

The Constitution, Canons & Rules Of Order

The Constitution

Article I Of the Authority of the General Convention

The Church in the Diocese of Iowa, as a constituent part of that branch of the Holy Catholic Church now known as The Episcopal Church, accedes to the Constitution and acknowledges the authority of the General Convention of the same.

Article II Of Annual and Special Conventions

Sec. 1. The Church in this Diocese shall meet in Convention each year and at such time and place as shall be determined by the Board of Directors of the Episcopal Corporation; but for sufficient cause the Bishop, with the advice and consent of the Standing Committee, may change the time and place of the Convention.

Sec. 2. As necessity may require, the Ecclesiastical Authority shall have power to call special Conventions. In all such cases printed notices shall be sent by the Ecclesiastical Authority to all clergy who have seat and vote in the Convention, and to all the congregations entitled to representation in the Convention at least thirty days in advance of the time appointed for its assembling. These notices shall specify the time and place of meeting, and shall state the business for which the special Convention is called; and no other business shall be transacted unless by a two-thirds vote of the members present.

Sec. 3. No election of a Bishop, a Bishop Coadjutor, or a Suffragan Bishop, shall take place at an Annual Convention unless notice of such election shall have been given at least thirty days before the date set for the assembling of such Convention.

Article III Of Members of the Convention

Sec. 1. The Convention shall be composed of clergy and lay persons. The Bishop, the Bishop Coadjutor and the Suffragan Bishop, if there be such, shall each have a seat and vote in the Convention. Each Priest and Deacon canonically resident and who is not under ecclesiastical discipline, shall be entitled to seat and vote in this Convention. A minister ordained in the Evangelical Lutheran Church in America who, with the permission of the Bishop, serves a congregation in this Diocese, shall have a seat and vote in this Convention.

Sec. 2. (a) The Archdeacon, the Executive Secretary, the Chancellor, the Convention Secretary, the Treasurer, the Historiographer, and the Registrar of the Diocese, each shall be entitled, ex officio, to a seat and vote in the Convention.

(b) Any lay member of the Standing Committee who is not otherwise elected as a congregational delegate to Convention shall be entitled, ex officio, to a seat, voice, and vote in Convention.

Sec. 3 (a) Each organized Congregation in union with the Church in this Diocese shall by its Vestry or Bishop's Committee, as the case may be, choose a delegate or delegates to the Diocesan Convention; and only confirmed adult communicants of this Church in good standing and qualified electors of the Congregation shall be eligible to serve as delegates. A vacancy caused by the absence of any delegate from the Convention may be filled by the Rector or Minister-in-charge together with the delegate or delegates present.

(b) All references to layman, laymen, vestryman, vestrymen and other lay people and ordained ministers in this Constitution and Canons of this Diocese, together with such personal and possessive pronouns which pertain thereto, shall be regarded, understood and interpreted as generic in reference and applicable to both sexes.

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(c) Eight youth delegates, appointed by the Bishop upon the recommendation of the diocesan Missioner for Children, Youth and Young Adults, shall also have seat, voice, and vote at the Convention. For purposes of this article, "youth" means a confirmed person between the ages of 16-18 years of age.

Sec. 4 (a) The representation of Congregations in the Convention shall be determined by the number of communicants in good and regular standing in the Congregation. Each Congregation shall be entitled to one delegate for each 75 communicants or fraction thereof.

(b) The number of communicants in a Congregation shall be determined by a certificate of the Rector or Minister-in-charge, or of a Warden, if there be no Rector or Minister-in-charge, certifying the number of persons whose names appear on the Parish Register as communicants in good and regular standing as defined by the Canon Law of the Diocese. This certificate shall be included in the form of credentials of the delegates.

Sec. 5. Before any lay delegate shall be entitled to a seat and a vote in the Convention there shall be delivered to the Secretary of the Convention a certificate of his election according to the form required by the Convention.

Article IV Of the President of the Convention

Sec. 1. The Bishop, Bishop Coadjutor or Suffragan Bishop, in order of precedence, shall preside in the Convention and shall cause it to be opened with such Religious Services as the presiding officer may deem proper.

Sec. 2. In the absence of the Bishop, the Bishop Coadjutor and the Suffragan Bishop, the Secretary shall call the Convention to order, and the members thereof shall elect a president from among the Priests present and entitled to a seat in the Convention.

Sec. 3. In the event the Bishop, Bishop Coadjutor or Suffragan Bishop finds it necessary to be absent from the Chair after Convention has opened, there being no Bishop Coadjutor or Suffragan Bishop, the President of the Standing Committee may be appointed to serve as acting-President, or an election may be held from among the priests present and entitled to a seat in the Convention.

Article V Of the Secretary of the Convention

Sec. 1. A Secretary shall be elected by ballot at each Annual Convention and shall remain in office until a successor is elected. The Secretary shall be either a member of the Clergy or a member of the Laity entitled to membership in the Convention at which elected. It shall be the duty of the Secretary to keep a record of all the proceedings of the Convention; to preserve its records; to attest its public acts; and faithfully to deliver to the successor Secretary all books and papers relating to the business of the Convention. The Secretary shall publish the Convention Journal and shall give due notice of all meetings of the Convention to each Clergy member, and Congregation entitled to membership in the same.

Sec. 2. The Secretary may, with the approval of the Convention, appoint an Assistant Secretary, or assistant Secretaries, to serve during the Convention.

Sec. 3. If there be any vacancy in the office of Secretary in the interval between Conventions, the Standing Committee shall appoint a Secretary to act until the next Convention.

**Article VI
Of the Treasurer of the Convention**

Sec. 1. A Treasurer shall be elected by ballot at each Annual Convention, who shall remain in office until a successor is elected. The Treasurer shall be either a member of the Clergy or a member of the Laity entitled to membership in the Convention at which elected. The Treasurer's duties shall be to receive and disburse, under the direction of the Convention, all moneys collected by the authority of the Convention, except those moneys for which a special Treasurer is provided by the Convention. The Treasurer shall give bond for the faithful discharge of the duty of the office in such sum and in such Surety Company as shall be approved by the Standing Committee. The Treasurer shall render an account to each Annual Convention of all moneys received and disbursed, which account shall be audited as ordered by the Convention or directed by Canon.

Sec. 2. In the event of a vacancy in the office of Treasurer, the Standing Committee shall appoint a treasurer to act until the next Annual Convention.

**Article VII
Of the Transaction of Business**

Sec. 1. One-third of the Clergy entitled to seats and votes in the Convention and lay delegates representing one-fourth of the Congregations entitled to representation in the Convention, being duly assembled, shall constitute a quorum for the transaction of business; but a smaller number may adjourn from time to time.

Sec. 2. All elections not otherwise provided for in this Constitution or by Canon shall be by joint ballot, unless the same be dispensed with by unanimous consent.

Sec. 3. The Clergy and Laity shall deliberate as one body. Each member shall be entitled to one vote and a majority of all the votes cast shall determine any question submitted unless otherwise provided for in this Constitution, by Canon or by Rule of the Convention.

Sec. 4. If any three members shall call for a vote by yeas and nays, the Secretary shall call the roll of the Convention and each member shall announce a vote as each name is called. The votes so cast shall be recorded in the Journal; and no member shall be excused from voting except by consent of the Convention.

Sec. 5. If any three clerical members, or three lay delegates, being representatives from three different Congregations, shall demand a vote by Orders, the vote shall be taken by a division of each Order, and a majority of the votes of each Order shall be necessary to an affirmative decision. If those demanding a vote by orders also demand a roll call, the Secretary shall call the roll of the Convention and each member shall thereupon announce a vote. The votes so cast shall be recorded in the Journal. When a vote by Orders is demanded, no member shall be excused from voting except by consent of the Convention. In all voting by Orders provided for in this Constitution the lay delegates shall vote as individuals and not as Congregations.

**Article VIII
Of the Chancellor, Historiographer, and Registrar**

At each Annual Convention the President of the Convention, shall nominate to the Convention for confirmation officers to be known respectively as the Chancellor, the Historiographer, and the Registrar of the Diocese. They shall remain in office until their successors are confirmed. They shall be confirmed adult communicants of this Church in good standing in this Diocese and their duties shall be such as usually appertain to the officers so named. If a vacancy occurs before the next Annual Convention, such vacancy shall be filled by the Ecclesiastical Authority.

**Article IX
Of the Standing Committee**

Sec. 1. Before the adjournment of each Annual Convention two members of a Standing Committee shall be elected by a ballot of the Clergy and Laity voting by Orders, to consist of one Priest from among those entitled to seats and votes in the Convention and of one lay member who shall be a confirmed adult communicant of this Church in good standing in this Diocese as defined by the Canon Law of the Diocese. The members of the Committee shall serve for three years, or until their successors are elected.

Sec. 2. No member shall be eligible for re-election, or appointment to fill a vacancy, at an earlier time than twelve months following the expiration of the second term of office.

Sec. 3. Vacancies occurring during the recess of the Convention shall be filled from the Order affected, as soon as it is practicable, by the vote of the remaining members, all having been duly notified of the time and place of the meeting and the object thereof; such election subject to the approval of the Bishop.

Sec. 4. At their first meeting, which shall be on the last day of the Convention, or as soon after as is practicable, they shall elect one of their clerical members to be President and another of their members, either clerical or lay, to be Secretary.

Sec. 5. They shall keep complete minutes of their proceedings and shall report all business transacted to the Annual Convention. A majority of the members, all having been duly notified, shall constitute a quorum except for such purposes as agreeable to their own rules or to requirement of Canons, which may demand a larger number.

**Article X
Of the Election of a Bishop**

Sec. 1. The election of a Bishop, or of a Bishop Coadjutor, or of a Suffragan Bishop, of the Church in this Diocese shall be made in Convention by a concurrent vote of the Clergy and of the Laity, the two Orders voting by ballot, separately, in open Convention; and when all the votes of both Orders shall have been deposited, the tellers of the Clerical and of the Lay vote, respectively, shall proceed to count the votes, and if, among those voted for, one shall be found to have received upon the same ballot a majority of the votes of the Clergy and a majority of the votes of the Laity, that one shall be declared duly elected.

Sec. 2. If a vacancy in the office of Bishop of the Diocese shall occur more than three calendar months before the time appointed for the meeting of the Annual Convention, the Standing Committee, within fifteen days after the occurrence of the vacancy, may call a special Convention as in the Second Article of this Constitution is provided; and the special Convention so called shall proceed to the election of a Bishop.

**Article XI
Of the Admission of New Parishes and Missions**

Sec. 1. A new Parish or Organized mission may be admitted into union with the Convention, on motion, by a majority of votes, provided, if it is incorporated, it shall have presented to the Bishop, at least one month before the meeting of the Convention, a written instrument containing its Articles of Incorporation; or, if not incorporated, a request for admission into union with the Convention subscribed by the Wardens, or Warden, as the case may be. Such instrument, in either event, must contain a declaration of the parties thereto that they expressly accede to the Constitution, Canons, Discipline, Doctrine and Worship of the Episcopal Church, and to the Constitution and Canons of the Church in this Diocese. A certificate shall be produced from the Bishop of the Diocese also that satisfactory evidence has been presented, not less than one month prior to the meeting of

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the Convention, that such organization has existed for not less than one year previous, and that during such time regular services of the Church have been maintained, and that approval is given of such authorization. If there be no Bishop, then such certificate shall be made by the Standing Committee. These papers shall be submitted with the formal application for admission into union with the Convention.

Sec. 2. A Parish or Mission may, for good and sufficient cause, be deprived of its right to representation in Convention by a concurrent vote of two-thirds vote of each Order.

Sec. 3. The Church in Convention may prescribe further terms for the admission of Parishes and Missions not in conflict herewith.

Article XII Of Assessments

Sec. 1. The Church in Convention shall have power to raise money by equitable assessment on the Congregations of the Diocese, either by Canon or by special vote, for all necessary expenses of the Diocese.

Sec. 2. The Church in Convention may impose such penalty as it may deem fit in the case of failure to pay such assessment.

Article XIII Of Alterations or Amendments

This Constitution shall not be amended except in the following manner: A proposition for any change shall be introduced in writing and considered in Convention; and, if approved of, the same shall be transmitted to the Vestries and Bishop's Committees of all Congregations of the Diocese. Then, if approved of in the next ensuing Annual Convention by a majority of each Order, the change shall take place and the Constitution so amended shall be valid and obligatory from and after the adjournment of the Convention at which its final ratification was effected.

The Canons

Canon 1 Of the Clerical Members of the Convention

Sec. 1. Within one week before the meeting of every Convention of this Diocese, the Ecclesiastical Authority shall prepare, or cause to be prepared, a list of all Clergy canonically resident in the Diocese, with the names of their respective Cures or Parishes, or Stations, or the Institutions in which they are engaged, or whether they are a member of a congregational Ministry Development Team (MDT), or whether retired on account of age or infirmity, or are engaged in secular work, specifying at the same time who of any class are Deacons, which list shall be prefixed to the Journal and form a part thereof.

Sec. 2. A list of the names of all Clergy and other persons entitled to seats and votes in the Convention, under Article III of the Constitution, shall be prepared by the Bishop, or in case there be no Bishop, or by default, then by the Standing Committee. Said list shall be laid before the Convention on the first day of the meeting, and shall be presumptive evidence of a right to a seat and vote of all those whose names appear thereon.

Sec. 3. In case the right of any Cleric of this Diocese to a seat in the Convention be disputed or claimed, it shall be determined according to the provision of Article III, Sec. 1 of the Constitution by the Convention itself.

Sec. 4. The Secretary of the Convention shall record in a book to be provided and kept in accordance with the Canon determined in General Convention, entitled "Of the Filling of Vacant Cures", all notices that shall be transmitted in accordance with said Canon.

Sec. 5. Every Minister who may be received into this Diocese shall procure from the Bishop, or in case of disability or inability to act, from a majority of the Clerical members of the Standing Committee, duly convened, a certificate that such Cleric has been received into this Diocese in compliance with the Canon determined in General Convention. And, before such cleric shall be entitled to a seat in the Convention, there shall be transmitted to the Secretary such certificate, to be recorded in the book mentioned in Section 4. In case of the contested right to a seat in the Convention of any Minister who may be received into this Diocese, the production of such record, or of such certificate, or of the Secretary's written acknowledgment of receipt of the same, shall be presumptive evidence of regular admission, and the certificate, if not previously recorded, shall thereupon be recorded by the Secretary in the said book.

Sec. 6. The Parishes and Missions shall pay the necessary traveling expenses and all other expenses of the Rector or Priest-in-charge incurred in attending the Diocesan Convention.

Canon 2 Of Lay Members of the Convention

Sec. 1. Lay Delegates from Parishes, to either Annual or Special Convention, shall be elected by the Vestry, at a meeting held as provided in Article III, Sec. 3 of the Constitution. A vacancy in the delegation shall be filled as provided for in Article III, Sec. 3 of the Constitution.

Sec. 2. The evidence of the election of a Lay Delegate from a Parish, in accordance with Article III, Sec. 3 of the Constitution, shall be a certificate signed by the Rector of the Parish or by the Clerk of the Vestry. If there be no Rector, or if the election shall have been made at any legal Vestry meeting held in the absence of the Rector, then such certificate shall state that fact, and shall be signed by the Warden who presided at the meeting at which such Delegate was elected, and also by the Clerk of the Vestry. The certificate must show upon its face that the election has been held in accordance with all the requirements

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of the Canon, and shall certify that the Delegate is a Lay Member of the Parish represented, to vote on behalf of the Vestry.

Sec. 3. The evidence of the election of a Lay Delegate from an Organized Mission in union with the Convention shall be a certificate of the Bishop's Committee of the Mission, showing conformity to the requirements of Article III, Sec. 3 of the Constitution, and showing the approval thereof, which shall be made in writing.

Sec. 4. It shall be the duty of the Clerk of each Vestry and Bishop's Committee to provide the Secretary of the Diocese with the names and addresses of all Delegates and Alternates to the Annual Convention not less than thirty days prior to the call to order of the Convention.

Sec. 5. The Parishes and Missions shall pay the necessary traveling expenses of the Lay delegates incurred in attending the Diocesan Convention.

Canon 3

Of Obligation in Default of Representation

Any Parish or Mission in union with the Convention which shall neglect or decline to appoint delegates, or whose delegates neglect or fail to attend the meetings of the Convention; or which shall incur suspension from or forfeiture of privileges by failure to pay Canonical assessments, or otherwise, shall be bound nevertheless by all the lawful acts of the Convention the same as if fully represented.

Canon 4

Of a Nominating Committee

Sec. 1. A Nominating Committee of two Clerics and two Lay members shall be appointed by the Bishop at least one hundred and twenty days prior to the call to order of each Annual Convention of the Diocese. It shall be the duty of this Committee to make nominations for all offices to be filled by election at the Convention, except for those offices for which the Bishop makes nominations.

Sec. 2. The Committee shall solicit the Diocese for nominees. At least ninety days prior to any Convention, it shall send a list of the offices for which it will be making nominations to the Warden of each Parish and Mission as well as to each Priest and Deacon canonically resident in the Diocese. The Vestry or Bishop's Committee of each Parish or Mission in union with the Convention, or any group of five confirmed adult communicants of this Church in good standing in this Diocese, may submit to the Committee one nomination for each office. Such nominations must be received by the Committee no later than sixty days prior to the Convention. All nominees must be canonically resident, free of Ecclesiastical discipline in the Diocese of Iowa and qualified as electors of a Parish or Organized Mission.

Sec. 3. The Committee shall nominate at least one candidate for each office, all nominees having given their consent to having their names placed in nomination. The Committee's list of nominations shall include all names submitted in accordance with the provisions of Sec. 2, of this canon, providing the proper consent has been given.

Sec. 4. The report of the Nominating Committee shall contain the complete list of nominees for each office, together with a brief biographical sketch of each nominee. This report shall be mailed from the Diocesan Office, at least thirty days prior to the meeting of Convention, to all Clergy entitled to votes, and to those Delegates and Alternates whose credentials have been received. This report shall also be presented to the Convention at the proper time, with provision thereon for further nominations from the floor, all such nominees having given their consent to having their names placed in nomination.

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Sec. 5. It shall be the duty of the Nominating Committee to verify that any persons nominated from the floor have given their consent to having their names placed in nomination.

Sec. 6. The provisions of this Canon shall not apply to nominations for a Bishop, or a Bishop Coadjutor, or a Suffragan Bishop, of the Church in this Diocese.

Canon 5

Of Deputies to the General Convention

Sec. 1. Four Clerical and four Lay Deputies from this Diocese to the General Convention shall be elected by ballot by Orders at the Annual Convention second next preceding the regular meeting of the General Convention, and shall continue in office until the next regular General Convention, or unless changed under Section 3 and 4 of this Canon. The Clerical Deputies shall be clergy canonically connected with the Diocese, and also entitled to seats in the Diocesan Convention which elects them; and the Lay Deputies shall be confirmed adult communicants of this Church in good standing in this Diocese. The Deputies shall be reported to the Secretary of the General Convention in the following order, namely; the person in each Order receiving the largest number of votes on the first ballot at which there shall be an election shall be reported first, and so on through the list.

Sec. 2. Four Clergy and four members of the Laity, having the necessary qualifications of Deputies to the General Convention, as provided in Section 1, shall be elected by ballot by Orders at the Annual Diocesan Convention next preceding the regular meeting of the General Convention to serve as Provisional Deputies, and shall continue in office until the next succeeding regular meeting of the Convention.

Sec. 3. If any one of the Deputies, before the meeting of the General Convention, should be unable to attend, such deputy shall at once notify the Bishop, or, if there be no Bishop, the Standing Committee; and it shall be the duty of the Bishop or of the Standing Committee, if it be called upon to act, to appoint one of the Provisional Deputies to supply the vacancy so created.

Sec. 4. In case of a vacancy created by the death of a Deputy or by removal from the Diocese, the vacancy shall be filled as provided for in Section 3.

Sec. 5. In the event of the failure of the Diocesan Convention to elect a full delegation, or in the event of a full delegation not appearing in the General Convention, or in the event of a Deputy withdrawing from the General Convention, the Deputies in attendance, with the consent of the Bishop, if present, shall name the Provisional Deputy or Deputies who shall supply the vacancy. Or, if there be not enough Provisional Deputies present or procurable for this purpose, substitutes may then be appointed in the same manner from any other eligible persons who may be present.

Canon 6

Of Deputies to the Provincial Synod

Sec. 1. At each Annual Convention held in an even-numbered year there shall be elected as Deputies two Presbyters or Deacons and two Lay members, and at each Annual Convention held in an odd-numbered year there shall be elected as Deputies one Presbyter or Deacon and one Lay member, to represent this Diocese at the Synod of the province in which this Diocese is located, who shall continue in office until their successors are elected. The Clerical Deputies shall be Presbyters or Deacons canonically connected with the Diocese, and also entitled to seats in the Diocesan Convention which elects them; and the Lay Deputies shall be confirmed adult communicants of this Church in good standing in this Diocese.

Sec. 2. All elected Deputies shall serve for a two-year term. The required number of persons receiving the highest number of votes shall be declared the elected Deputies, and

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the required number of persons receiving the next highest number of votes shall be declared elected Alternate Deputies.

Sec. 3. If any of the Deputies, before the meeting of the Provincial Synod, should be unable to attend, such deputy shall at once notify the Bishop, or, if there be no Bishop, the Standing Committee; and it shall be the duty of the Bishop or of the Standing Committee, if it shall be called upon to act, to appoint one of the Provisional Deputies to supply the vacancy so created.

Sec. 4. In case of a vacancy by the death of a Deputy, or by removal from the Diocese, the vacancy shall be filled as provided for in Section 3.

Sec. 5. In the event of the failure of the Diocesan Convention to elect a full delegation, or in the event of a full delegation not appearing at the Provincial Synod, or in the event of a Deputy withdrawing from the Provincial Synod, the Deputies in attendance, with the consent of the Bishop, if present, shall name the Provisional Deputy, or Deputies, who shall supply the vacancy. Or, if there be not enough Provisional Deputies present or procurable for this purpose, substitutes may then be appointed in the same manner from any other eligible persons who may be present.

Sec. 6. The Diocesan Convention may, by majority vote, refer the selection of one or more Deputies to the Provincial Synod to the Board of Directors of the Episcopal Corporation, such selection to be made by majority vote of said Board of Directors.

Canon 7

Of the Episcopal Corporation

Sec. 1. The "Episcopal Corporation of the Diocese of Iowa" shall be a body corporate under the laws of the State of Iowa for the purpose of holding in trust, or otherwise, any property given or acquired for objects connected with The Episcopal Church in the Diocese of Iowa other than that held by Parochial Corporations, and shall assist the Bishop in the unification, development and prosecution of the work of missions, Church extension, religious education and social service in the Diocese, and perform such work as may be committed to it by the development of such new work between the annual sessions of said Convention as may be deemed necessary; and receive and allocate all funds raised within the Diocese for the above-named purposes, and for the Church's programs; subject, however, to the provisions of the Constitution and Canons of the Diocese, and to Constitution and Canons of the General Convention. The Bishop shall be the executive head of all such work.

Sec. 2. The Board of Directors of the Episcopal Corporation shall be constituted in accordance with the By-Laws of the Corporation and shall consist of ex-officio directors, the Bishop of the Episcopal Diocese of Iowa, the Bishop Coadjutor of the Episcopal Diocese of Iowa, if there be one, the Treasurer of the Diocese, and the Chancellor of the Diocese; up to twelve (12) directors, one from each chapter to serve one three-year term of whom one-half shall be clergy and one-half laity, nominated by the various chapters in rotation and confirmed by the annual Diocesan Convention; and six (6) At Large directors of whom three (3) shall be clergy and three (3) laity each of whom shall be elected at an annual meeting of the Diocesan Convention, all eligible for membership in the Diocesan Convention which elects them. The President of the Standing Committee shall be an ex-officio member of the Board of Directors of the Corporation with seat and voice only. Seven (7) directors shall constitute a quorum.

Sec. 3. Directors shall hold office until their successors shall have been elected and have accepted such election. The Board shall have the power to fill vacancies occurring in the regular membership until the next meeting of the Convention, and such vacancies shall be filled by the Convention. No elective member shall be eligible for re-election, or appointment to fill a vacancy, at an earlier time than twelve (12) months following the expiration of the second consecutive term of office. (Effective at 155th Annual Convention.)

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Sec. 4. (a) Within thirty (30) days after the adjournment of the Diocesan Convention, the Board shall meet for the purpose of organization. The Bishop of the Diocese shall be the President of the Corporation and shall be elected to such office annually by the Board of Directors. The Board shall elect a Vice-President, a Secretary, a Treasurer and such other officers as shall be necessary in accordance with the By-Laws of the Corporation.

(b) The Corporation shall organize those Commissions and Committees required and desired to accomplish the duties assigned to the Corporation and to accomplish the functions of the Corporation. One of such Commissions shall be the Stewardship Commission, the Chairperson of which shall be appointed by the Bishop from among the Directors of the Corporation. The Stewardship Commission shall function as a "Finance Department" in terms of the Constitution and Canons for the Government of The Episcopal Church.

Sec. 5. The work of the Corporation, as it is necessary to carry out the program of the Diocesan Convention, shall be executed through such consultants, commissions and committees as it deems necessary.

Sec. 6. The Corporation may enact and amend its By-Laws for its government not inconsistent with the provisions of the Canons of the Diocese.

Sec. 7. The Corporation shall take to each annual meeting of the Diocesan Convention a report of the work done under its supervision during the preceding calendar year, together with whatever recommendations the Corporation may desire to make to the Convention.

Sec. 8. (a) No later than one hundred twenty (120) days prior to the annual convention, the Corporation shall formulate and transmit to the Minister and Warden of each Parish and Mission a list of program ideas for the ensuing year, with estimated dollar amounts attached. The Parishes and Missions may then indicate to the Corporation their desires regarding the possible programs on the list and their relative priority. Any such communication so received shall be forwarded to the Stewardship Commission for their use in drafting a proposed budget.

(b) No later than sixty (60) days before the Diocesan Convention the Corporation shall consider and act upon the proposed Budget and proposed Assessments for the Diocesan Fund for the ensuing year which has been submitted to it by the Stewardship Commission. Upon approval by the Directors, the report of the Stewardship Commission shall be submitted to the Diocesan Convention for adoption.

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Of the Consultants

Sec. 1. The Consultants forming the Executive Cabinet of the Diocese of Iowa shall be appointed by the Bishop, with the approval of the Board of Directors of the Episcopal Corporation, and shall hold office at the discretion of the Bishop.

Sec. 2. Provision for the payment of their compensation and the necessary expenses of their office shall be determined by the Finance Commission and paid from the Diocesan Fund upon approval of the Diocesan Convention.

Sec. 3. They shall perform such duties as may be assigned them by the Bishop, or the Diocesan Convention.

Canon 9 Of the Office of a Chaplain

Sec. 1. A chaplain in this Diocese may be appointed by the Bishop with the approval of the local Vestry, a Bishop's Committee or other local governing body, to serve in any of several specialized categories, i.e., as Chaplain of a University Community, as Chaplain of a Hospital Community, etc.

Sec. 2. Such appointment shall be made by letter from the Bishop outlining the area of responsibility and with reference to this Canon.

Sec. 3. Provision for the payment of Chaplain's compensation and the necessary expenses of the office shall be determined by the Bishop in conjunction with the Finance Commission of the Episcopal Corporation.

Sec. 4. The appointment of a Chaplain may be terminated by mutual understanding of the Bishop and Chaplain with the approval of the Vestry, Bishop's Committee or local governing body.

Sec. 5. If for any reason the parties involved in the pastoral relationship shall not agree as to the dissolution, a hearing may be sought by either party before the Bishop and Standing Committee with the judgment rendered by them being final.

Canon 10 Of the Diocesan Fund

Salaries and expenses of the Bishop and Bishop Coadjutor, if there be one, in excess of amounts provided from special funds administered by the Episcopal Corporation of the Diocese, the expenses of the Convention and of its officers, assessments upon the Diocese for the expenses of the Provincial Synod and the General Convention, and such other Diocesan expenses as may be so provided by Canon or by resolution of the Convention, shall be paid from the Diocesan Fund.

Canon 11 Of the Committee on Ways and Means

Sec. 1. A Committee on Ways and Means shall act under the authority of the Stewardship and Planned Giving Commission of the Episcopal Corporation.

Sec. 2. The Committee on Ways and Means shall formulate in detail each year, and submit to the Corporation for its approval a recommendation to the Annual Convention of the Budget and all proposed Askings for support of the Diocesan Budget for the ensuing calendar year. This Budget shall be drawn on a priority basis; and the proposed Askings shall be based upon the average of the annual income received by each congregation in each of the most recent three years for which data is available. The amount of income to be asked shall be: the total Operating Revenue as defined for the Annual Parochial Report. From this amount there will be allowed as a deduction one-half of the amount included in the total Operating Revenue which was given as pledge to the Diocese in the most recently completed year. The Committee on Ways and Means shall formulate the proposed Askings by means of a scale of percentages to be determined by said Committee insuring an equitable distribution of the total Asking to the congregations upon the basis of the demonstrated financial ability of each. The Ways and Means Committee shall present their finding to the Diocesan Convention for action. When by action of the Convention the proposed Budget and Askings are adopted, they shall be the Budget and Askings for the Diocesan Budget for the ensuing year. If the pledge that an individual congregation makes in response to this asking is less than the amount asked, the pledge shall be accompanied by a letter from the vestry or bishop's committee of said congregation, and signed by all its members, explaining the reason or reasons for the difference.

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Sec. 3. After securing Board approval, and no later than fifty (50) days before the call to order of an Annual Convention, the Committee on Ways and Means shall transmit to the Minister and Treasurer of each congregation a report of the proposed Budget and Askings.

Sec. 4. The Treasurer of the Diocese, not later than sixty (60) days following the adjournment of the Convention, shall transmit to the Minister and Treasurer of each congregation a statement of the Asking imposed on the same for the ensuing year.

Sec. 5. It shall be the duty of every congregation to forward to the Treasurer of the Diocese on or before the last day of each month, one-twelfth (1/12) of the Pledge submitted.

Sec. 6. If, at the close of the year, there shall remain a balance in the treasury, such balance shall be held as a reserve fund, unless otherwise disposed of by the Convention.

Sec. 7. A written order or direction of the Bishop approved by certified copies of a resolution of the Committee on Ways and Means, addressed to the Treasurer of the Diocese for the expenditure of moneys in his hands other than expenditures for Bishop's salaries, the Diocesan Fund, or purposes declared by express resolution of the Convention, shall be accepted as "under the direction of the Convention" referred to in Article VI, Sec. 1, of the Constitution.

Canon 12 Of Property

Property shall be held by the Episcopal Corporation solely for purposes allowed by the statutes of the State of Iowa, under which said Corporation is organized, and for such purposes and with such limitations as are designated in the Articles of Consolidation or By-Laws which shall not be inconsistent with the Constitution and Canons of the Episcopal Church and Constitution and Canons of the Church in the Diocese of Iowa. The officers and/or directors of said Corporation shall make a report to the Annual Convention, which report shall cover all property held by the Corporation and the receipts and disbursements of all funds.

Canon 13 Of the Pension Fund

Sec. 1. It shall be the duty of this Diocese and of the Parishes, Missions and other ecclesiastical organizations or bodies therein, each through its treasurer or other proper official, to immediately inform The Church Pension Fund of all salaries and other compensation paid to Clergy; of any changes in such salaries and other compensation as they occur; and to promptly pay to The Church Pension Fund all pension assessments required thereon pursuant to the Canons of the Episcopal Church related thereto.

Sec. 2. It shall be the duty of every Cleric canonically resident in this Diocese to promptly inform The Church Pension Fund of such facts as dates of births, of ordination or reception, of marriage, births of children, deaths, and changes in cures or salaries, and to any and all other things that may be necessary or required by The Church Pension Fund in order to insure its proper administration and to fully cooperate therewith in such other ways as will effectively permit The Church Pension fund to discharge its obligations.

Canon 14 Of the Commission on the Ministry

Sec. 1. (a) At the Annual Convention of the Diocese the Bishop shall appoint and the Annual Convention confirm a Commission on Ministry to consist of not less than six (6) nor more than eighteen (18) Clergy and Lay Persons with membership being one-half in each order with one-third in each order being appointed and approved each year. The term shall be for a three-year period. Members shall be eligible for two consecutive terms. No one so approved shall be eligible for re-appointment until after the expiration of one year after the term has expired. At least one clergy member shall have been ordained less than five (5) years.

(b) The Bishop shall be an ex officio member of the Commission on the Ministry.

Sec. 2. The duties of the Commission on the Ministry shall be those described in "The Constitution and Canons of The Episcopal Church" including examination of Postulants and Candidates for Holy Orders, examination of Ministry Development Teams, and such other duties relating to the ministry of this Diocese as shall be assigned by the Bishop.

Sec. 3. The Commission on the Ministry shall have the power to devise and enact by-laws for its own governance, not inconsistent with the Constitution and Canons of the Diocese.

Sec. 4. The Commission on the Ministry shall report in full to the Annual Convention of the Diocese.

Canon 15 Of Deaneries

Sec. 1. The Diocese shall be organized into various regions, known as Mission Chapters (Chapters). The size, number and boundaries, and included counties, cities or towns and congregations will be determined from time to time by the Ecclesiastical Authority.

Sec. 2. The objectives of Mission Chapters shall include but not be limited to
(a) Planning and development of collaborative ministries within the Chapter.

(b) Promotion of the mission and ministry of the Church including
(i) Initiating and responding to resolutions from Diocesan and General Convention.

(ii) Reviewing and responding to the annual budget proposal for the Diocese.

(c) Orientation of delegates to Diocesan Convention
(d) Developing and strengthening the lines of communication within the Diocese.

(e) Selecting a person to represent the Chapter on the Episcopal Board of Directors.

(f) Advancement of the Church's overall mission in the world.

Sec. 3. Each Mission Chapter shall be organized to carry out the work of the Chapter as it shall be from time to time determined. Each congregation in a Chapter shall have representation on a Chapter Council and the Chapter Council shall direct the activities of the Chapter. The size, composition, and terms of the Chapter Council members and officers of the Chapter shall be determined from time to time by the Chapter Council under the direction of the Ecclesiastical Authority.

Sec. 4. Each Chapter Council may adopt such rules of order or by-laws, in conformity with these canons, as it deems appropriate, to implement its organization and its work which shall be approved by the Ecclesiastical Authority.

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Sec. 5. A Chapter Council shall have no authority in the internal affairs of any congregation.

Sec. 6. Chapters shall be associated with one another for the purpose of representation on the Board of Directors of the Episcopal Corporation. Chapters shall be grouped by the Ecclesiastical Authority based upon geographic areas, population and other relevant factors. Such groups of Chapters shall not exceed twelve in number for representation on the Board. Chapter representatives shall have one three-year term and shall have seat, voice and vote on the Board of Directors.

Sec. 7. Each Mission Chapter shall include a liaison appointed by the Ecclesiastical Authority.

Canon 16 Of the Commission on Church Property, Architecture and Allied Arts

Sec. 1. There shall be a Commission of the Diocese, to be known as the Commission on Church Property, Architecture and Allied Arts, which shall consist of the Bishop, the Bishop Coadjutor or Suffragan Bishop, if there be one, together with at least two (2) clerics and at least three (3) lay members. At least three (3) members of the committee shall be skilled in church architecture, construction, and finance. One commission member shall also be a member of the Board of Directors and one shall also be a member of the Standing Committee. All members of the committee shall be appointed annually by the Bishop.

Sec. 2. The Commission shall give its counsel on all questions of land purchase, financing, church architecture, and construction of church property, whether relating to new construction or remodeling of an existing church facility. The Commission shall also offer guidance and counsel on matters of property safety and risk management for new and existing church facilities.

Sec. 3. Before erecting a church building, parish house, or rectory, or making changes of structural significance to existing buildings, all congregations shall submit plans for building and financing to the Commission for review. The Commission shall submit its recommendation to the Board of Directors and/or the Standing Committee for approval.

Sec. 4. Whenever a Revolving Fund Loan Application is submitted to the Diocese, it shall be forwarded to the Commission for its review and recommendation for approval or rejection.

Sec. 5. The Commission shall oversee the upkeep and maintenance of the diocesan headquarters, and recommend such reasonable financial expenditures as may be necessary therefore.

Canon 17 Of Diocesan Institutions

Sec. 1. No institution, society, corporation or person shall solicit money or other properties in the name of the Diocese of Iowa, or as an institution of the Episcopal Church in the Diocese of Iowa, or claim to be or hold itself out as an institution of the Diocese of Iowa, unless it shall have first qualified as a Diocesan Institution by this Church as herein provided.

Sec. 2. Institutions, societies, corporations or persons may be recognized as Diocesan Institution if, but only if, they shall have first met the following conditions, and shall continue to meet the following conditions:

(a) Any such institution, society, corporation or person must submit to the Convention of the Diocese its Charter, Constitution or Articles of Incorporation and obtain

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the approval and acceptance by the Convention of such Charter, Constitution or Articles of Incorporation.

(b) The Convention shall not approve or accept any such Charter, Constitution or Articles of Incorporation of any such institution, society, corporation or person unless such Charter, Constitution, Articles of Incorporation or By-Laws shall contain the following minimum provisions:

(i) The Bishop and at least one (1) cleric from the vicinity of the society or institution must be ex officio members of the board of directors, board of trustees or other governing board of such society or institution.

(ii) At least a majority of such board of directors, board of trustees or other governing board, must be confirmed adult communicants of this Church in good standing in this Diocese.

(iii) Such institution, society, corporation or person must be a charitable or non-profit institution, society or corporation within the meaning of the laws of the State of Iowa.

(iv) Any such institution or society must report to the Annual Convention of the Diocese of Iowa on the status of the organization, the nature of its work as it relates to the Christian faith, and the nature of the work accomplished during the preceding year. Such report shall certify no changes have occurred to alter its status as a Diocesan Institution.

Sec. 3 (a) This Canon shall apply to existing societies, institutions, corporations and persons considered to be an institution of The Episcopal Church in the Diocese of Iowa.

(b) All Charters, Constitutions, Articles of Incorporation and By-Laws referred to in this Canon shall be transmitted to the Chancellor for examination before presentation to the Convention. The report of the Chancellor shall accompany each presentation to the Convention.

Sec. 4. The provisions herein shall be deemed to be minimum requirements only, and the Convention shall have the authority to demand such other or additional requirements as it may deem necessary.

Sec. 5. If the Ecclesiastical Authority of the Diocese shall determine that any such institution, society, corporation or person does not conform, or has ceased to conform, to the provisions of this Canon, or that its standards of work and service are not sufficiently high to warrant its recognition as a Diocesan Institution, the Ecclesiastical Authority shall submit the same to the Convention and the Convention shall then, in its discretion, revoke the diocesan status of any such society, institution, corporation or person, and it shall cease to be a Diocesan Institution and it shall lose all privileges given it by this Canon, and it shall further cease to hold itself out as an institution of this Church and it shall not use the name of the Church to solicit funds or for any other purpose.

Sec. 6. In the case of any society or institution which shall have any provision in its Articles for the election of a member of its governing body by the Convention, such member shall be elected by the Convention and nominations shall be made by a nominating committee annually appointed by the Bishop, but this shall not prevent nominations from the floor of the Convention for the purpose of electing any such member of any such body.

Sec. 7. The Secretary of the Convention shall report the names of all institutions and their activities in the Journal of the Annual Convention.

Canon 18 Of the Cathedrals

Sec. 1. The Convention of the Diocese of Iowa hereby acknowledges Trinity Church, Davenport, and St. Paul's Church, Des Moines, as the Cathedrals of the Diocese. Trinity

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Cathedral is recognized as the historic site, and St. Paul's Cathedral as the liturgical center of the Diocese.

Sec. 2. The congregation of each Cathedral shall be a parish, with all the normal and prescribed parochial organizations, duties, rights and privileges; provided, however, that the Bishop shall nominate a priest to be the Rector and Dean. When the Bishop shall be notified that there is, or is about to be, a vacancy in the Rectorship of the Cathedral congregation, then such Bishop shall, nominate any number of Priests, not less than five (5) deemed fit and suitable, from whom the Vestry shall select one (1) to be called as Rector; or, if for good reasons no one of these shall be selected, the Vestry shall notify the Bishop, who may then nominate others until a selection shall be made. Such Rector, when duly elected and installed, shall become Dean of the Cathedral with such duties, rights and privileges of the rector of a parish.

Sec. 3. The Bishop shall have the Episcopal seat in the Cathedral and shall have the right to occupy it at all times. The Bishop may preach in the Cathedral at any service at which such Bishop is present, and shall have the right to order the type of service which shall be conducted at the time of any Visitation, and take such part in the service as elected. On eight days' notice to the Dean, or to the Wardens if there be no Rector or Dean, the Bishop shall have the right to hold any special service desired. On thirty (30) days' notice to the Dean or Wardens, the Bishop shall have the right to use the Cathedral or the Parish House for any purpose effecting the work of the Diocese of Iowa, the work of the Province, or the work of The Episcopal Church.

Sec. 4. The Bishop shall be ex officio a member of the Vestry, and when present, may preside at its meetings; the Bishop shall receive a notice of every Vestry meeting and Congregational Meeting of the Parish.

Sec. 5. If a Cathedral be without a Rector or Dean, the Bishop shall have the right to provide for the services. No one shall be appointed Priest-in-Charge in the interim by the Vestry, without the Bishop's consent and approval. The Bishop shall be regarded as the Rector of the Parish and Cathedral until a Rector has been called and is in residence.

Sec. 6. Only with the consent of the Bishop, and the Bishop Coadjutor, if there be one, and by a majority of the affirmative votes of the Annual Convention of the Diocese, and a two-thirds affirmative vote of both Cathedral vestries may this Canon be amended, revised or changed in any way.

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Deleted by Resolution XVI of the 147th Annual Convention of the Diocese of Iowa, November 5-6, 1999

Canon 22 Of the Organization of Parish or Mission

Sec. 1. Any number of persons, no fewer than ten (10), who shall be confirmed adult communicants of this Church in good standing in the diocese, and who are not already within the bounds of an incorporated Parish, may organize themselves as a Parish or Mission, also to be known as a Congregation, and they shall proceed as follows:

Sec. 2. (a) Notice of intention to organize a Parish or Mission shall first be given to the Ecclesiastical Authority of the Diocese of Iowa. Said notice shall be in writing, and in the following form:

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Dear Bishop _____:

We, whose names are hereunto affixed, deeply sensible of the truth of the Christian Religion, conscientiously attached to the Doctrine, Discipline and Worship of the Episcopal Church and sincerely desirous of securing the holy influence of the Church for ourselves, our families and our neighbors, do hereby respectfully ask permission of the Ecclesiastical Authority of the Diocese of Iowa to organize ourselves and others as a Parish or Mission of the said Church, under the name and title of _____ Church, _____, Iowa; and we do hereby acknowledge the authority of the Constitution and Canons of the Episcopal Church in the Diocese of Iowa; and we also promise conformity and obedience to the Doctrine, Discipline, Liturgy, Rites and Usages of said Church.

(Signed) _____

(b) This notice of intention shall be signed by at least ten (10) of the adults who propose to be members of the Parish and it shall be sent to the Ecclesiastical Authority.

Sec. 3. (a) If the Ecclesiastical Authority approves of organization, notice of such approval shall then be given in writing to the persons petitioning, who shall then proceed as follows:

(b) Notice of the meeting to organize, its objects, and the time and place of such meeting, shall be publicly read at the time of Morning Service, on two Sundays next previous to said meeting, by some cleric of the Church, and there shall also be posted a notice in some conspicuous place at or near the place of worship, stating that the meeting is for the purpose of incorporating themselves, organizing (adopting Articles of Incorporation for the Parish or Mission if desired), and choosing the Vestry or Bishop's Committee and stating also the time and place of meeting; said notice to be posted at least two (2) weeks previous to the meeting.

(c) At the meeting a cleric, appointed by the Ecclesiastical Authority, shall preside. A Secretary shall be chosen. A book shall be provided for a record of the proceedings, in which shall be entered: first, the notice to the Ecclesiastical Authority, with the names attached to the same, the approval of the Ecclesiastical Authority, the names of the Vestry or Bishop's Committee members chosen for the first year, and any other matters of importance pertaining to the organization; and second, the Constitution and/or Articles of Incorporation and Association.

Sec. 4. Application for admission into union with the Church in Convention shall be forwarded to the Secretary of the Convention at least one (1) month before the meeting of the Annual Convention, which application shall be accompanied with duly certified copies of the following papers: The notice to the Ecclesiastical Authority; the approval of the said Authority; proposed or adopted Articles of Incorporation (if desired); proof that the Parish contains ten (10) confirmed adult communicants of this Church in good standing in this Diocese and the names of the officers chosen for the first year; and a copy of the proposed annual budget of the Parish or Mission, with reasonable evidence of ability to support such a budget.

Sec. 5. Applications for admission into union with the Convention shall be made within two (2) years from date of the approval by the Convention; if not, the Bishop shall consider the permission to organize withdrawn, and shall declare the organization null and void.

Sec. 6. In case the proposed new Parish is within the limits of a city or town where there is an existing Parish or Parishes, application for the establishment of such new Parish shall be made to the Bishop in writing. Whereupon, written notice from the Bishop shall be

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mailed, addressed to the Rector and Vestry of such Parish or Parishes, of a meeting to be held not later than sixty (60) days following the date of such written notice. At this meeting the Rector and Vestry of the existing Parish or Parishes, shall be given an opportunity to be heard on the matter of the establishment of such new Parish. The Bishop, with the advice and consent of the Standing Committee, shall then determine within thirty (30) days following such meeting, approval or disapproval of the establishment of such new Parish, which shall be final and conclusive on the question as to whether such new Parish shall be established. The establishment of a new Parish in the particular city or town in question shall not be again presented within a period of twelve (12) months.

Canon 23 Of the Annual Parish Meeting

Sec. 1. (a) On the first Monday in January of each year, or on any day thereafter not later than April 30th, the Parishioners of each Parish shall assemble in Annual Meeting, to elect members of the Vestry, and to transact such other business as may properly come before them. Notice of such meetings shall be given from the chancel at the regular services of the Church on two Sundays next preceding the time of such meeting. If there be no Rector and if no services are held on such two Sundays, then the Warden shall notify the members by mail of the time of meeting not less than seven (7) days preceding such meeting. When a Parish is without a Rector, the Bishop may, at the written request of the Vestry of such Parish, set a date following January 30th for the Annual Parish Meeting.

(b) Special meetings of the Parishioners may be called by the Rector, or by the Vestry, if there be no rector, and shall be called by the rector upon the written request of the Vestry. Notice of such special meeting shall be given from the chancel at the regular services of the Church on two Sundays next preceding the time appointed for the special meeting and shall declare the purpose of such meeting.

(c) At all Parish meetings the Rector, if there be one, if not, a Warden, shall preside and the Clerk of the Vestry shall act as Clerk of the meeting.

Sec. 2. (a) The electors shall be confirmed adult communicants of this Church in good standing in this Diocese; and such other baptized persons of like ages as may have been regular attendants upon the public Worship of the Church in said Parish, who have contributed to its support for at least three (3) months next preceding the election. Voting by proxy shall not be allowed.

(b) The right of challenge shall be permitted. In case of challenge, Communicant status and regular attendance shall be determined by the Rector, if there be one, or if there be none, by the Warden presiding. The matter of contribution to the support of the Parish shall be determined by the Treasurer of the Parish, or in the absence of the treasurer, by any other Vestry member having knowledge of the case.

Canon 24 Of the Election of the Vestry

Sec. 1. (a) The Vestry shall consist of not less than six (6) nor more than fifteen (15) members, the number to be determined by the Parish Meeting. They shall be baptized persons, and qualified electors, as provided in Canon 23, Sec. 2(a). The Vestry may consist of six (6), nine (9), twelve (12) or fifteen (15) members, and having been so determined by the Annual Parish Meeting shall remain so until changes by the action of some subsequent Parish Meeting.

(b) At the first Annual Parish Meeting, the number of Vestry members having been determined by action of the Parish Meeting, the total number shall be elected. In the event the Vestry members are to serve a three-year term, they shall draw for terms, one-third of the number elected for terms of three years each, one-third for terms of two years each, and one-third for terms of one year each; in the event the Vestry members are to serve two-year terms, they shall draw for terms, one-half to serve for two years and one-half to serve for one year each. No Vestry member having served more than eighteen (18) months of a three-year term shall be re-elected until one year has elapsed since the previous term has expired. No Vestry member serving two consecutive two-year terms shall be re-elected until one year has elapsed since the previous term has expired.

(c) In the event of the increasing of the number of Vestry members by action of the Parish Meeting, one-third of the increased number may be elected for terms of three years each, one-third of the increased number for term of two years each, and one-third of the number for terms of one year each. In the event of the decreasing of the number of Vestry members by action of the Parish Meeting, there shall be at that meeting no election of Vestry members as provided in paragraph (b) of this Section.

(d) In the event of a vacancy occurring in the Vestry during the year, it may be filled by the Vestry; or by a special Parish Meeting, if the Vestry, by resolution, so requests. In the event the Annual Parish Meeting determines that the terms of Vestry members to be elected be for two, rather than three years; election of new Vestry members and drawing for terms of one and two years shall take place as in sub-section (b), above.

(e) The election of a Vestry member or a filling of a vacancy in the Vestry by a special Parish meeting shall be by ballot, and the polls shall be open not less than thirty (30) minutes; or may be closed after all electors present have voted, if there be no objection to such closing made from the floor.

Canon 25 Of the Duty of the Vestry

Sec. 1. The Vestry is urged to cooperate with the Rector in promoting the spiritual welfare of the Parish and shall aid the Rector in the initiation, conduct and development of the program of the Church both within and without the Parish.

Sec. 2. The Vestry shall accept responsibility for the Mission of the Church in the community, the diocese, the nation and the world, and shall be the means by which the General Church and the Diocese communicate with the Parish.

Sec. 3. The Vestry shall represent the Parish in its relations with the Rector.

Sec. 4. The Vestry shall serve as a Council of Advice for the Rector upon his request, or whenever in the judgment of both Wardens there are matters that should be brought to the Rector's attention.

Sec. 5. The Vestry shall encourage fit men and women to enter the specialized ministries of the Church.

Sec. 6. The Vestry shall be the agents and legal representatives of the Parish in all matters concerning its corporate property.

Sec. 7. The Vestry shall supervise the care and maintenance of the buildings, furnishings and other properties of the Parish.

Sec. 8. The Vestry shall be responsible for the proper care of the finances of the Parish.

Sec. 9. The Vestry shall present a complete statement of the financial condition of the Parish to each annual Parish meeting.

Sec. 10. The Vestry will make arrangements for the support of its Rector; and in the event of death, resignation or removal, to notify the Bishop without delay, and to supply

the Rector's place as soon as possible in accordance with the Canons of The Episcopal Church related thereto.

Sec. 11. The Vestry shall be responsible for such other duties as enumerated in Canon 26, of these Canons.

Canon 26 Of the Officers of the Vestry

Sec. 1. At the first meeting of the Vestry following the Annual Parish Meeting they shall elect, out of their own number, a Senior Warden, a Junior Warden, and a Clerk; and they shall also elect a Treasurer for the Parish, and may elect a Missionary Treasurer.

Sec. 2. It shall be the duty of the Wardens, under the Rector, to protect the Church property, to see that all things needed for the orderly worship of God, for the administration of the sacraments and the ordinances of the Church, be provided; and, in the absence of the Rector, procure, under the advice of the Bishop, a suitable supply cleric for the continuation of the services.

Sec. 3. It shall be the duty of the Clerk, or a designated Recording Secretary, to take Minutes of the proceedings of the Vestry. The Clerk shall record them in a Parish book kept for this purpose alone; preserve the records, attest the public acts of the Vestry, perform such other duties as may be regularly assigned and deliver to the successor Clerk all books and papers belonging to the Parish.

Sec. 4. (a) It shall be the duty of the Treasurer to receive all Parish funds, except communion alms, to keep an accurate account of all moneys, and disburse them as ordered by the Vestry.

(b) The Treasurer, or Missionary Treasurer, if there be one, shall collect and remit all moneys received for the Diocesan and General Church Program, in accordance with Canon 11, these Canons.

(c) The Treasurer shall render an annual account to the Vestry for audit, and the books shall always be open to the inspection of the Bishop, the Rector, Wardens, or Vestry.

(d) The Treasurer shall perform such other duties as may be regularly assigned and deliver to the successor all moneys, accounts and vouchers in the Treasurer's possession belonging to the Parish.

Canon 27 Of the Vestry Meeting

Sec. 1. The Vestry, by resolution, shall determine the days for the regular meetings of the Vestry.

Sec. 2. (a) Special meetings of the Vestry may be called by the Rector, and shall be called at the written request of three (3) members of the Vestry, including one (1) Warden. Notice of such special meeting shall be mailed to the members of the Vestry not later than twenty-four (24) hours prior to the hour fixed for the meeting.

(b) Upon written request of the Bishop, the Rector, or the Wardens, if there be no Rector, shall call a meeting of the Vestry for conference with the Bishop, and for action on such matters as shall grow out of such conference, a special meeting of the Vestry shall be held at such times as the Bishop may indicate.

(c) A Vestry meeting may be held at any time without notice, the Rector consenting, providing every member of the Vestry shall be present.

Sec. 3. There shall be no meeting of the Vestry unless the Rector, if there be one, and a majority of the Vestry be present, provided if the Rector be absent from the Diocese four (4) calendar months, or if when duly notified of the meeting, shall decline or neglect to be present, the Vestry shall be competent to transact business, if there be a majority of the

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Vestry including one (1) Warden present, save that in the sale of Church property, the Rector, if there be one, must be present.

Sec. 4. In no event shall any member of the Vestry cast more than one (1) vote on the same question. The presiding member, if voting as a member of the Vestry, has no casting vote in the case of a tie.

Sec. 5. The Rector or a designee of the rector, if there be a rector, shall preside at all meetings of the Vestry and shall have a casting vote in the case of a tie. If the Rector is absent, the Senior Warden shall preside. In the absence of both the Rector and Senior Warden, the Junior Warden shall preside.

Canon 28

Of the Articles of Incorporation

Sec. 1. Nothing in these Canons shall be construed to interfere with the provisions of any existing Articles of Incorporation of any Parish in case of direct conflict, provided that as Corporations are renewed, their articles shall be amended to conform to the provisions of the Constitution and Canons of this Diocese.

Sec. 2. When the period provided by the Articles of Incorporation, or the Statutes of the State, for the duration of any Parish shall have expired, and there has been no re-incorporation of such body, the title to all real or personal property then owned by it shall be vested in the Episcopal Corporation of the Diocese of Iowa. The Articles of Incorporation or Association of any Parish hereafter created shall contain a provision to this effect.

Canon 29

Of the Custody of Church Buildings

Sec. 1. (a) The Church building, or other place of worship, belonging to any Parish or Mission may be opened for all services, rites, ceremonies, and other purposes, authorized, or approved of, either by The Episcopal Church, or the Church in this Diocese, represented by the Ecclesiastical Authority thereof, but for no other purpose whatsoever, at such times as the Cleric-in-Charge, or when there is no Cleric-in-Charge, the Wardens may deem proper.

(b) No Minister-in-charge of any Congregation of this Church, or, in case of vacancy or absence, no Church Wardens, Vestry members or Trustee of the Congregation, shall permit any person to officiate therein, without sufficient evidence of being duly licensed or ordained to Minister in this Church; provided, that nothing herein shall be so construed as to forbid confirmed adult communicants of this Church in good standing in this Diocese to act as Lay Readers.

(c) No Cleric of this Church, while under or subject to Ecclesiastical Discipline shall be permitted to officiate within this Diocese.

Sec. 2. No Church or Chapel shall be removed, taken down or otherwise disposed of, for "any unhallowed, ordinary or common use"; nor shall any congregation change the location of its Church or Chapel, erect or establish another within the same city or town, without the written consent of the Bishop, acting with the advice and consent of the Standing Committee.

Canon 30

Of Parish Registers and Parochial Reports

Sec. 1. Every Minister-in-charge of a Parish in this Diocese shall keep a Register of Baptisms, Confirmations, Communicants, Marriages, and Burials within the Cure.

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Sec. 2. (a) The record shall specify the name, time and place of birth of each child baptized, with the names of the parents and sponsors; the name, time and place of the birth of each adult baptized, with the names of the parents and witnesses; the name of each person confirmed; the names of the parties married, with the names of the witness or witnesses required by civil law; the name of each person buried; and the time when each rite was performed.

(b) This record shall be kept by the Minister in a book to be provided by the Vestry for that purpose, which shall belong to the Parish; it shall be the Parish Register and shall be preserved by the Vestry as a part of the records of the Parish.

(c) The record shall embrace a list of all Communicants within the Cure. No Confirmed person shall be recorded a Communicant until first Communion has been made and, if coming from some other Parish or Congregation, has also presented a letter of transfer as required by the Canons of The Episcopal Church, or such other evidence of communicant status as is required by the same paragraph, section and canon.

(d) A separate record shall be kept, showing a list of all families and adult persons within the Cure.

(e) A like Register shall be kept in every Mission by the Minister-in-charge, and the foregoing provisions shall apply to all entries in such Mission Register.

Sec. 3. Every such Minister shall present, or cause to be delivered to the Ecclesiastical Authority of the Diocese an Annual Report in compliance with the Canons of The Episcopal Church.

Sec. 4. Upon dissolution of the pastoral relationship, the Parish register shall be placed in the hands of the Clerk of the Vestry for safekeeping.

Sec. 5. In every case where a Parish is without a Minister, the Register contemplated by this Canon shall be kept by the Wardens; and the Annual Parochial Report shall be presented or forwarded to the Bishop by the Wardens.

Sec. 6. Upon the dissolution of the pastoral relationship in a Mission the Parish Register shall forthwith be forwarded by the Warden to the Diocesan Office for safe keeping. The Diocesan Office shall maintain the register, issuing the Annual Report. The Diocesan Office shall return the Parish Register to the Mission upon appointment of a successor.

Sec. 7. Upon the dissolution of a Parish or Mission, the Register provided for by this Canon, shall immediately become the property of the Diocese, and the Bishop shall take charge thereof.

Canon 31

Of Stated Offerings

Sec. 1. It is hereby made the duty of the Clergy-in-charge of Parishes and Missions in this Diocese, and the Wardens, Vestries and Bishop's Committees, in the absence of the Clergy-in-charge to take the following offerings at the times and for the purposes hereinafter stated, to-wit:

The open offering at the official visitation of the Bishop, shall be remitted to the Bishop, to be reimbursed for such needs as may be presented. The items of expenditure in this fund shall not be reported to the Convention, but the total amount received and expended during the fiscal year shall be reported by the Bishop to the Convention.

Sec. 2. It is hereby made the duty of the Clergy in charge of Parishes and Missions in the Diocese and of the Wardens, Vestries and Bishop's Committees, in the absence of the Clergy, to conform to all requirements of the General Convention as to the raising of moneys for the Missionary or other work of the Church or of the Diocese, whether for the Church's Program or otherwise.

**Canon 32
Of the Episcopal Visitation**

Visitation by the Bishop is of inherent and transmitted authority and indispensable for the exercise of the Episcopal functions within the Bishop's jurisdiction. In this are included the examining of the state of the Church, inspecting the behavior of the Clergy, their interest and zeal in the General Mission work of the Church and the responses elicited from their people, administering the Apostolic Rite of Confirmation, ministering the Word, and administering the Holy Eucharist to the people committed to the Bishop's charge. On occasions of Canonical visitation, the Bishop controls the services, to take or assign to others, such portion of them as thought proper; and the Bishop may also designate the purpose for which the offerings of the people are taken. The Bishop may require the Wardens, or Vestry, to give information of the state of the congregation, and to give advice as to what offerings are being taken for Missionary purposes, and such Bishop may formally propound questions relative thereto. It is the Bishop's right to exercise oversight of Church buildings, rectories and other corporate property, and to prevent their misuse, neglect or alienation. It is therefore declared to be the duty of Clergy, Lay Officers and Parishioners, as the case may be, to recognize the authority of Episcopal Visitation, and to cooperate with its purposes.

**Canon 33
Of the Transfer of Communicants**

Sec. 1. It is the duty of every Communicant removing from one Parish to another, to apply for a certificate of standing. This certificate may be given in the form following, or in such form as may indicate the true standing and character of the applicant.

Diocese of Iowa

To the Rector (or Minister) in charge of _____ Church, _____,
Diocese of _____,

Greeting:

This is to certify, that _____ is a member of the above named Parish, and a confirmed adult communicant of this Church in good standing in this Diocese. I do hereby transfer said Communicant to your spiritual charge, commanding _____ to your Christian love and care.

Please acknowledge acceptance, and the name will thereupon be removed from the register of this Parish.

Given under my hand this ____ day of _____ A.D. _____.

(Signed) _____

Sec. 2. No Cleric of this Diocese shall enter the name of any Communicant upon the Communicant list of any Parish or Mission until such certificate as is required by Section 1, of this Canon, has been delivered to the cleric or a satisfactory reason given why the same has not been obtained. In case such Communicant is a Communicant of a Parish of the Church in this country, notice shall be sent to said Communicant's former Parish of such action.

**Canon 34
Of the Dissolution of a Parish**

Sec. 1. Whenever any of the requirements essential to the admission of Parishes into union with the Convention shall be absent in any Parish, said Parish shall have the opportunity to enter a two-year probationary period in order to determine its options and direction. After the two-year probationary period if the qualifications stated in the Constitution and Canons for admission are unable to be met the Parish may become an Organized Mission or be dissolved.

Sec. 2. Any Parish, having the written consent of the Bishop, and having first transferred its property to the Episcopal Corporation of the Diocese of Iowa, may become an Organized Mission until such time as it may have recovered strength for effective Parish organization and administration.

Sec. 3. It shall be the duty of the Bishop to take the necessary steps to preserve the property of such Parishes for the benefit of the Church.

**Canon 35
Of Discipline of Clergy, not being a Bishop**

Sec. 1. Reference. In conformity with the provisions of Article I, The Constitution of the Diocese of Iowa, the whole of Title IV (Ecclesiastical Discipline) of the Canons of The Episcopal Church are incorporated herein as though set forth in full.

Sec. 2. Election of a Court. At each annual convention, the delegates assembled shall elect by simple majority three (3) clerics canonically resident in the Diocese and two (2) adult communicants of a Parish or Mission of the Diocese to serve for a two-year term on the Court for the Trial of Clergy, not being a Bishop. Those elected may stand for re-election to the Court. The following persons are not eligible for election to the court:

- a) The Bishop or any Coadjutor or Suffragan Bishop
- b) Members of the Standing Committee
- c) The Archdeacon or members of the Bishop's staff or the Bishop's assistants
- d) The Chancellor or any member of the Chancellor's law firm.
- e) A cleric who is a party to an accusation or presentment, or one who is

related to such cleric by affinity or consanguinity in a direct or descending line, or as brother, sister, uncle, aunt, niece, nephew or first cousin.

Sec. 3. Upon election, the Court shall designate one of its members as its Presiding Judge, and appoint from persons not a member of the court, a Lay Assessor, a Church Attorney, a Clerk, and, when needed, such other or additional persons to assist the Court as it deems appropriate and required.

Sec. 4. Organization of the Trial Court. Upon receipt of Notice of a Presentment to be tried, the Presiding Judge shall make available through the Church Attorney, a roster of the six (6) clergy and four (4) lay elected members of the Court. The Church Attorney, thereafter, shall in conference with the accused, or the accused's counsel, permit the accused to strike from such roster three (3) clergy and two (2) lay persons to permit the remaining three (3) clergy and two (2) lay persons to constitute the trial court. In the event of death or other disability or refusal to serve, such eliminated members of the court shall be considered as stricken, or in the sole judgment of the Presiding Judge, may be replaced as provided in the canons of this Church. In the event the Presiding Judge is stricken from the roster and therefore is not a member of the trial court, the selected members of the trial court shall elect one of their members to serve as Presiding Judge for that trial only, and to complete such duties as the canons require of such office.

Canon 36
Of Amendments, Alterations and Repeal

Sec. 1. Canons may be altered, amended, or repealed at any Annual Convention by vote of a majority of each Order.

Sec. 2. Whenever there shall be a repealing clause in any Canon, and such Canon shall be repealed, such repeal shall not be a re-enactment of the Canon or Canons repealed by such repealing clause.

Sec. 3. Canons shall take effect immediately upon their passage, unless the Resolution of Amendment, Alteration or Repeal specifies an effective date.

Canon 37
Of the Voluntary Renunciation of Ministry

An Ordained Person, not subject to the provisions of Canon IV.8 or the Canons of this Church, may request in writing a release from the exercise of the office to which the person has been ordained or a Renunciation of the Ministry to be granted by the Episcopal Authority upon such terms and conditions as may be then determined.

The Rules of Order

1. When the President takes the chair, no member shall continue standing, or shall afterwards stand up, except to address the Chair.

2. When the President shall have taken the chair, the Roll of Members shall be called, and the minutes of the preceding day read; but the same may be dispensed with, by majority vote of the Convention to be decided without debate.

3 a. All resolutions shall be reduced to writing at the request of the President, presented to the Secretary; and no motion shall be considered to be before the Convention unless seconded.

b. A Committee on Dispatch of Business shall be appointed to which any report or resolution may be referred for consideration and action.

4. If the question under debate contains several distinct propositions, the same shall be divided, at the request of any member, and a vote taken separately except that a motion to strike out and insert shall be indivisible.

5. When a question is under consideration, no motion shall be received unless to lay it upon the table, to take a vote thereon at a time certain, to postpone to a time certain, to postpone it indefinitely, or commit it or amend it; and motion for any of these purposes shall have precedence in the order herein named. Any motion to lay a resolution upon the table shall require a two-thirds majority vote. If a motion to lay on the table an amendment be carried, the matter before the Convention shall be proceeded with as if no amendment had been offered. The motion to lay upon the table, to take vote at a time certain and to adjourn shall be decided without debate. The motion to adjourn shall always be in order.

6. There shall be no debate upon a motion to refer to any Standing Committee a resolution then first offered to the Convention and properly referable to such Committee; but the member offering such resolution may speak five (5) minutes in explanation of its purpose. Any motion to refer a resolution to a committee not directly answerable to the Convention, shall require a two-thirds majority vote. Also there shall be no debate on a motion to recommit to a Committee, but without instructions, any report of such Committee than before the Convention. Every resolution offered for the immediate action of the Convention shall be considered at once, unless reference be requested. If reference be requested by any member, such resolution shall be referred to the appropriate Standing Committee or if in the opinion of the President, there be no such Standing Committee, then a Special Committee of such members as the President shall designate.

7. When a motion or proposition is under consideration, a motion to amend and a motion to amend the amendment, shall be in order, and it shall also be in order to offer a further amendment by way of substitute to which the amendment may be offered, but which shall not be voted on until the original matter is perfected; but either may be withdrawn by the mover with the consent of the second before amendment or decision is had thereon. No proposition not germane to the subject under consideration shall be received under color of an amendment or substitute.

8. In all questions decided numerically, the motion to reconsider must be made by a member and seconded by another, who voted in the majority; or, in case of equal division by those who voted in the negative; and, in case of vote by Orders, where there is a concurrence of both Orders, a motion to reconsider shall be made by the concurrence of three (3) members of either Order, or both Orders, voting in the majority; and in case of non-concurrence of Orders, the motion to reconsider shall come from two (2) members of that Order which gave the majority in the negative, and in either case, a motion to

The Rules of Order

reconsider shall be seconded by two (2) members of either or both Orders without regard to their previous vote. And all motions to reconsider shall be made and seconded on the day the vote is taken.

9. Nominations for the Standing Committee of the Diocese, for Deputies to the General Convention, for Deputies to the Synod of the Sixth Province, for Treasurer of the Diocese, for Directors of the Episcopal Corporation, for members of the Diocesan Council, for members of such other Boards and Commissions as the Bishop may specify, shall be made on the first day of the session of the Convention and before the recess. Such nominations may be made from the floor of the Convention, or handed in writing to the Secretary. In case of there being no more nominations to fill offices than necessary to fill such office, a ballot cast, after proper motion, by the Secretary of the Convention shall be considered a ballot required by the Canon.

10. The Secretary of the Convention shall instruct the Convention in preparation of ballots for the various elections, which ballots shall contain the names of all persons nominated in each election and each elector shall vote for the nominees they choose in accordance with the procedures under the Hare Transferable Vote System.

There shall be an elections committee appointed by the President, consisting of not less than two (2) and not more than five (5) Clerics and the same number of Lay members, members of the Convention, who shall appoint the necessary clerical and lay members of said committee to receive the ballots of the Clerical Order, the remaining Clergy and Lay members to receive the ballots of the Lay Order. The Secretary of the Convention shall deliver to this Committee two (2) lists, one containing the names of those entitled to vote in the Clerical Order, the other containing the names of those entitled to vote in the Lay Order. No ballots shall be received in either Order unless the names of those nominated appear upon the proper list. All elections in the Convention shall be by ballot as above provided unless the Rule be suspended in accordance with Rule 19.

When the elections committee is ready to report, its report shall be presented to the Chair. When there is a vote by Orders the votes of the Clerical Order shall be presented first then the votes of the Lay Order.

11. The reports of all Committees shall be in writing, and shall be received in course, and without motion for acceptance, unless recommitted by a vote of the Convention. All reports recommending or requiring an action or expression of opinion by the Convention shall be accomplished by resolution of the action of the Convention thereon.

12. All questions of order shall be decided by the Chair, without debate; but any member may appeal from such decision, and on such appeal no member shall speak more than once, without express leave of the Convention.

13. The names of the movers to resolutions shall appear upon the minutes of the Convention.

14. Every member who shall be in the Convention when any question is put, shall, on a division, be counted, unless an apparent conflict of interest be present in the question under consideration.

15. While the Chair is putting any question, the members shall continue in their seats, and shall not hold any private discourse.

The Rules of Order

16. When any member is about to speak or deliver any matter to the Convention, each member shall, with due respect, be addressed to the Chair, and confined strictly to the point in debate.

17. All Committees shall be appointed by the President, unless otherwise ordered.

18. Resolutions must be presented to the Secretary of the Convention at least forty (40) days prior to the Convention. The Secretary shall cause same to be duplicated and distributed to each parish and mission of this Diocese prior to the Convention. The Committee on Resolutions shall then separate submitted resolutions into Consent and Debate Calendars. Resolutions on the Consent Calendar shall receive no debate and simply be voted on as presented. Resolutions may be moved from the Consent Calendar to the Debate Calendar by vote of twenty-five (25) members of the Convention. The exceptions to this process are that the Convention may at any time consider given resolutions submitted from the floor, providing that each resolution thus submitted receives the necessary majority vote to suspend the rule, as provided in Rule 19; the Committee on Credentials and the Committee on the Dispatch of Business may submit from the floor such resolutions as required to conduct the business of the Convention; and the Resolutions Committee may present to the Convention such courtesy Resolutions as it deems appropriate.

19. No motion is in order which imposes financial responsibilities on this diocese, whether by motion to amend the proposed annual budget or change the proposed program of the Diocese, unless that motion includes provision and plans for funding same. The President shall rule on any such motion with advice from the Chancellor, the Treasurer, the Diocesan Finance Committee, the Committee on Ways and Means, or any other committee or persons s/he thinks prudent. The President may recess the Convention for a time for such consultation if s/he thinks it appropriate. The ruling of the President may be appealed and overturned by a 2/3 vote of both Orders.

20. All materials to be submitted to the Secretary for duplication and distribution to both the clerical and lay delegates of the Convention must be received in the Diocesan Office no later than forty (40) days prior to Convention. This would include, but not be limited to, agendas, budget reports, committee/commission reports, nominations, resolutions, instructions regarding parking, etc.

21. No rule shall be suspended unless with the assent of a majority of the members present.

22. The Rules of Order of the Convention shall be in force in the ensuing Convention until the organization thereof, and until they are amended or repealed by said Convention.

Hare Transferable Vote System & Ballot

Procedures For Counting Votes by the Hare Transferable Vote System

Use one color paper for ballots to be used by clergy and another for those by laity, or otherwise distinguish the two. Voters should put "1" in front of their first choice, "2" in front of their second choice, "3" in front of their third, and so on for as many choices as they wish to express. Do NOT put the same figure in front of more than one name on the same ballot. Do NOT use "X".

Definitions:

A "Count" is all the operations involved in (a) counting the first choice for candidates, (b) transferring the surplus of an elected candidate, (c) transferring the votes of an excluded candidate.

A "continuing candidate" is one not elected and not excluded from the poll at any time.

The "next available choice" on a given ballot is the next preference in numerical order for a continuing candidate.

A "non-transferable" ballot is one which has no next available choice.

The "lowest candidate" is the one with the fewest votes in each Order, or the one with the critical percentage.

A "critical percentage" is the lowest percentage vote in either Order.

The "critical Order" is the Order in which that critical percentage occurs.

A candidate's "percentage vote" in either Order is the number of ballots credited at a given time in that Order reduced to a percentage of the valid votes in that Order.

A "percentage surplus" in either Order is the number of ballots over the quota of an elected candidate, reduced to a percentage of the valid votes in that Order.

Part A. For Those Elections In Which There Is A Joint Ballot:

1. Prepare cards (about 6" X 12") with each candidate's name across the top end and also include cards labeled "non-transferable" and "invalid". Lay all these cards out on a long table.

Have a Tally Sheet ready with the candidates' names, "non-transferable", "invalid", and "total" listed in the left-hand column. The next columns progressing to the right should be labeled "1st Count", "2nd Count Transfers", "2nd Count Total", "3rd Count Transfer", "3rd Count Total", etc., for as many columns as needed.

Cut the marked ballots to separate the various elections.

2. Then, for each election, sort each ballot to the name card of the candidate marked first choice. A ballot is "invalid" if it does not clearly show a first choice. Count the ballots piled on each card, and enter the number to each candidate on the Tally Sheet in the "1st Count" column. This column must add up to the total of valid votes cast. Invalid votes should also be recorded.

3. The number of votes needed for election is the "quota". Divide the total valid votes cast by the number of positions to be filled plus one. Disregard any fractional remainder, and add one; this result will be the "quota". (e.g., 250 valid votes, 3 people to be elected, 250 divided by 4 = 62 1/2, quota is 63.)

4. Declare "elected" any candidate who has received the quota or more at this count, or any subsequent count. On the Tally Sheet circle the number of his/her votes on this and all later counts to show "elected".

After this and every subsequent count move all the name cards from the bottom to the top of each pile of ballots, so ballots received later by transfer will not be confused with those already received, before they have been counted. Also, after any count at which a

Hare Transferable Vote System & Ballot

Procedures for Counting Votes by the Hare Transferable Vote System

candidate is elected or excluded, turn the name card face down so no ballots will be transferred to her/him later.

5. For the next count take the surplus ballots, those over the quota, of each elected candidate and transfer them to the candidates' name cards of the next available choice. Take transfer ballots from the bottom of the pile. Mark each of these transferred surplus ballots with the number of the count at which they are transferred. If a ballot shows no next available choice, do not transfer it, as long as there are other ballots that do. Any ballot that has no further available choices is called "non-transferable" and placed in its own separate pile.

On the Tally Sheet in the "____ Count, Transfers" column enter with a minus sign the number of ballots taken from each elected candidate, and enter with a plus sign the number transferred to any continuing candidate, or to "non-transferable". The total of the transfers column in every count must be zero.

Perform the arithmetic indicated in Transfers column on the count in the column to its left and enter the result in the new count column to its right. Every Count Total column must add up to the total number of valid votes cast. If, at this point, any additional candidates have received the quota, they are elected, and the number of their votes should be circled on the tally sheet.

6. If any positions remain to be filled, and no elected candidate has a surplus to be transferred, exclude the "lowest candidate" and sort his ballots to the next available choice. Decide ties by excluding the candidate who had the smaller number of votes at the first preceding count at which they were not tied. If they were tied at all counts, decide by lots.

Using the next Transfers and Total columns on the Tally Sheet treat the ballots of the excluded candidate in the same manner as those surplus to an elected candidate, as described in the previous step (5). Any further candidates receiving the quota are "elected".

7. Continue, repeating as appropriate, steps 4, 5, and 6 until the needed number of persons can be declared elected. If the exclusion of a candidate reduces the number of continuing candidates to the number remaining to be elected, declare these continuing candidates to be "elected".

Part B. For Those Elections In Which There Is A Ballot By Orders:

1. A double set of candidate name cards, including "invalid" and "non-transferable" will be needed; one set for the Clergy on one side of the table and the other set for the Laity on the other side. Also prepare two Tally Sheets, one for each Order. (Refer to Part 1, step 1.)

2. Carry out the procedures above in Part 1, steps 2 through 7, but with the ballots of each Order separately, and concurrently. It is required to keep together, count by count. Quotas will be figured for each Order. A candidate is declared "elected" whenever, on the same count, s/he receives at least the quota in both Orders.

3. When it is necessary to exclude a candidate, the candidate with the lowest percentage of vote in either Order is the one who is excluded. The exclusion of a candidate means in both Orders.

Explanation Of Hare Transferable Ballot

The Hare Transferable Vote System is a means of achieving elections without the necessity for multiple ballots. It achieves an election in two ways:

1. By reducing the percentage of votes required to declare an election, and
2. By successive transfers of counted votes in a prescribed manner until an election is achieved.

The First step in the counting process is to count the first choice candidates on all ballots. Any candidate who is first choice for the quota number will be elected.

The quota number is the number of valid votes cast divided by the number of positions to be filled plus one and then adding one to the quotient, disregarding any fractions. Any person receiving the quota number of votes is declared elected.

Example: 250 valid votes and 3 people to be elected. Divide 250 by 3 equaling 83.3, then add one to 83 to equal 84, the quota required for election. In a majority election, it would take 126 votes to elect each person to be elected.

For any unfilled positions, the next step is to take from the bottom of the pile of each elected candidate the excess number of ballots over the quota and to transfer those ballots to the next expressed choice on those ballots.

Each transfer ballot is marked with the count number "(1st, 2nd, etc.) count, transfers".

If there are no further choices expressed on the ballot, the ballot becomes non-transferable and is eliminated from further counting.

If positions remain unfilled after the excess transfers, the lowest ranking candidate in number of votes is eliminated and the ballots being counted for that candidate will be transferred to the next expressed choice. This transfer and elimination process is continued until an election is achieved.

When the election is by Orders, the same process is followed except the ballots of each Order are counted separately, but when the lowest ranking candidate is eliminated that candidate is eliminated from both Orders.

The Hare system is not a majority vote system except when there are only two candidates for one position. In all other elections, less than a majority of votes is required for an election and the larger the number of positions to be filled the smaller the percentage of votes required to achieve an election.

Since it takes less than a majority to fill multiple positions, it is more likely that a diverse group will be elected to fill these positions.