery synods ought to be varied to meet the special circumstances of the diocese or the deaneries and to secure better representation of clergy or laity or both on the deanery synods, they may make a scheme for such variation, and, if the scheme comes into operation under this rule, the said rules shall have effect subject to the scheme:

Provided that no scheme shall be made under this rule so as to come into operation before the end of the first term of office of the members of the synods who are parochial representatives except for the purposes of the elections at the end of that term.

(2) Copies of every such scheme must be sent to members of the diocesan synod at least fourteen days before the session at which they are considered, and every such scheme shall require the assent of the bishop and of a two-thirds majority of the members of each house of the synod present and voting.

(3) A scheme approved by the diocesan synod as aforesaid shall be laid before a session of the General Synod and shall be subject to annulment by resolution of the General Synod, and if not so annulled shall come into operation on the day after the session or such later date as may be specified in the scheme.

*Representation of Cathedral Clergy and Laity*

22.—(1) Any diocesan synod may provide by scheme for the representation on such deanery synod as may be determined by or under the scheme—

(a) of the dean or provost, the residentiary canons and other ministers of the cathedral church of the diocese, or any of them; and

(b) of lay persons who

(i) in a parish church cathedral are on the electoral roll prepared under rule 1(1); or

(ii) in any other cathedral are declared by the dean to be habitual worshippers at the cathedral church of the diocese and whose names are not entered on the roll of any parish.

(2) Paragraph (2) of the last preceding rule shall apply to schemes made under this rule.



*Procedure*

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23.—(1) The diocesan synod shall make rules for deanery synods which shall provide—

- (a) that the rural dean and a member of the house of laity elected by that house shall be joint chairmen of the deanery synod ;
  - (b) that there shall be a secretary of the deanery synod ;
  - (c) that a specified minimum number of meetings shall be held by the deanery synod in each year ;
  - (d) that on such matters and in such circumstances as may be specified in the rules, voting shall be by houses, but that otherwise decisions shall be taken by a majority of the members of the synod present and voting ;
  - (e) that there shall be a standing committee of the synod with such membership and functions as the rules may provide ;
  - (f) that the synod shall prepare and circulate to all parochial church councils in the deanery a report of its proceedings ;
- and may provide for such other matters consistent with these rules as the diocesan synod think fit.

(2) Subject to any such rules, the deanery synod shall have power to determine its own procedure.

## PART IV

## DIOCESAN SYNODS

*Membership of Diocesan Synods*

24.—(1) A diocesan synod shall consist of three authorities, the bishop, who shall be president, a house of clergy and a house of laity.

(2) The members of the house of clergy shall consist of—

(a) the following ex-officio members, that is to say :—

(i) the suffragan bishop or bishops and any full-time assistant bishop or bishops ;

(ii) the dean or provost of the cathedral (including in appropriate dioceses, the Dean of Westminster, the Dean of Windsor and the Deans of Jersey and Guernsey) ;

(iii) the archdeacons ;

(iv) the proctors elected from the diocese or from any university in the diocese (the University of London being for this purpose wholly in the diocese of London) to the Lower House of the Convocation of the Province, excluding the registrar of the diocese (if so elected) ;

(v) the chancellor of the diocese (if in Holy Orders) ;  
and

(vi) the chairman of the diocesan board of finance (if in Holy Orders) ;

- SCH. 3
- (b) members elected by the houses of clergy of the deanery synods in the diocese in accordance with the next following rules ; and
  - (c) not more than five members (being clerks in Holy Orders) co-opted by the house of clergy of the diocesan synod.
- (3) The members of the house of laity shall consist of:—
- (a) the following ex-officio members, that is to say:—
    - (i) the chancellor of the diocese (if not in Holy Orders) ;
    - (ii) the chairman of the diocesan board of finance (if not in Holy Orders) ;
    - (iii) the members elected from the diocese to the House of Laity of the General Synod, excluding the registrar of the diocese (if so elected) ;
  - (b) members elected by the houses of laity of the deanery synods in the diocese in accordance with the next following rules ; and
  - (c) not more than five members co-opted by the house of laity of the diocesan synod, who shall be actual communicant members of the Church of England of age to vote at a Parliamentary election.
- (4) The bishop of the diocese may nominate ten additional members of the diocesan synod, who may be of the clergy or the laity and shall be members of the appropriate house.

*Elections of Members of Diocesan Synods by Deanery Synods*

25.—(1) The elections of members of the diocesan synod by the houses of clergy and laity of the deanery synods in the diocese shall take place every three years, and the members so elected shall hold office for a term ending with the election of their successors.

(2) Any clerk in Holy Orders who is a member of the deanery synod or is working or residing in the deanery shall be qualified to be so elected by the house of clergy of a deanery synod, and the electors shall be the members of that house other than the co-opted members:

Provided that no clerk shall stand for election by more than one deanery synod.

(3) Any lay person who is an actual communicant member of the Church of England of age to vote at a Parliamentary election and whose name is entered on the roll of any parish in the deanery or who is a lay person declared by the dean to be a habitual worshipper at the cathedral church of the diocese and to be associated with the deanery, shall be qualified to be so elected by the house of laity of a deanery synod, and the electors shall be the members of that house other than the co-opted members:

Provided that a person whose name is entered on the roll of two parishes in different deaneries must choose one of those parishes for the purpose of such qualification.

(4) The diocesan synod shall, not later than the 1st December in the year preceding any such election determine the numbers of members to be so elected by the houses of the several deanery synods in the diocese, and the numbers shall—

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(a) in the case of elections by the houses of clergy, be related to the numbers of members of those houses in the respective deanery synods ;

(b) in the case of elections by the houses of laity, be related to the total numbers of names on the rolls of the parishes in the respective deaneries as certified and adjusted under rule 4 :

Provided that at least two members shall be elected by each house of every deanery synod.

(5) For the purposes of such determination by the diocesan synod, the secretary of every deanery synod shall, not later than the 1st July in the year preceding any such election, certify the number of members of the house of clergy of the synod to the secretary of the diocesan synod.

(6) The diocesan synod shall so exercise their powers under this rule as to secure that the number of members of the synod is not less than 150 and not more than 270 and that the numbers of the two houses are approximately equal :

Provided that for the purposes of the first two elections after the passing of this Measure of the diocesan synod for the diocese of London, and the filling of casual vacancies among the persons then elected, this paragraph shall have effect with the substitution of the number 500 for the number 270.

(7) Not later than the 31st December in each year preceding any such elections, the secretary of the diocesan synod shall certify to the secretary of every deanery synod the numbers determined under this rule for that deanery synod.

26.—(1) Elections of members of the diocesan synod by the houses of the deanery synods shall be carried out in each diocese during such period between the 1st day of June and the last day of July (both inclusive) as shall be fixed by the bishop of the diocese.

(2) The presiding officers for the deaneries in each diocese shall be appointed by the bishop, and the expenses of elections shall be paid out of diocesan funds.

(3) Every candidate must be nominated and seconded by a qualified elector. A notice in the form set out in section 5 of Appendix I indicating the number of seats to be filled and inviting nominations shall be dispatched to every elector by the presiding officer not earlier than 1st June in each election year. Nominations in the form set out in section 6 of Appendix I shall be sent to the presiding officer in writing within such period not being less than 14 days as he shall specify and be accompanied by a statement signed by the candidate of his willingness to serve.

SCH. 3 (4) If more candidates are nominated than there are seats to be filled the names of the candidates nominated shall be circulated on a voting paper in the form set out in section 7 of Appendix I to every qualified elector.

(5) The voting paper marked and signed by the elector shall be returnable to the presiding officer within such period not being less than 14 days as he shall specify. Only one vote may be given to any one candidate and no elector may give more votes than there are seats to be filled. No vote shall be counted if given on a voting paper not in accordance with this paragraph.

(6) Where owing to an equality of votes an election is not decided, the decision between the persons for whom the equal numbers of votes have been cast shall be taken by lot by the presiding officer.

(7) A return of the result of the election shall be sent by the presiding officer to the secretary of the diocesan synod and a statement of the result shall be sent by him to every candidate not later than the 1st September in each election year.

*Variation of Membership of Diocesan Synods by Scheme*

27.—(1) If it appears to the diocesan synod that the preceding rules in this Part relating to the membership of diocesan synods ought to be varied to meet the special circumstances of the diocese and to secure better representation of clergy or laity or both on the diocesan synod, they may make a scheme for such variation, and if the scheme comes into operation in accordance with the provisions hereinafter applied, the said rules shall have effect subject to the scheme :

Provided that no scheme shall be made under this rule so as to come into operation before the end of the first term of office of elected members of the synod except for the purposes of the elections at the end of that term.

(2) Paragraphs (2) and (3) of rule 21 shall apply to schemes under this rule as it applies to schemes under that rule.

*Procedure of Diocesan Synods*

28.—(1) The diocesan synod shall make standing orders which shall provide—

- (a) that the bishop need not be chairman of its meetings if and to the extent that standing orders otherwise provide ;
- (b) that there shall be a secretary of the diocesan synod ;
- (c) that a specified minimum number of meetings being not less than two shall be held in each year ;
- (d) that a meeting of the diocesan synod shall be held if not less than a specified number of members of the synod so request ;
- (e) that subject to the two next following sub-paragraphs, nothing shall be deemed to have the assent of the diocesan synod unless the three authorities which constitute the synod have assented thereto ;
- (f) that questions relating only to the conduct of business shall be decided by the votes of all the members of the diocesan

synod present and voting, and every other question shall be decided in like manner, the assent of the three authorities being presumed, unless any ten members present demand that a separate vote of each of the houses of clergy and laity be taken, or unless the bishop requires his distinct opinion to be recorded ;

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(g) that if the votes of the houses of clergy and laity are in favour of any matter referred to the diocesan synod by the General Synod under the provisions of Article 8 of Schedule 2 of this Measure, that matter shall be deemed to have been approved for the purposes of the said Article ;

(h) that there shall be a bishop's council and standing committee of the diocesan synod with such membership as may be provided by standing orders and with the functions exercisable by it under section 4(4) of the Measure and such other functions as may be provided by the standing orders or by these rules or by any Measure or Canon ;

and may contain such further provisions consistent with these rules as the diocesan synod shall consider appropriate.

(2) The registrar of the diocese shall be the registrar of the diocesan synod, and may appoint a deputy.

#### PART V

##### HOUSE OF LAITY OF GENERAL SYNOD

29.—(1) The House of Laity of the General Synod shall consist of—

(a) the members elected by the diocesan electors of each diocese as hereinafter provided ;

(b) two members, one from each province, chosen by the lay members of religious communities from among their number in such manner as may be provided by a resolution of the General Synod ;

(c) such ex-officio and co-opted members as are hereinafter provided.

(2) For the purposes of this Part of these rules, the diocesan electors of a diocese shall be the members of the houses of laity of all the deanery synods in the diocese other than the co-opted members :

Provided that if any person is a member (other than a co-opted member) of more than one deanery synod, whether or not in the same diocese, he shall choose one deanery synod only for the purpose of voting at elections to the General Synod.

##### ELECTIONS OF MEMBERS

##### *Number of Elected Members*

30.—(1) The total number of members to be elected by the diocesan electors of all the dioceses, which shall not exceed 250, shall be fixed by resolution of the General Synod not later than the last day of November in the fourth year after the last preceding election of the House of Laity (but subject as hereinafter provided), and the resolution shall then—

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- (a) apportion the number so fixed to the provinces of Canterbury and York in a proportion of sixty-eight to thirty-two or as nearly as possible thereto ;
- (b) divide the number so apportioned to each province among the dioceses of that province so that the number of members to be elected by the several dioceses are as nearly as possible proportionate to the total numbers of names certified for them under the next following paragraph, but so that no diocese (other than the diocese of Sodor and Man) shall elect less than three members.

(2) The secretary of each diocesan synod shall, not later than the first day of August in the fourth year after the last preceding election of the House of Laity, certify to the secretary of the General Synod the total number of names on the rolls of the parishes of the diocese as adjusted under rule 4.

(3) The number of members of the House of Laity to be elected by each diocese, when fixed by the General Synod as aforesaid, shall forthwith be certified to the secretaries of the diocesan synods.

(4) If the General Synod is at any time dissolved before the fourth year after the last preceding election of the House of Laity or before the fixing of numbers under this rule by the General Synod during that year, the General Synod or the Presidents thereof may give directions with respect to the fixing and certifying of the numbers of members to be elected to the House of Laity by each diocese, and the directions may provide that the numbers so fixed and certified on the last previous occasion shall be deemed to have been fixed and certified for the purpose of the election following the dissolution, and the directions may, if the dissolution is known to be impending, be given before it occurs.

#### *Qualification of Elected Members*

31. Any lay person who is an actual communicant member of the Church of England of age to vote at a Parliamentary election and whose name is entered on the roll of any parish or who is declared by the dean of any cathedral church to be a habitual worshipper at that cathedral church shall be qualified for election for any diocese by the diocesan electors of the diocese in which the parish or cathedral church is situated:

Provided that a person whose name is entered on the roll of two parishes in different dioceses must choose one of those parishes for the purposes of such qualification.

#### *Electoral Areas*

32.—(1) Subject to any division of a diocese under this rule every diocese shall be an electoral area for the purposes of elections to the House of Laity.

(2) So far as is consistent with any rule made under the Standing Orders of the General Synod under paragraph (4) of the next following rule a diocesan synod may, for the purposes of any election,

divide a diocese into two or more areas, and apportion the number of members of the House of Laity to be elected for the diocese among such areas, and the election shall be conducted in each area as if such area were a separate diocese. Where a diocese is so divided, a diocesan elector who is a representative of the laity shall vote in the area to which the body by which he was elected belongs, and a diocesan elector who is not a representative of the laity shall vote in such area as the diocesan synod may decide. Any such division shall remain in force until it is revoked by the diocesan synod.

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*Conduct of Elections*

33.—(1) Subject to any directions by the General Synod or the Presidents thereof, elections to the House of Laity shall be carried out during the three months immediately following any dissolution of the General Synod and shall be so carried out in each diocese during such period within the said three months as shall be fixed by the archbishops of Canterbury and York.

(2) The presiding officer in each diocese or each area of a diocese shall be the registrar of the diocese or a person appointed by him, except that, if the said registrar is a candidate in the election, the presiding officer shall be a person appointed by the registrar of the province. The expenses of the elections shall be paid out of diocesan funds.

(3) Every candidate must be nominated and seconded by diocesan electors qualified to vote in the area in which the candidate is seeking to be elected. All nominations shall be in writing and shall be sent to the presiding officer of the area, together with evidence of the candidate's consent to serve, on or before a date to be specified by the presiding officer. If any of the candidates so request the presiding officer shall despatch to every elector election addresses from those candidates, sufficient copies of the addresses to be provided by the candidates at their own expense.

(4) If more candidates are nominated for any area than there are seats to be filled, the election shall be conducted by voting papers upon the principle of proportional representation (unless the number of candidates to be elected be less than three) under rules to be made from time to time as provided by the Standing Orders of the General Synod.

(5) A candidate or a person nominated by him has the right to be present at the counting of the votes, and the presiding officer of the area shall give notice to each candidate of the time and place at which the votes are to be counted.

(6) A full statement of the result of each election shall be furnished to every candidate within the area, and published in such manner as the bishop may approve.

*Term of Office of Elected and Representative Members*

34. The term of office of elected members of the House of Laity and of members chosen by the lay members of religious communities shall be for the lifetime of the General Synod for which they are elected or chosen, but without prejudice to their acting under Article

SCH. 3 3(4) of the Constitution during the period of the dissolution of the General Synod or as ex-officio members of other bodies constituted under these rules during that period.

EX-OFFICIO AND CO-OPTED MEMBERS OF THE HOUSE OF LAITY

35.—(1) The following persons, if they are not in Holy Orders, shall be ex-officio members of the House of Laity:—

- (a) the Dean of the Arches and Auditor ;
- (b) the Vicar-General of the Province of York ;
- (c) the three Church Estate Commissioners ;
- (d) the Chairman of the Central Board of Finance.

(2) The House of Laity shall have power to co-opt persons who are actual lay communicant members of the Church of England of age to vote at a Parliamentary election to be members of the House of Laity :

Provided that :—

- (a) the co-opted members shall not at any time exceed five in number ; and,
- (b) no person shall be qualified to become a co-opted member unless not less than two-thirds of the members of the Standing Committee of the House of Laity shall have first consented to his being co-opted, either at a meeting of the Standing Committee or in writing.

(3) Except in regard to their appointment, the ex-officio and co-opted members shall have the same rights and be subject to the same rules and regulations as elected members :

Provided that no ex-officio or co-opted member shall, by reason only of his membership of the House of Laity, be a member of any other body constituted under these rules.

(4) Co-opted members shall continue to be members of the House of Laity until the next dissolution of the General Synod, but without prejudice to their acting under Article 3(4) of the Constitution during the period of the dissolution :

Provided that the House of Laity may, in the case of any co-opted member, fix a shorter period of membership.

(5) The House of Laity may make standing orders for regulating the procedure of and incidental to the appointment of co-opted members and otherwise for carrying this rule into effect.

PART VI

APPEALS AND DISQUALIFICATIONS

*Appeals*

36.—(1) Subject to the provisions of rule 1(3) of these rules there shall be a right of appeal by any person aggrieved against:—

- (a) any enrolment, or refusal of enrolment, on the roll of a parish ;
- (b) the removal of any name, or the refusal to remove any name, from the roll of a parish



- (c) the allowance or disallowance of any vote given or tendered in an election under these rules or to a body constituted under or in accordance with these rules ;
- (d) the result of any election or choice held or made or purporting to be held or made under these rules, or any election or choice of members of a body constituted under or in accordance with these rules.

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(2) In the case of an appeal arising out of an election to the House of Laity of the General Synod or the diocesan synod notice of the appeal shall be given in writing to the bishop. In any other case, notice of the appeal shall be given in writing to the rural dean, or, if there be no rural dean, to the archdeacon. Notices under this paragraph shall be given:—

- (a) in the case of an appeal against an enrolment or a refusal of an enrolment, or in the case of an appeal against the removal of any name or the refusal to remove any name from the roll, not later than fourteen days after the date of the enrolment, removal or refusal or, if the appeal arises on the revision of the roll or the preparation of a new roll, not later than fourteen days after the first publication of the revised or new roll under rule 2(3) or (7) ;
- (b) in the case of an appeal against the allowance or disallowance of a vote, not later than fourteen days after such allowance or disallowance ;
- (c) in the case of an appeal against the result of an election, not later than fourteen days after the result thereof has been announced by the presiding officer.

(3) An error in the electoral roll shall not be a ground of appeal against the result of any election unless—

- (i) either it has been determined under this rule that there has been such an error or the question is awaiting determination under this rule ; and
- (ii) the error would or might be material to the result of the election ;

and the allowance or disallowance of a vote shall not be a ground of appeal against the result of an election unless the allowance or disallowance would or might be material to the result of the election.

(4) An appeal arising out of an election or choice of members of the House of Laity of the General Synod shall be referred to the standing committee of the Synod who shall appoint two or more of their members to consider and decide the appeal.

(5) In each diocese there shall be an electoral commission constituted by the diocesan synod. The bishop or the archdeacon or the rural dean, as the case may be, shall, unless the parties agree to a settlement of their dispute, refer any appeal under this rule except an appeal arising out of an election to the House of Laity to the commission. The commission shall appoint two or more of its members to consider and decide any appeal so referred. All or the majority of the members appointed shall be laymen, save when the

SCH. 3 question arises in connection with an election or choice of members of the house of clergy of the diocesan synod or a deanery synod when all or the majority so appointed shall be clerks in Holy Orders. The decision of such members shall be final.

(6) For the purpose of the consideration and decision of any appeal under this rule, the members of the standing committee or commission so appointed shall consider all the relevant circumstances, and shall be entitled to inspect all documents and papers relating to the subject matter of the appeal, and be furnished with all information respecting the same which they may require. They shall give to the parties to the appeal an opportunity of appearing before them in person or through a legal or other representative.

(7) The members of the standing committee or the commission appointed in any diocese under this rule shall have power at any time to extend the time within which a notice of appeal is given.

*Vacation of Seat by Member ceasing to be Qualified for Election*

37. Where—

- (a) any lay member of a deanery synod, being a parochial representative or a representative under rule 22, ceases to be entered on the roll of the parish by which he was elected or, as the case may be, to be declared under the said rule to be a habitual worshipper at the cathedral church ;
- (b) any member of a diocesan synod elected by the house of clergy of a deanery synod ceases to be qualified for election by that house ;
- (c) any lay member of a diocesan synod elected by the house of laity of a deanery synod ceases to have the qualification of entry on the roll of any parish in that deanery or (in appropriate cases) of being declared a habitual worshipper at the cathedral church of the diocese under rule 22 ;
- (d) any elected member of the House of Laity of the General Synod ceases to have the qualification of entry on the roll of any parish in the diocese for which he was elected or of being declared a habitual worshipper as aforesaid ;

his seat shall forthwith be vacated :

Provided that, if the bishop's council and standing committee has determined that a person to whom paragraph (d) applies should remain a member of the House of Laity, his seat shall not be vacated under this rule.

*Ex-Officio Membership not to Disqualify for Election*

38. No lay person shall be disqualified from being elected or chosen a member of any body under these rules by the fact that he is also a member ex-officio of that body ; and no lay person shall be deemed to vacate his seat as such an elected or chosen member of any body by reason only of the fact that subsequently to his election or choice he has become a member of that body ex-officio.

## PART VII

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## SUPPLEMENTARY AND INTERPRETATION

*Casual Vacancies*

39.—(1) Elections to fill casual vacancies among persons elected under these rules shall be conducted in the same manner as ordinary elections, a special meeting of the electing body being held, if necessary, for the purpose, provided that in the case of a casual vacancy among the parochial representatives elected to the parochial church council or deanery synod, such vacancy may be filled by the parochial church council. Such elections shall, where possible, be held at such times as will enable all casual vacancies among representatives of the laity who are electors to be filled at the time of every election to the House of Laity of the General Synod, but so that no such election shall be invalid by reason of any casual vacancies not having been so filled up.

(2) Elections to fill casual vacancies shall be held as soon as reasonably practicable after the vacancy has occurred, and elections to fill a casual vacancy in the House of Laity of the General Synod or either house of the diocesan synod shall be completed within six months from the occurrence of the vacancy: Provided that where a casual vacancy occurs in any of these three houses and the period for holding a general election to that house is due to begin within nine months of the vacancy, such vacancy shall not be filled unless the bishop so directs.

(3) The preceding provisions of this rule shall apply, so far as applicable and with the necessary modifications, to the choosing of persons under these rules as it applies to the election of persons thereunder, and shall also apply to the election or choosing of members of any body constituted under or in accordance with these rules.

(4) Any person elected or chosen to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he is elected or chosen.

*Resignations*

40. Persons holding office under these rules or members of bodies constituted by or in accordance with these rules may resign at will.

*Notices*

41. Any notice or other document required or authorised to be sent or given under these rules shall be deemed to have been duly sent or given if sent through the post addressed to the person to whom it is required or authorised to be sent or given at that person's last known address.

*Revocation and Variation of Rules, etc.*

42. Subject to the provisions of these rules any power conferred by these rules to make, approve, frame, pass or adopt any rule, order, resolution, determination, decision, appointment or scheme,

SCH. 3 or to give any consent or settle any constitution, or to prescribe the manner of doing anything, shall be construed as including a power, exercisable in a like manner and subject to the like conditions, to revoke or vary any such rule, order, resolution determination, decision, appointment, scheme, consent or constitution, or anything so prescribed.

*Special Provisions*

43.—(1) In the carrying out of these rules in any diocese the bishop of such diocese shall have power :—

- (a) to make provision for any matter not herein provided for ;
- (b) to appoint a person to do any act in respect of which there has been any neglect or default on the part of any person or body charged with any duty under these rules ;
- (c) so far as may be necessary for the purpose of giving effect to the intention of these rules, to extend or alter the time for holding any meeting or election or to modify the procedure laid down by these rules in connection therewith ;
- (d) in any case in which there has been no valid election, to direct a fresh election to be held and to give such directions in connection therewith as he may think necessary ; and
- (e) in any case in which any difficulties arise, to give any directions which he may consider expedient for the purpose of removing the difficulties.

(2) The powers of the bishop under this rule shall not enable him :—

- (a) to validate anything that was invalid at the time when it was done ;
- (b) to give any direction that is contrary to any resolution of the General Synod.

(3) No proceedings of any body constituted under these rules shall be invalidated by any vacancy in the membership of that body or by any defect in the qualification, election or appointment of any members thereof.

(4) No proceedings shall be invalidated by the use of a form which differs from that prescribed by these rules if the form which has in fact been used is to a substantially similar effect. Any question as to whether the form which has been used is to a substantially similar effect shall be determined by the bishop.

(5) In the case of an omission in any parish to prepare or maintain a roll or form or maintain a council or to hold the annual meeting, the rural dean upon such omission being brought to his notice shall ascertain and report to the bishop the cause thereof.

(6) During a vacancy in an archbishopric or diocesan bishopric the functions of an archbishop or a diocesan bishop under these rules shall be exercisable by the guardian of the spiritualities.

(7) An archbishop or diocesan bishop or, during a vacancy, the guardian of the spiritualities may for any period of absence abroad

or incapacity through illness appoint a commissary and delegate to him all or any of the functions of the archbishop or bishop under these rules, and, where during a vacancy, the guardian of the spiritualities is a corporation aggregate, it shall appoint a commissary and delegate to him such functions as cannot appropriately be exercised by the corporation.

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*Meaning of Minister, Parish and other words and phrases*

44.—(1) In these rules:—

“actual communicant member” means a member who has received Communion according to the use of the Church of England or of another Church of the Anglican Communion or any overseas Church in communion with the Church of England at least three times during the twelve months preceding the date of his election or appointment;

“the Measure” means the Synodical Government Measure 1969;

“minister” means:—

(a) the incumbent of a parish;

(b) a curate licensed to the charge of a parish or a minister acting as priest-in-charge of a parish in respect of which rights of presentation are suspended; and

(c) a vicar in a team ministry to the extent that the duties of a minister are assigned to him by a scheme under the Pastoral Measure 1968 or his license from the 1968 No. 1. bishop;

“parish” means:—

(a) an ecclesiastical parish; and

(b) a district which is constituted a “conventional district” for the cure of souls and has a separate curate licensed thereto.

“public worship” means public worship according to the rites and ceremonies of the Church of England.

(2) Any reference in these rules to the laity shall be construed as a reference to persons other than Clerks in Holy Orders, and the expression “lay” in these rules shall be construed accordingly.

(3) References in these rules to the cathedral church of the diocese shall include, in the case of the dioceses of London and Oxford, references to Westminster Abbey and St. George’s Chapel, Windsor, respectively.

(4) If any question arises as to whether a Church is a Church of the Anglican Communion or an overseas Church in communion with the Church of England, it shall be conclusively determined for the purposes of these rules by the Archbishops of Canterbury and York.

(5) In these rules words importing residence include residence of a regular nature but do not include residence of a casual nature.

(6) Any reference herein to “these rules” shall be construed as including a reference to the Appendices hereto.

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APPENDIX I

Section 1

Rule 1(2)

APPLICATION FOR ENROLMENT ON CHURCH ELECTORAL ROLL

(Full Christian name and surname)

I ..... (Full postal address)

of ..... declare:—

- (i) I am baptised. (ii) I am a member of the Church of England.

or

I am a member of , being a Church of the Anglican Communion or an overseas Church in communion with the Church of England.\*

- (iii) I am not a member of any other religious body which is not in communion with the Church of England. (iv) I have attained the age of seventeen years. (v) I am resident in the parish to which this application relates.

or

I am not resident in the parish and have habitually attended public worship in the parish in the last six months.\*

- (vi) My name is not on the church electoral roll of any other parish.

or

my name is not on the church electoral roll of any other parish except that of the parish of ..... from which roll I desire my name to be removed.

or

my name is not on the church electoral roll of any other parish except that of the parish of ..... The parochial church council of that parish has given its consent to my name being on the rolls of both parishes for so long as I retain the necessary qualifications.\*

I hereby apply to have my name entered on the Church Electoral Roll of the parish of ..... in the diocese of .....

Signed .....

Date .....

\* Strike out whichever of the two or three possibilities is not applicable.

Section 2

SCH. 3

Rule 2(1)

FORM OF NOTICE OF REVISION OF CHURCH ELECTORAL ROLL

Diocese of .....

Parish of .....

\* NOTE— Notice is hereby given that the Church Electoral Roll of the above parish will be revised by the Parochial Church Council,\* beginning on ..... the ..... day of ..... 19..... and ending on ..... the ..... day of ..... 19.....

After such Revision, a copy of the Roll will forthwith be exhibited on, or near to, the principal door of the Parish Church for inspection.

Under the Church Representation Rules any persons are entitled to have their names entered on the roll, if they:—

- (i) are baptised,
(ii) are members of the Church of England or another Church of the Anglican Communion or an overseas Church in communion with the Church of England, and are not members of any other religious body which is not in communion with the Church of England,
(iii) are seventeen or over,
(iv) are resident in the parish, or, not being resident in the parish, have habitually attended public worship in the parish during the six months before the date of application for enrolment, and
(v) have signed a form of application for enrolment.

Entry on the Rolls of two parishes at the same time is subject to special conditions. No person's name may be on the Rolls of more than two parishes at once.

Forms of application for enrolment can be obtained from the undersigned, and should be returned, if possible, in time for the Revision.

Any error discovered in the Roll should at once be reported to the undersigned.

\* Not less than 14 days notice must be given. Dated this\* ..... day of ..... 19.....

Electoral Roll Officer
Address .....

SCH. 3

Section 3

Rule 2(4)

FORM OF NOTICE OF PREPARATION OF NEW ROLL

Diocese of .....

Parish of .....

\* NOTE— The new roll must be completed not less than 15 days or more than 28 days before the Annual Parochial Church Meeting.

Notice is hereby given that under the Church Representation Rules a new Church Electoral Roll is being prepared. All persons who wish to have their names entered on the new Roll, whether their names are entered on the present Roll or not, are requested to apply for enrolment if possible not later than.....

The new roll will come into operation on .....

Forms of application for enrolment can be obtained from the undersigned.

Under the Church Representation Rules any persons are entitled to have their names entered on the Roll, if they :—

- (i) are baptised,
- (ii) are members of the Church of England or another Church of the Anglican Communion or an overseas Church in communion therewith, and are not members of any other religious body which is not in communion with the Church of England,
- (iii) are seventeen or over,
- (iv) are resident in the parish, or, not being resident in the parish, have habitually attended public worship in the parish during the six months before the date of application for enrolment, and
- (v) have signed a form of application for enrolment.

Entry on the Rolls of two parishes at the same time is subject to special conditions. No person's name may be on the Rolls of more than two parishes at once.

Any error discovered on the Roll should at once be reported to the undersigned.

Dated this ..... day of .....  
19.....

Electoral Roll Officer  
Address .....



Section 4

Rule 6(1)

SCH. 3

NOTICE OF ANNUAL PAROCHIAL CHURCH MEETING

Parish of .....  
The Annual Parochial Church Meeting will be held in .....  
.....  
on ..... day of .....  
..... at .....

For the election of Parochial representatives of the laity as follows:—

To the Parochial Church Council ..... representatives.

\*To the Deanery Synod ..... representatives.

For the election of Sidesmen.

For the consideration of:—

- (a) A copy or copies of the Roll ;
  - (b) An Annual Report of the proceedings of the Council ;
  - (c) An Annual Report on the financial affairs of the parish ;
  - (d) The audited Accounts of the Council for the year ending on the 31st December immediately preceding the meeting ;
  - (e) An audited Statement of the funds and property of the Council ;
  - (f) A Report upon the fabric, goods and ornaments of the church or churches of the parish ;
  - (g) A Report on the proceedings of the Deanery Synod ;
- and other matters of parochial or general Church interest.

All persons whose names are entered upon the Church Electoral Roll of the parish (and such persons only) are entitled to vote at the election of parochial representatives of the laity.

Such persons may object to the inclusion on or omission from the roll of any name but must do so before the commencement of elections.

Parochial representatives of the laity must be lay persons who have communicated at least three times in the year before the annual meeting in the Church of England or another Church of the Anglican Communion or an overseas Church in communion with the Church of England. For the parochial church council they must be at least seventeen and have their names on the electoral roll of the parish. For the deanery synod they must be of age to vote at a Parliamentary election and have their names on the roll of one of the parishes in the area in question.

Any person whose name is on the roll may be a sidesman.

Signed .....  
\*\*Minister of the parish.

\* Include where applicable.  
\*\* Or "Vice-Chairman of the Parochial Church Council" as the case may be (see rule 6(3) of the Church Representation Rules).

SCH. 3

Section 5

Rule 26(3)

NOTICE OF ELECTION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD

Diocese of .....
Deanery of .....

- 1. An election of..... members of the House of Clergy/Laity of the Diocesan Synod will be held in the above Deanery on.....
2. Candidates must be nominated and seconded by qualified electors on forms to be obtained from.....
3. Nominations must be received by no later than 12 o'clock (noon) on .....
Date.....

.....
Presiding Officer.

Section 6

Rule 26(3)

FORM OF NOMINATION TO THE HOUSE OF CLERGY OR HOUSE OF LAITY OF THE DIOCESAN SYNOD

Diocese of .....
Deanery of .....

Election of members of the House of Clergy/Laity of the Diocesan Synod

We the undersigned, being qualified electors, hereby nominate the following person as a candiate at the election in the above Deanery.

Table with 3 columns: Surname, Other Names, Address and Description

Proposer's signature .....
Proposer's full name .....
Address .....
Seconder's signature .....
Seconder's full name .....
Address .....

I, the above named ..... hereby signify my willingness to serve as a member of the House of Clergy/Laity of the Diocesan Synod if elected.

Candidate's signature .....

Note: This nomination must be sent to ..... so as to be received no later than 12 noon on .....

Section 7

SCH. 3

Rule 26(4)

FORM OF VOTING PAPER FOR ELECTIONS TO THE HOUSE OF CLERGY OR THE HOUSE OF LAITY OF THE DIOCESAN SYNOD

..... Diocesan Synod

Election of members of the House of Clergy/Laity

Deanery of .....

..... members to be elected.

Voting Paper

Candidates' names, addresses and descriptions	Mark your vote in this column

Instructions to Voters

1. This voting paper must be signed.
2. You have as many votes as there are members to be elected.
3. You may not give more than one vote to any one candidate.
4. You vote by placing an " X " opposite the name(s) of the candidate(s) of your choice.
5. If you inadvertently spoil your voting paper you may return it to the Presiding Officer who will give you another paper.
6. This voting paper duly voted upon and signed must be delivered (by post or otherwise) to ..... so as to arrive by no later than .....

Signature of Voter .....

Full name .....

Address .....

.....

## SCH. 3

## APPENDIX II

## Rule 13

Officers of the council.

## GENERAL PROVISIONS RELATING TO PAROCHIAL CHURCH COUNCILS

1.—(a) The minister of the parish shall be chairman of the parochial church council (hereinafter referred to as “the council”).

(b) A lay member of the council shall be elected as vice-chairman of the council.

(c) During the vacancy of the benefice and when the chairman is incapacitated by absence or illness or any other cause the vice-chairman of the council shall act as chairman and have all the powers vested in the chairman.

(d) The council may appoint one of their number to act as secretary of the council. If no member is appointed so to act the council shall appoint some other fit person with such remuneration (if any) as they shall think fit. The secretary shall have charge of all documents relating to the current business of the council except that, unless he is the electoral roll officer, he shall not have charge of the roll. He shall be responsible for keeping the minutes, shall record all resolutions passed by the council and shall keep the secretary of the diocesan synod and deanery synod informed as to his name and address.

(e) The council may appoint one or more of their number to act as treasurer solely or jointly. Failing such appointment, the office of treasurer shall be discharged jointly by such of the churchwardens as are members of the council, or, if there is only one such churchwarden, by the churchwarden solely. No remuneration shall be paid to any person in respect of his appointment as treasurer.

(f) The council shall appoint an electoral roll officer, who may but need not be a member of the council and may be the secretary, and if he is not a member may pay to him such remuneration as it shall think fit. He shall have charge of the roll.

(g) If auditors to the council are not appointed by the annual meeting, or if auditors appointed by the annual meeting are unable or unwilling to act, auditors shall be appointed by the council. The remuneration (if any) of the auditors shall be paid by the council.

Meetings of Council.

2. The council shall hold not less than four meetings in each year. Meetings shall be convened by the chairman and if not more than four meetings are held they shall be at quarterly intervals so far as possible.

Power to call meetings.

3. The chairman may at any time convene a meeting of the council. If he refuse or neglect to do so within seven days after a requisition for that purpose signed by not less than one-third of the members of the council has been presented to him those members may forthwith convene a meeting.

Notices relating to meetings.

4.—(a) Except as provided in paragraph 8 of this Appendix, at least ten clear days before any meeting of the council notice thereof specifying the time and place of the intended meeting and signed by or on behalf of the chairman of the council or the persons convening the meeting shall be posted at or near the principal door of every church, or building licensed for public worship in the parish.

(b) Not less than seven days before the meeting a notice thereof specifying the time and place of the meeting signed by or on behalf of the secretary shall be sent to every member of the council. Such notice shall contain the agenda of the meeting including any motion or other business proposed by any member of the council of which notice has been received by the secretary. SCH. 3

5. Subject to the provisions of rule 18 the chair at a meeting of the council shall be taken :— Chairman at meetings.

(a) by the chairman of the council if he is present ;

(b) if the chairman of the council is not present, or his office is vacant, by the vice-chairman of the council if he is present :

Provided that at any such meeting the chairman or the vice-chairman of the council shall, if he thinks it expedient to do so or the meeting so resolves, vacate the chair either generally or for the purposes of any business in which he has a personal interest or for any other particular business.

Should neither the chairman or vice-chairman be available to take the chair for any meeting or for any particular item on the agenda during a meeting then a chairman shall be chosen by those members present from among their number and the person so chosen shall preside for that meeting or for that particular item.

6. No business shall be transacted at any meeting of the council unless at least one-third of the members are present thereat and no business which is not specified in the agenda shall be transacted at any meeting except by the consent of three-quarters of the members present at the meeting. Quorum and agenda.

7. The business of a meeting of the council shall be transacted in the order set forth in the agenda unless the council by resolution otherwise determine. Order of business.

8. In case of sudden emergency or other special circumstances requiring immediate action by the council a meeting may be convened by the chairman of the council at not less than three days' notice in writing to the members of the council but the quorum for the transaction of any business at such meetings shall be a majority of the then existing members of the council and no business shall be transacted at such meeting except as is specified in the notice convening the meeting. Short Notice for emergency meetings.

9. The meeting of the council shall be held at such place as the council may direct or in the absence of such direction as the chairman may direct. Place of meetings.

10. The business of the Council shall be decided by a majority of the members present and voting thereon. Vote of majority to decide.

11. In the case of an equal division of votes the chairman of the meeting shall have a second or casting vote. Casting vote.

12.—(a) The names of the members present at any meeting of the council shall be recorded in the minutes. Minutes.

- SCH. 3 (b) If one-fifth of the members present and voting on any resolution so require, the minutes shall record the names of the members voting for and against that resolution.
- (c) Any member of the council shall be entitled to require that the minutes shall contain a record of the manner in which his vote was cast on any resolution.
- (d) Members of the council shall have access to the minutes of all meetings, but no other person other than the bishop or a person authorised by him in writing, or the archdeacon, shall have access to the minutes without the authority of the council.
- Adjournments. 13. Any meeting of the council may adjourn its proceedings' to such time and place as may be determined at such meeting.
- Standing committee. 14.—(a) The council shall have a standing committee consisting of not less than five persons. The minister and such of the churchwardens as are members of the council shall be ex-officio members of the standing committee, and the council shall by resolution appoint at least two other members of the standing committee from among its own members and may remove any person so appointed.
- (b) The standing committee shall have power to transact the business of the council between the meetings thereof subject to any directions given by the council.
- Other committees. 15. The council may appoint other committees for the purpose of the various branches of church work in the parish and may include therein persons who are not members of the council. The minister shall be a member of all committees ex-officio.
- Validity of proceedings. 16. No proceedings of the council shall be invalidated by any vacancy in the membership of the council or by any defect in the qualification or election of any member thereof.
- Interpretation. 17. Any question arising on the interpretation of this Appendix shall be referred to the bishop of the diocese and any decision given by him or by any person appointed by him on his behalf shall be final.

## Section 4.

## SCHEDULE 4

## TRANSITIONAL PROVISIONS

*Transfer of Functions from Convocations*

1.—(1) The transfer of functions from the Convocations of Canterbury and York to the General Synod on the appointed day shall not affect the validity of anything done by the Convocations before the appointed day in the exercise of those functions; and any Canons, Acts of Convocation, regulations, directions, instruments or other things made, given or done by the said Convocations in the exercise of those functions shall, if in force immediately before that day, continue in force and have effect as if they had been made, given or done by the General Synod.

(2) Any business of the said Convocations in the exercise of the functions aforesaid, being business which was pending immediately before the dissolution of the said Convocations preceding the appointed day, shall not abate by reason of the dissolution but may be resumed by the General Synod at the stage which the business had reached immediately before the dissolution.

SCH. 4

*Reconstitution of Church Assembly*

2.—(1) The reconstitution of the Church Assembly as the General Synod shall not affect the validity of anything done by the Assembly before the appointed day; and any orders, regulations, rules, directions, instruments or other things made, given or done by the Church Assembly and in force immediately before the appointed day shall continue in force and have effect as if they had been made, given or done by the Church Assembly reconstituted as the General Synod.

(2) The reconstitution of the Church Assembly as the General Synod shall not affect any Boards, Commissions, Committees or other bodies of the Church Assembly which would otherwise continue in being, or any officers of the Church Assembly (which expression includes all persons in receipt of salaries paid from the Church Assembly Fund); and they shall continue as the Boards, Commissions, Committees, bodies and officers of the General Synod, but without prejudice to the making of such changes as the General Synod may determine in accordance with its constitution and standing orders.

(3) Any business pending before the Church Assembly immediately before the appointed day may be continued by the Assembly reconstituted as the General Synod.

(4) The Archbishops of Canterbury and York may, before the appointed day, make or authorise the making of all such temporary appointments and arrangements and the doing of all such things as they may think necessary to enable the functions of the General Synod to be discharged effectively as from the appointed day.

*Changes affecting Diocesan and Ruridecanal Conferences*

3.—(1) The dissolution of a diocesan conference and the transfer of functions from the conference to a diocesan synod shall not affect the validity of anything done by the conference before its dissolution or affect the continuance in being of any other diocesan body; and any scheme, direction, appointment, election, resolution, notice, instrument or other thing given, made or done by the diocesan conference which could have been given, made or done by the diocesan synod shall, if in force immediately before the conference was dissolved, continue in force and have effect as given, made or done by the diocesan synod.

(2) The repeal of the Representation of the Laity Measure 1956 1956 No. 2. and the Diocesan Conferences Regulation 1958 shall not take effect as respects any diocesan conference or ruridecanal conference until that conference is dissolved under this Measure.

- SCH. 4 (3) It shall not be necessary to hold any further elections of members of diocesan conferences and ruridecanal conferences and the term of office of the existing elected members thereof shall be extended until the conferences are dissolved under this Measure, and this provision shall be deemed to have had effect as from the 1st January 1969.

*Commencement of Church Representation Rules*

4.—(1) The repeal of the Rules for the Representation of the Laity by this Measure shall not affect any person's membership of the House of Laity or of any other body, or the tenure of any office, or the contents of any church electoral roll, until such membership is terminated, or such office is vacated, or such roll is revised or replaced, under the Church Representation Rules.

(2) The references in rule 12(1)(e) of the said Rules to lay members of any deanery synod, diocesan synod or the General Synod shall, until the said synods are respectively constituted, be construed as references to lay members of any ruridecanal conference, diocesan conference or the Church Assembly, and references in rule 19(2) and (3) and Rule 24(3) to the General Synod shall, until it is constituted, be construed as references to the Church Assembly.

(3) Any determination, resolution, appointment, ruling, consent or other thing made, given or done for the purposes of any provision of the Rules for the Representation of the Laity shall, if in effect immediately before the commencement of this Measure, continue to have effect, so far as applicable, for the purposes of any corresponding provision of the Church Representation Rules, and may be revoked or varied as if made under the last-mentioned Rules.

5.—(1) The first elections of parochial representatives of the laity to deanery synods under the Church Representation Rules shall take place at the annual meetings of parishes in the year 1970, and the first choosing of members of deanery synods under any such resolution as is mentioned in Part III of the said Rules shall be completed not later than thirtieth April in that year, and the powers of diocesan synods under the said Part III shall, for the purposes of the first elections and choosing as aforesaid, be exercised by diocesan conferences.

(2) The first elections by the members of deanery synods of members of diocesan synods under Part IV of the Church Representation Rules shall take place in the year 1970; and the diocesan synods shall forthwith after those elections be constituted in accordance with the said Part IV, and the powers of diocesan synods under that Part shall, for the purposes of those first elections, be exercised by diocesan conferences.

(3) The election of members of the House of Laity due to take place in the year 1970 under the Rules for the Representation of the Laity shall be held during the periods in that year fixed under rule 25(1) of those Rules, and rule 25(4) thereof shall apply to that



election instead of rule 33(4) of the Church Representation Rules, but in other respects the election and matters connected therewith shall be held and carried out in accordance with the Church Representation Rules, subject to the modification that the powers exercisable by the General Synod shall be exercisable by the Church Assembly (as constituted at the passing of this Measure); and the House of Laity then elected and constituted shall, on the appointed day, be the House of Laity of the General Synod.

SCH. 4

(4) Any certificate or information required by the Church Representation Rules to be given to or by the secretaries of deanery synods, diocesan synods or the General Synod shall, before the said synods are constituted, be given to or by the secretaries of ruridecanal conferences, diocesan conferences or the Church Assembly, as the case may be, and the certificate required to be given under rule 25(5) shall certify the number of beneficed or licensed clergy of the chapter of clergy of the ruridecanal conference, which shall be treated as if it were the house of clergy of the deanery synod; and any certificates received by the secretaries of the said conferences shall, where necessary, be given or sent to the secretaries of the said synods when they are constituted.

(5) The powers of diocesan synods under rule 23 and rule 28 of the said rules to make rules of procedure for deanery synods and diocesan synods respectively shall be exercisable by diocesan conferences before the constitution of diocesan synods, without prejudice to any rules so made being amended or replaced by diocesan synods when constituted.

#### *Power to Remove Transitional Difficulties*

6. (1) If any difficulty arises on or in connection with any of the transitional matters for which this Schedule provides, it shall be referred to the Archbishops of Canterbury and York who may give any directions which they may consider expedient for the purpose of removing the difficulty, and such directions may extend the time for doing anything required by the Church Representation Rules for or in connection with the first elections or choosing of members of any bodies constituted under or in accordance with those Rules.

(2) Rule 43(6) and (7) of the said Rules shall extend to the functions of the Archbishops under this paragraph.

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PRINTED IN ENGLAND BY HARRY PITCHFORTH

Controller of Her Majesty's Stationery Office and Queen's Printer of Acts of Parliament

(382515)





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