

Standing Orders of the Electoral College of the Diocese of Christchurch

Part 1 – General

Purpose

1. The Electoral College is constituted pursuant to the Canon for the purpose of nominating a bishop to exercise jurisdiction over the Diocese, as the next Bishop of Christchurch and the purpose of these Standing Orders is to:
 - a. confirm the process and procedures before the Electoral College for the distribution of information regarding any Initial Candidates; and
 - b. set out the processes and procedures of the Electoral College for the nomination of a bishop.

Application of the Standing Orders

2. These Standing Orders apply instead of the Standing Orders of the Diocesan Synod.
3. These Standing Orders are subject to the Canon and to the extent of any inconsistency between them the Canon prevails.

Amendment of the Standing Orders

4. These Standing Orders may, subject to the Canon, be amended at any time by a Procedural Motion.
5. Any provision of these Standing Orders may, subject to the Canon, be suspended at any time by a Procedural Motion.

Interpretation of the Standing Orders

6. In interpreting terms in these Standing Orders:
 - a. the Interpretation Statute applies; and
 - b. unless the context otherwise requires, terms defined in other Diocesan Statutes used in these Standing Orders have the same meaning as in the Diocesan Statutes.
7. The President will, after consultation with the Chancellor, finally determine:
 - a. any matters not provided for in these Standing Orders or the Canon; or
 - b. any question of interpretation of these Standing Orders.

Definitions

8. In these Standing Orders:

"Arrangements Committee" means the committee established pursuant to Standing Order 24;

"Ballot" means a ballot listed in Standing Order 34, and conducted under Standing Orders 48-59;

"Candidate" means an Initial Candidate or a Further Candidate;

"Canon" means Title A Canon I of the Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia;

"Chancellor" means the duly appointed Chancellor of the Diocese;

“Clerical Members” means the Clerical Members of the Electoral College, being the clerical members of the Diocesan Synod with voting rights as set out in the Diocesan Synod Statute (but subject to Standing Order 10);

“Conference” means a discussion listed in Standing Order 34, and conducted under Standing Orders 37-42;

"Diocesan Statutes" means the statutes duly enacted by the Synod of the Diocese of Christchurch;

“Further Candidate” means a person who is not an Initial Candidate in respect of whom the requirements of Standing Order 63(a) have been satisfied;

“Initial Candidate” means a person who has been proposed and seconded to the Diocesan Manager at the time set by the Arrangements Committee, in a completed form specified by the Arrangements Committee;

“Lay Members” means the Lay Members of the Electoral College, being the lay members of the Diocesan Synod with voting rights as set out in the Diocesan Synod Statute (but subject to Standing Order 10);

“Members” means both the Lay Members and Clerical Members;

“Nomination” means the selection of a “Nominee”, who is the Candidate nominated by the Electoral College to be the Bishop of Christchurch, in accordance with Standing Orders 64 or 65-66 ;

"Procedural Motion" means a motion moved, seconded and voted on in accordance with Standing Orders 30-33;

“Proposer” means the Member (who must be from a different order from the Secunder) proposing a particular Candidate; and

“Secunder” means the Member (who must be from a different order from the Proposer) seconding a particular Candidate.

Part 2 – Membership and Sitings

Membership and attendance

9. The Electoral College comprises:
 - a. the Commissary appointed by the Primate, as President, without voting rights in the Ballots but otherwise with speaking rights; and
 - b. the Lay Members and Clerical Members, with voting and speaking rights.
10. The following persons who are not Members may attend the Electoral College to assist it in its conduct (without voting rights in the Ballots or speaking rights in the Conferences, but otherwise with speaking rights as requested by the President):
 - a. Bishop Richard Wallace, Te Hui Amorangi Whaiti kit e Wai Pounamu;
 - b. the Diocesan Manager;
 - c. a Chaplain appointed by the President; and
 - d. other persons authorised by the Electoral College by a Procedural Motion.
11. Initial Candidates may not attend the Electoral College. A Further Candidate will immediately withdraw from the Electoral College. A Candidate who is excluded or

withdrawn under Standing Orders 60-61 may not subsequently attend the Electoral College.

Dispute as to membership

12. Any dispute or question as to whether a person is a Member will be determined by the President having taken advice from the Chancellor.
13. Any determination as to membership given before the adoption of these Standing Orders that would, if given after the adoption, have constituted a determination under Standing Order 10 will be deemed to be a determination under Standing Order 10.

Electoral College closed to strangers

14. No person who is neither a member nor attending the Electoral College pursuant to Standing Order 9 is to be present while the Electoral College is in session.

Quorum

15. The quorum for the Electoral College will be:
 - a. The President; and
 - b. One half (1/2) of the Clerical Members; and
 - c. One half (1/2) of the Lay Members.
16. If there is no quorum present thirty (30) minutes after the time appointed for the Electoral College to meet the President will adjourn the Electoral College to another time as set by the President.
17. The Electoral College must not conduct any business unless a quorum is present and if at any point during a session no quorum is present then the President will immediately adjourn the Electoral College to another time as set by the President.
18. An Attendance Book will be provided by the Diocesan Manager and each Member has a duty to sign their names at each day's meeting of the Electoral College at which they are present.

Sitting times

19. The Electoral College will sit at such times and places as set by the President.
20. The order of business of the Electoral College, except as provided for by these Standing Orders, will be set by the President in consultation with the Arrangements Committee.
21. The President may (with any appropriate consequential amendments to other sitting times):
 - a. extend any sitting by up to 30 minutes to allow the completion of any task that is, at the scheduled close of a sitting, underway or about to commence, if the President considers that further time will allow that task to be completed and it is preferable to extend the sitting; or
 - b. close any sitting early if the President considers that it is preferable to commence in the next sitting any task which is then about to commence.
22. Any task not completed by the close of a sitting will be adjourned and resumed at the next sitting.

Adjournment of a sitting

23. Any sitting of the Electoral College may be adjourned by way of a Procedural Motion provided that such motion also sets a time for the Electoral College to reconvene.

Part 3 – Preliminary procedures

Arrangements Committee

24. There will be an Arrangements Committee the membership of which comprises:
- a. the President;
 - b. the Chancellor;
 - c. the Diocesan Manager;
 - d. the Vice-Chancellor; and
 - e. two others chosen by the Standing Committee.
25. The Arrangements Committee is responsible for:
- a. setting the date by which a person must be proposed and seconded to be an Initial Candidate;
 - b. what information about an Initial Candidate is to be provided, and by when, for circulation to the Members;
 - c. arranging for a video of each Initial Candidate of no more than seven (7) minutes to be recorded;
 - d. ensuring police checks for all Initial Candidates and any Further Candidates have been received;
 - e. ensuring that 'safe to receive' letters have been received for all Initial Candidates and that there is no impediment to obtaining one for any Further Candidates; and
 - f. placing on the Diocesan website via a secure portal for access by Members:
 - i. any Procedural Motions intended to be put;
 - ii. a draft of these Standing Orders;
 - iii. the names of the Initial Candidates; and
 - iv. the information to be provided pursuant to Standing Order 25(b).
26. Any decision of the Arrangements Committee made prior to the Electoral College meeting is deemed to be a decision of the Electoral College.
27. No person appointed to the Arrangements Committee may be a Proposer or Secunder nor may they accept nomination as an Initial Candidate.

Circulation of material

28. At least six (6) weeks prior to the convening of the Electoral College the Diocesan Manager will circulate to the Members:
- a. any Procedural Motions that it is intended by put forward;
 - b. a draft of these Standing Orders; and
 - c. the information provided pursuant to Standing Order 25(b).
29. This information may be circulated by way of e-mail or by post.

Part 4 – Procedural Motions

Procedural Motions

30. The Electoral College may consider any motion relating to the business of the Electoral College that is proposed and seconded by any two Members.

Voting on Procedural Motions

31. Any Procedural Motion must be assented to by a majority of each of:
- a. the Clerical Members present and voting; and
 - b. the Lay Members present and voting.
32. The President may declare any such vote carried or lost upon the voices, provided that if the President is unable to decide upon the voices he or she may direct that the votes be counted by a show of hands.
33. No Member may call for a ballot or division on a Procedural Motion but the President may call for a ballot in which case SOs 48-59 will apply as appropriate.

Part 5 – Deliberations and balloting

Sequence of deliberations

34. The Electoral College will conduct its deliberations as follows, until a Nomination occurs:
- a. First Round
 - i. introduction of the Initial Candidates (Standing Order 35);
 - ii. prayer;
 - iii. first Conference;
 - iv. first Ballot;
 - v. prayer;
 - vi. second Ballot;
 - b. Second Round
 - i. low-polling Candidates will be excluded (Standing Order 60), and Candidates may be withdrawn (Standing Order 61);
 - ii. second Conference;
 - iii. prayer;
 - iv. third Ballot;
 - v. prayer
 - vi. fourth Ballot;
 - c. Third Round
 - i. low-polling Candidates will be excluded (Standing Order 60), and Candidates may be withdrawn (Standing Order 61);
 - ii. third Conference;

- iii. prayer;
- iv. fifth Ballot;
- d. Further Round(s)
 - i. Candidates may be withdrawn (Standing Order 61);
 - ii. motion may be moved for Further Candidates (Standing Orders 62 and 63);
 - iii. introduction of any Further Candidates (Standing Order 63); and
 - iv. further Conference(s) and Ballot(s) as the President thinks fit.

Introduction of Initial Candidates

- 35. The Initial Candidates will be introduced to the Electoral College, in an order determined by ballot drawn by the President, in each case by:
 - a. speech of up to seven (7) minutes by the Proposer;
 - b. speech of up to five (5) minutes by the Secunder; and
 - c. playing a video of approximately seven (7) minutes duration previously recorded under conditions set by the Arrangements Committee.
- 36. The President will call upon the Chaplain to lead the Electoral College in a time of prayer and reflection after all of the Initial Candidates have been introduced.

Conferences

- 37. The President will invite Members to discuss the Candidates. No Member may speak on any one occasion for more than three (3) minutes.
- 38. No Member may speak more than once in any particular Conference.
- 39. Members must not:
 - a. repeat the detail of information about a Candidate that has already been raised by another Member;
 - b. discuss any person who is not a Candidate in the next Ballot;
 - c. make offensive, disrespectful or unsubstantiated comments about any person; or
 - d. raise any sensitive, personal or controversial information about a Candidate without first having raised that information with the President and the Proposer or Secunder at least two weeks prior to the session of the Electoral College in question so that the Candidate in question may have the opportunity to respond (through their Proposer).
- 40. The President may prevent any Member from speaking in breach of Standing Order 38 or give directions as to how the Members are to treat any information or comments mentioned at Standing Orders 39(c) and (d).
- 41. Members should seek to focus in the second and subsequent Conferences on new material that is relevant to a Candidate.
- 42. After each Conference, the President will invite each Proposer to speak for up to three (3) minutes, in reverse of the order under Standing Order 35, to summarise and respond to the discussion of that Candidate.

Deliberation in Houses

43. The Members will meet for discussion together but any Member may move, without notice, that the house to which that Member belongs withdraws to a separate chamber to deliberate and that house will withdraw if:
 - a. the motion is seconded by another Member of the same house; and;
 - b. the motion is carried having been put to the Members of that house alone.
44. The President may declare any motion moved under Standing Order 43 carried or lost upon the voices, provided that if the President is unable to decide upon the voices he or she may direct that the votes be counted by a show of hands.
45. No Member may call for a ballot or division on a motion under Standing Order 43.
46. During any withdrawal allowed for under Standing Order 43 unless the President wishes to preside over a house then:
 - a. the Primates' Commissary exercising episcopal jurisdiction in the Diocese will preside over the deliberations of the Clerical Members; and
 - b. the Chancellor will preside over the deliberations of the Lay Members.
47. During any withdrawal the provisions of Standing Orders 37-39 will apply.

Ballots

48. The President will determine when sufficient discussion has occurred and it is appropriate to conduct a Ballot.
49. No Member may move that a Ballot be conducted.
50. The second and fourth Ballots will follow the results of the first and third Ballots respectively immediately, without further discussion or break.
51. The President will call upon the Chaplain to lead the Electoral College in a time of prayer and reflection before each Ballot is conducted.
52. Every Ballot will be conducted by secret ballot, using ballot papers of different colours for Lay Members and for Clerical Members. Every Member will be issued with a ballot paper while at the same time the names of the remaining candidates will be displayed on screens.
53. Members will vote by writing on the Ballot the name of the Candidate for whom the Member wishes to vote.
54. A Member who spoils a ballot paper will be issued with a fresh ballot paper upon return of the spoiled ballot paper.
55. The President will appoint three (3) Clerical Members and three (3) Lay Members, who are prohibited from being Proposers or Seconders, to act as scrutineers and assist the Diocesan Manager in conducting all the Ballots.
56. After the President has allowed sufficient time for Members to vote, the Diocesan Manager and the scrutineers will collect the ballot papers and withdraw to count them.
57. The Diocesan manager must reject as invalid any ballot paper which does not (whether or not the ballot paper complies with Standing Order 52) clearly indicate a preference for a single Candidate in that Ballot.

58. The Diocesan Manager will certify to the President in writing the number of:
- a. valid votes cast for each Candidate;
 - b. valid votes cast in total; and
 - c. invalid votes cast in total;
- by the Lay Members and by the Clerical Members in each Ballot.
59. The President will declare the results of the Ballot and, where applicable, advise whether any Candidates will be excluded under Standing Order 60.

Exclusion of Candidates

60. After every second Ballot those Candidates who received less than:
- a. 10% of the total valid votes cast by the Lay Members in the relevant Ballot; and
 - b. 10% of the total valid votes cast by the Clerical Members in the relevant Ballot;
- will be excluded and will not be a Candidate in any subsequent Ballot.

Withdrawal of Candidates

61. After the second, fourth or any subsequent Ballots, the Proposer and Seconder of a Candidate may ask to withdraw that Candidate from the Electoral College. If the Electoral College agrees, that Candidate will be withdrawn and will not be a Candidate in any subsequent Ballot.

Further Candidates

62. If no Nomination has occurred after completion of the fifth Ballot, any Member may propose that the Electoral College accept Further Candidates. The President may, but is not obliged to, put such a motion to the Electoral College. Such a motion may be proposed on one or more occasions after those circumstances arise, and to be carried requires the approval of 67% of each of:
- a. the Clerical Members present and voting; and
 - b. the Lay Members present and voting.
63. If the Electoral College carries a motion under Standing Order 62:
- a. the President will adjourn the Electoral College for 30 minutes to allow any Further Candidates to be proposed and seconded to the President in writing and for the President to be satisfied that any such person has consented to being a Candidate;
 - b. Further Candidates will be introduced to the Electoral College (and, if more than one, in an order determined by the President) by:
 - i. speech of up to ten (10) minutes by the Proposer; and
 - ii. speech of up to five (5) minutes by the Seconder; and
 - c. the President will call upon the Chaplain to lead the Electoral College in a time of prayer and reflection after all the Further Candidates have been introduced at which point deliberations will continue pursuant to Standing Order 33.

Part 6 – Nomination

Nomination by contested Ballot

64. A Nomination occurs when a Candidate receives in any single Ballot:
- a. a majority of the total valid votes cast by Lay Members in that Ballot; and
 - b. a majority of the total valid votes cast by Clerical Members in that Ballot.

Nomination by confirmation

65. If at any time there is only one Candidate the President will immediately ask the Electoral College to confirm that Candidate as its Nominee in a secret Ballot, using ballot papers of different colours for Lay Members and for Clerical Members and Standing Orders 52-53 will not apply.
66. If the Electoral College so confirms, by:
- a. a majority of the total valid votes cast in that Ballot by Lay Members; and
 - b. a majority of the total valid votes cast in that Ballot by Clerical Members;
- then that Candidate will be the Nominee.
67. If the Electoral College does not confirm that Candidate, then the Electoral College will continue the process set out in Standing Order 34 until a Nomination occurs.

Procedure on Nomination

68. If a Nomination occurs, the President will:
- a. advise the Electoral College accordingly;
 - b. remind the Electoral College of the process under the Canon and of the confidentiality obligations under Standing Orders 73-75;
 - c. call upon the Chaplain to lead the Electoral College in prayer for the Nominee and the process under the Canon;
 - d. direct the Diocesan Manager to destroy the ballot papers;
 - e. declare the Electoral College closed; and
 - f. take steps to notify the Primates in accordance with the Canon

provided that if the Nominee was a Further Candidate and a police check and 'safe to receive' letter have not been obtained then the step at Standing Order 68(f) will not take place until a satisfactory police check and 'safe to receive' letter have been received. If the police check and 'safe to receive' letter are unsatisfactory, as determined by the President, then the provisions of Part 7 will apply.

Part 7 – Inconclusive Sitting

Where no Nomination

69. If no Nomination has occurred after completion of the fifth ballot and there are no Further Candidates, or where Further Candidates were introduced and after a further five ballots there has been no Nomination, then the Electoral College may by Procedural Motion adjourn the Electoral College and the President will report to the Primates that the College has been unable to make a nomination and will need to be reconvened.

70. If an adjournment occurs pursuant to Standing Order 69 then these Standing Orders will continue to apply and:
- a. the President will set a date for the Electoral College to reconvene;
 - b. the process and procedure set out in these Standing Orders will again be followed for any reconvened Electoral College.
71. In the event the Primates appoint a different Commissary for the College then that person will be treated as the President from the time of his or her appointment.

Part 8 - Miscellaneous

Record of Proceedings

72. The Diocesan Manager will ensure that a record of the proceedings of the Electoral College is maintained.

Confidentiality

73. The content of deliberations of the Electoral College are and must remain strictly confidential, except that the Proposer or Secunder may inform their Candidate of the results of any Ballots in which they are standing.
74. The identity of the Nominee is strictly confidential unless and until the Nominee is confirmed pursuant to the Canon and officially announced.
75. No Member, or person attending the Electoral College pursuant to Standing Order 10, may:
- a. disclose to any other person information that is confidential under these Standing Orders; or
 - b. use any form of electronic communication during sittings of the Electoral College, except as authorised by the President.

Languages

76. Every member when speaking will address the President and may speak in any of the official languages used in Aotearoa, New Zealand or the Diocese of Polynesia.