

SECTION 1 - ADMINISTRATION

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1.11 Nominating and Electoral Procedure for the Election of a Bishop for the Territory of the People Anglican Church

Glossary:

“Administration Committee” – supports the work of the Territory of the People parishes by developing budgets, monitoring administrative and financial matters, recommends policy and provides liaison with the Fraser Basin Property Society – *see Policy 1.3 Mandate of Administration Committee*

“Assembly” - an Annual General Meeting of the Society of the Territory of the People Anglican Church – *see policy 1.1 Name and Composition of Assembly*

“Coordinating Council” – the acting executive to help steer the mission of the Territory of the People parishes; council serves a two year term, meets twice a year and designates an Administration Committee – *see Policy 1.2 Mandate of Coordinating Council*

“Counsel to the Bishop” - shall be a member of the bar of the Province of British Columbia of at least 10 years' standing, or a former member of the bar in good standing, and shall be a communicant of the church. The Counsel to the Bishop shall advise and assist, and act with the bishop.

“The Clerical Secretary” and the **“Lay Secretary”** - are officers of the Assembly who are elected from among the members of Assembly. The duties of the secretaries are to keep regular accounts of all proceedings at Assembly; take and distribute minutes of Assembly, and other administrative duties. (*See Policy Manual for full position description*)

“The Finance Officer” - oversees the organization's financial resources to achieve the year's revenue and budget goals. The Finance Officer has a deep knowledge of various accounting and tax regulations, as it is his/her responsibility to make sure the organization is 100 percent compliant.

“The Returning Officer” - is responsible to supervise the election process and oversee the counting of ballots.

“Territory of the People” – hereinafter referred to as the Territory.

1.11.1 Vacancies

- a. A vacancy in the Territory is created when
 1. the Bishop dies;
 2. the Bishop resigns;
 3. the Bishop retires;
 4. the Bishop has been removed from office under the discipline canon of the General Synod, or has been deemed to have abandoned the ministry to which they were ordained; or
 5. the Bishop becomes permanently incapacitated within the meaning of Article 1.11.2.a.

- b. In compliance with the Ecclesiastical Province of BC & Yukon Canon 4(d) the Bishop must submit his or her resignation to the Metropolitan when he or she attains the age of seventy (70) years. The Bishop may resign before the age of seventy (70) years by tendering his or her resignation to the Metropolitan and the House of Bishops.

1.11.2 Incapacity

- a. A Bishop is declared incapacitated, whether because of mental or physical incapacity, when they are unable to perform the required duties of the office, whether temporary or permanent, as certified by two qualified medical practitioners and confirmed by Coordinating Council.
- b. An incapacitated Bishop's incapacity will be ended when he or she is certified by two qualified medical practitioners, and confirmed by Coordinating Council, to have returned to the state of being able to perform the required duties of the office.
- c. Coordinating Council will consult the Metropolitan through any process of declaring capacity or incapacity.

1.11.3 If a vacancy occurs in the Territory or the Bishop is unable to perform the required duties by reason of mental or physical incapacity, temporary or permanent, certified and confirmed as above, the administration of the Territory shall devolve upon, in the following order:

- 1. the Coadjutor,
- 2. the Bishop Suffragan,
- 3. the Bishop Assistant,
- 4. the Dean,
- 5. the Regional Dean – ranked by seniority according to appointment date as Regional Dean
- 6. the Licensed Senior Cleric of the Territory of the People, whether priest or deacon, with the right to vote as defined in Policy 1.1. [see Policy 1.1 Name and Composition of Assembly]
- 7. If no person designated in Article 1.11.3(1) to Article 1.11.3.(6) is able or willing to serve as Administrator, the Metropolitan upon the request of Coordinating Council, shall appoint an Administrator who shall be the Administrator until the installation of a Bishop.

1.11.4 The Administrator

- a. The powers of the Administrator shall be the same as those of the Bishop, except, if the Administrator is not a Bishop, those sacramental acts which pertain to the office of Bishop, namely: ordination, and confirmation.
- b. The Administrator shall account and report fully to the new Bishop, following the Bishop's installation.

1.11.5 Coadjutor, Suffragan, and Assistant Bishops

- a. Whenever the Bishop of the Territory shall, in writing, signify to the Assembly of the Territory, through Coordinating Council, that the Bishop is desirous of having a Bishop Coadjutor or Bishop Suffragan, the matter shall be first presented to the Assembly and its concurrence obtained. This having been done, the election shall be held. Procedures shall be identical to those in the election of a Bishop as outlined herein.
- b. The Bishop of the Territory may appoint a Bishop to the office of Assistant Bishop with the consent of Coordinating Council, who will make provision for remuneration as necessary.

- c. The Bishop of the Territory may appoint a Bishop to the office of Honorary Assistant Bishop, who shall receive no remuneration from this appointment.
- d. The Bishop Coadjutor, if there is one, shall become the Bishop of the Territory whenever a vacancy occurs in the Territory without further election or action.

1.11.6 Deciding on Whether to Hold an Election of a Bishop in the Territory of the People

- a. Provided there is no Coadjutor, if the Bishop gives notice of an impending resignation or retirement, or upon a vacancy occurring in the Territory other than by way of resignation, the following preliminary process will be undertaken in advance of the election of the Bishop of the Territory, but this process will not begin more than six (6) months prior to a vacancy of the Territory occurring:
 - i. Upon the above conditions being fulfilled the Clerical and Lay Secretaries of the Assembly shall, within ten (10) days, give notice to the Metropolitan of the Province stating the desire of the Territory to hold an election, and requesting the Metropolitan to determine, pursuant to the canons of the Ecclesiastical Province of British Columbia and Yukon, that an election may be held.
- b. In accordance with the Ecclesiastical Province of British Columbia and Yukon Canon 4c), the Metropolitan, in consultation with Coordinating Council, shall strike a committee from the Territory of the People which may also include representation from the Ecclesiastical Province of British Columbia and Yukon outside of the Territory of the People, to evaluate the viability of the Territory and make recommendations either to proceed with an episcopal election, or recommend an alternate method of episcopal oversight, and the committee shall within forty-five (45) days report its recommendations to the Metropolitan.
- c. If the Metropolitan has advised the Coordinating Council that pursuant to the canons of the Ecclesiastical Province of British Columbia and Yukon that an election may be held, and if the Coordinating Council decides to proceed with an episcopal election, and if the Bishop of the Territory is still in office, the Coordinating Council, after seeking the advice of the Metropolitan, will decide whether some or all of the procedures may begin immediately or must wait until the Territory is vacant.

1.11.7 Summoning the Electoral Assembly and Appointment of Electoral Committee

- a. Within thirty (30) days of having received both confirmation from the Metropolitan that pursuant to the canons of the Ecclesiastical Province of British Columbia and Yukon an election may be held and the report of the committee struck pursuant to Article 1.11.6(b), the Coordinating Council shall summon an extraordinary session of the Assembly, to meet within the Territory in no less than sixty (60) days, nor more than twelve (12) months from the date of such summons, for the purpose of electing a successor to the Territory.
- b. Upon a vacancy occurring, the Coordinating Council shall meet within sixty (60) days to appoint an Electoral Committee which shall consist of:
 - 1. the Counsel to the Bishop,
 - 2. the Finance Officer,
 - 3. the Clerical Secretary,
 - 4. the Lay Secretary,

5. up to five (5) additional clerical or lay members, with the objective of ensuring there shall be:
 - a) at least one (1) member from each Regional Deanery, and
 - b) at least three (3) members from the Indigenous community
 6. as nearly as possible an equal representation of clerical and lay members on the Committee
 7. one (1) additional member (lay or ordained) in consultation with the Metropolitan which member:
 - i) is a resident of the Ecclesiastical Province but not of the Territory of the People, and
 - ii) is a member of General Synod, the Provincial Synod of the Ecclesiastical Province of BC & Yukon, or a diocesan synod within the Ecclesiastical Province.
 8. as required, one additional member with skills and expertise in electoral procedures.
- d. If any member of the Electoral Committee consents to be a candidate for the election they must inform the Chair immediately of their resignation from the committee; the Chair will have the right to appoint a member of the Territory to the committee in place of the former member, unless the resigned member was appointed by the Metropolitan, in which case the Metropolitan will make the replacement appointment.
 - e. The Electoral Committee will, from its members, appoint a Nominations Committee. The primary responsibility of the Nominations Committee is to prepare a list of candidates under the terms set out in section 7, and to solicit, prepare, and distribute information about the candidates for the electors. A record of the meetings of the Nominations Committee will be kept, and will remain confidential.
 - f. The primary responsibility of the Electoral Committee is to deal with all aspects of the election other than nominations.
 - g. Duties of the Electoral Committee:
 1. to elect a Chair from among its members;
 2. to prepare a process for the election of a Bishop, which may include the Election Procedure Appendix 1, and which shall be submitted to the Coordinating Council for approval. Such process shall include, but not be limited to:
 - a. a plan for consultation with Parishes and Regional Councils which shall provide for a method of eliciting the expectations of members of the Territory regarding a Bishop;
 - b. a procedure for the preparation of a Territory Profile which shall contain information as to the state of the Territory, its needs and expectations as discerned from the consultations to be undertaken;
 - c. a statement of Episcopal compensation included with the Territory Profile.
 - h. Coordinating Council must give its approval to the Territory Profile before it is published.
 - i. At the direction of any two of the Finance Officer, the Clerical Secretary and the Lay Secretary, the work of the Electoral Committee may begin before that of the Nominations Committee, so there may be sufficient time to properly consult and prepare the Territory Profile.

- j. Duties of the Nominations Committee:
 - 1. A procedure to ensure each nominee meets the required criteria of the provincial and national canons [see article 1.11.8d];
 - 2. A form of request to each nominee for information which shall include, but not be limited to:
 - a. a *curriculum vitae* with a recent photograph;
 - b. a statement as to the nominee's belief that he or she possesses the gifts for episcopal ministry in the Territory, including a response to the Territory Profile;
 - c. an acknowledgement of the Nominations Committee's right and responsibility to make enquiries, including a police records check, regarding the nominee, as the Nominations Committee may in its discretion determine.
 - 3. A procedure to determine suitability of candidacy for each episcopal nominee (reference checks, vetting etc.)

1.11.8 Candidates

- a. It shall be in the power of the Assembly to elect to the vacancy any ordained priest or bishop of this or any other Diocese of the Anglican Church of Canada (ACC), or licensed to any church in communion with the ACC.
- b. The Nominations Committee shall create a list of candidates in the following two ways:
 - 1. The Nominations Committee will add to the list of candidates the name of any qualified person under article 1.11.8.d. for whom a written nomination has been received by the Nominations Committee, provided the nomination has been supported by at least two (2) members of Assembly or two (2) members of any Church Council within the Territory of the People, and has been consented to in writing by the proposed candidate. Members of Assembly or any Parish Council within the Territory of the People may only nominate one (1) candidate.
 - 2. The House of Bishops of the Ecclesiastical Province of British Columbia and Yukon may make up to three (3) nominations of any qualified person under article 1.11.8.d. for whom a written nomination has been received by the Nominations Committee, provided the nomination has been supported by two (2) members of the House of Bishops, and has been consented to in writing by the proposed candidate.
- c. All nominations must be made before the deadline set by the Electoral Committee, and no nominee shall continue to serve on the Electoral Committee.
- d. In accordance with the Canons of the Anglican Church of Canada, the Nominations Committee in its deliberations may include a name on the list of candidates where he or she:
 - 1. will have achieved the full age of thirty (30) years on the day of the election;
 - 2. is a Priest in good standing in Holy Orders of the Anglican Church of Canada or of some church in full communion with the Anglican Church of Canada;
 - 3. is sufficient in learning, training or experience;
 - 4. has not either directly or indirectly secured or attempted to secure the Office by an improper means;
 - 5. is not guilty of any crime or immorality;
 - 6. does not teach or hold or has within five (5) years previously taught or held anything contrary to the Doctrine or Discipline of the Anglican Church of

Canada.

- e. The absence of any member of the Nominations Committee who has been unable to attend all the meetings, will not invalidate its report; the Nominations Committee and the Electoral Committee shall not sit unless there is a quorum of two-thirds of its membership.
- f. Before issuing the list of candidates, the Nominations Committee will confirm each person on this list gives his or her consent in writing.
- g. The Nominations Committee shall review the nominations received and prepare a list of those nominees who have been properly nominated and who qualify for the office of Bishop in accordance with article 1.11.8d, as well as a list of candidates who failed to qualify. These lists will be shared with the Electoral Committee only, and shall be kept confidential.
- h. The Nominations Committee will:
 - 1. not disclose who nominated each candidate;
 - 2. send to each of the qualified nominees on the list by such means as the Electoral Committee may determine:
 - a. a copy of the Territory profile prepared for the purpose of this election,
 - b. a request for all information required by the Electoral Committee based on section 1.11.7.j.(2),
 - c. provide an acknowledgement of receipt of the acceptance form.
 - d. The deadline for receipt of the official acceptance form and required information from the nominees shall be by the deadline, and a notation that if such a reply is not received at the Territory office by the deadline, the nominee's name will not be included in the list of candidates for election.
- i. After the deadline for receipt of the replies from the nominees, the Electoral Committee shall issue a list of qualified candidates for the electoral ballot within thirty (30) days of the nominations deadline. The list may be issued via the website of the Territory of the People and through other means. The list shall consist of all those persons:
 - 1. who were included in the list of nominees referred to in paragraph 1.11.8.g,
 - 2. who have accepted the nomination, and
 - 3. who have replied to the request for information referred to in paragraph 1.11.7.j.2.
- j. Candidates may withdraw from the list of candidates at any time up to the casting of the first ballot.

1.11.9 Nominations from the Floor

- a. There will be no nominations from the floor.

1.11.10 Chair of Electoral Assembly

- a. The Assembly to elect a Bishop shall commence with the Holy Eucharist, and thereafter the Metropolitan or Acting Metropolitan, or their designate, shall be the Chair of the Assembly and preside at the election. Prior to the calling of each ballot, the Chair shall be satisfied as to those candidates who wish to remain on the ballot;
- b. The Chair of the electoral Assembly shall be without a vote.

1.11.11 Absence of Electors

- a. The absence of any of the parties summoned, or the failure of any parish to elect a lay delegate will not invalidate the election.

1.11.12 The Election

- a. On the day and at the place appointed, Holy Eucharist having been first celebrated, the Chair shall call the Assembly to order.
- b. The Counsel to the Bishop will make a report regarding registration. A quorum for the holding of an extraordinary session for the election of a Bishop shall be two thirds of the members of clergy licensed to the Territory of the People¹, and two thirds of the lay representatives to Assembly. Indigenous lay delegates to Assembly will vote with the Order of Laity.

Providing two-thirds of both Orders entitled to vote are present and vote, a simple majority of votes in each Order shall determine the choice of the new Bishop. If the required number of members of Assembly have assembled, the Chair of the Nominations Committee, will make a report on the names of the candidates.

- c. After time for prayer, voting will then commence.
- d. In the election of a Bishop voting shall be by the orders. The members of the clergy and lay members entitled to vote at meetings of Assembly shall vote separately by ballot. A majority of the votes in each order in any one ballot shall determine the successful candidate provided that at least two-thirds of the members of the clergy and at least two-thirds of the lay members of the Assembly entitled to vote are present and vote. [See paragraph 1.11.12.b]
- e. Balloting procedures will be in accordance with any policy and procedures proposed by the Electoral Committee and approved by Coordinating Council.

1.11.13 Provision for Electoral Deadlock

- a. If the balloting pursuant to Procedures Section 1.11.12 does not result in an election, the Session of Assembly shall be adjourned by the Chair indefinitely. During the adjournment new nominations may be made and the procedure described in Part 1.11.12 shall be followed, with the necessary changes being made with respect to any such new nominations. The last date for new nominations shall be no more than 60 days after adjournment. The Coordinating Council shall determine the date and time on which, and the place where, the adjourned Session of Assembly shall be reconvened, and shall cause due notice to be sent to all Members of Assembly together with the requisite information relating to candidates newly nominated pursuant to this section.
- b. At the commencement of the adjourned Session of Assembly, the names of those candidates who were validly nominated previously and who did not withdraw their names in the previous election, and who have consented to their names being re-submitted to the Electoral Assembly, together with the names of candidates, if any, validly nominated pursuant to section 1.11.8 above, shall be placed on the ballot. Thereafter balloting shall resume until a candidate has been elected in accordance with section 1.11.12 or until at least five ballots, or such greater number as may be determined in advance by the Electoral Committee, shall have taken place without a candidate being elected.
- c. If no candidate has been elected pursuant to Procedures Section 1.11.12 then one final ballot shall be held on which the percentage of votes received by each

¹ See Territory Policy 1.1 Name and Composition of Assembly; subsection 1.1.1 iii) – “the Clergy licensed by the Bishop to a definite sphere of work within the Territory of the People”

nominee in each order shall be added and the candidate with the greatest total of percentages shall be declared elected.

1.11.14 Confirmation of the Election by the Provincial House of Bishops

- a. Upon an election being made, confirmation shall be sent by the Secretaries of Assembly to the Metropolitan within seven (7) days. No person shall be consecrated and/or installed as Bishop of the Territory of the People until their election is confirmed by a majority in the House of Bishops of the Ecclesiastical Province of British Columbia and Yukon, in accordance with the Canons of the Ecclesiastical Province.
The decision of the House of Bishops shall be final.
- b. If concurrence is not received from the House of Bishops within thirty (30) days of the election, it shall be declared null and void and the Assembly shall be reconvened at a suitable time with the same procedures to apply, with the necessary changes being made, for the election of the Bishop.

1.11.15 Installation

- a. The officers of the Territory shall make arrangements for the installation of the Bishop-Elect (following his or her consecration if necessary).
- b. The Bishop-Elect shall, before his or her installation (and consecration if necessary), promise obedience to the Constitution, By-Laws and Policies of the Territory.
- c. The Bishop-Elect shall not have jurisdiction in or over the Territory until his or her consecration and installation as Bishop of the Territory of the People.
- d. Except for a coadjutor Bishop, a newly elected Bishop does not assume the powers of the ordinary until ordained a Bishop (if not already in episcopal orders) and installed as such by the Territory officers, according to custom.
- e. A Coadjutor Bishop assumes full power upon the vacancy of the Territory by the previous Bishop of the Territory, but a service of installation should follow promptly.

APPENDIX 1 - PROCEDURES:

A1. Detailed Voting Procedures:

- a. All members of the Assembly present shall sign their names in a book provided for the purpose. The Clerical and Lay Secretaries of Assembly shall present to the Chair the list of Clergy and Lay Members respectively who are entitled to attend and who are present and the Chair shall sign the same;
- b. The Chair shall present the list of candidates to the Members
- c. The Chair shall appoint Scrutineers to take and count ballots as follows:
 - i. For the clerical vote, two Clergy and one Lay person;
 - ii. For the Lay vote, two Lay persons and one Clergy person.
2. After any ballot a candidate may withdraw by so signifying in writing to the Chair. The Chair shall announce the withdrawal before the preparation of the next ballot.
3. At the conclusion of voting on each ballot, the Chair, having first asked if all voters wishing to vote have done so, shall declare the ballot closed.
4. The Scrutineers shall retire to a place provided for them and shall count the ballots. They shall assure themselves that the number of votes counted by them corresponds to the number of persons voting on the ballot as recorded by the Secretaries and shall so report to the Chair.
5. When the counting is completed, the Scrutineers shall hand a report of the results in each order to the Chair. The results shall be announced in each order to the Members, at the same time stating the number of clerical and lay votes necessary for an election.
6. Spoiled ballots will be recorded and announced.

Criteria for Spoiled Ballot:

A ballot may be spoilt in a number of ways, including:

- Failing to mark the ballot at all (blank vote), or otherwise defacing the ballot instead of attempting to vote.
 - Filling out the ballot in a manner that is incompatible with the voting system being used, e.g.:
 - Marking more choices than permitted (over-voting), or fewer than necessary (under-voting).
 - Filling a preference ballot out of sequence, e.g. 1-2-2-3-4 or 1-2-4-5-6. In most cases, only the first two choices in these examples would be counted as valid.
 - Adding a write-in candidate when such an option is not permitted. The vote for this candidate would be discarded.
 - Filling the ballot in a manner that makes the voter's decision unclear.
 - Physically deforming ballots, especially those counted by machine.
 - Making marks on the ballot other than those necessary to complete it, where the voter's identity can be ascertained, compromising the secrecy of the ballot.
7. If voting is by paper ballots, the ballot papers will be placed by the Scrutineers in an envelope after each ballot is completed with the number of the ballot and the initial of the Scrutineers on the outside.

8. The Assembly may adjourn from time to time until balloting is completed.
9. If there has been no election after the third ballot and there are more than five nominees:
 - a. the number of names appearing on the fourth ballot shall be reduced to those five nominees who on the preceding ballot received the largest number of votes, on the basis of the percentage of the members of the clergy added to the percentage of the lay members who voted for each nominee;
 - b. for each succeeding ballot after the fourth and until a nominee has been elected or until two names remain, the nominee who received the least number of votes on the immediately preceding ballot counted on the said percentage basis shall not appear;
 - c. immediately prior to any ballot on which there remain the names of two nominees, the Chair may prescribe that if an election shall not have occurred after a number of ballots then specified by the Chair, being not less than two, then the election shall be adjourned for another sitting. See paragraph 1.11.13: "Provision for Electoral Deadlock;"
 - d. when a candidate has received a majority (more than 50%) of the votes of the clergy and a majority of the votes of the lay members, that candidate shall be declared by the Chair to have been elected to the office of the Bishop of the Territory of the People;
 - e. On the declaration of an election, one of the Secretaries shall present a motion "that the ballots be destroyed before the close of Assembly" and, on such resolution being passed, the ballots will be destroyed before the close of Assembly.

B. Registration and Seating of Electors

1. On the day and at the place selected, personal registration of delegates will normally commence before the celebration of Holy Eucharist and be completed prior to the convening of the first session of Assembly.
2. Upon registration, those entitled to vote will be given an identification badge which they must wear during the entire period of the election. As soon as the names of the members of the clergy and lay representatives entitled to vote shall be ascertained, the list shall be signed by the Chair of the Assembly. The delegates shall then be seated by orders in the Assembly. Following the celebration of Holy Eucharist all persons who are not duly registered delegates shall withdraw from the election floor of the Assembly and may observe the proceedings from designated areas.
3. The list of those entitled to vote shall be handed to the Returning Officer, and anyone not on that list shall not be entitled to vote.
4. These procedures are the responsibility of the Electoral Committee.

C. Balloting Procedure

1. The following procedures assume paper ballots are used. They may be printed with the names of the candidates for that ballot, with boxes beside them where an elector may indicate their preference, or the electors may be provided with blank pieces of paper and asked to write the name of their preferred candidate.
2. At the head of the centre aisle in the Assembly, one table on each side of the aisle, one for clergy, one for laity.
3. At the clergy table, the lay secretary and one lay Scrutineer, and at the lay table, the clergy secretary and one clerical Scrutineer.
4. The lay secretary or clergy secretary calls out the names of the delegates, using the delegate check-off sheets as reference.

5. At the conclusion of voting on each ballot, the Chair, having first asked if all voters wishing to vote have done so, shall declare the ballot closed.
6. When the process is complete, the Scrutineers take the ballots into a suitable nearby room for counting.
7. The Scrutineers shall retire to a place provided for them and shall count the ballots. They shall assure themselves that the number of votes counted by them corresponds to the number of persons voting on the ballot as recorded by the Secretaries and shall report to the Chair.
8. When the counting is completed, the Scrutineers shall hand a report of the results in each order to the Chair. The results shall be announced in each order to the Members, at the same time stating the number of clerical and lay votes necessary for an election.
9. If voting is by paper ballot, the ballot papers will be placed by the Scrutineers in an envelope after each ballot is completed with the number of the ballot and the initial of the Scrutineers on the outside.
10. The Chair will announce the results of each ballot.
11. When a candidate has received a majority (more than 50%) of the votes of the clergy and a majority of the votes of the Lay Members, that candidate shall be declared by the Chair to have been elected to the office of Bishop of the Territory of the People, provided that at least two thirds of the members of the clergy and at least two thirds of the lay members of the Assembly entitled to vote are present and vote. See paragraph 1.11.12.b.
12. A motion will be made before the close of Assembly, to destroy the ballots.

Clarification of Roles:

1. **Metropolitan** - Chair of the Electoral Assembly
2. **Coordinating Council:**
 - a. Selects Electoral Committee – up to 9 members (see 1.11.7.b.)
 - b. Approves Territory Profile prior to publication
 - c. Approves Electoral Process and Timeline
 - d. Determines and announces time and place of Electoral Assembly
3. **Electoral Committee:**
 - a. Deals with all aspects of the election other than nominations
 - b. Consults and prepares a profile for the Territory of the People
 - c. Determines a deadline for responses from Nominees
 - d. Determines means of contact with potential Nominees
 - e. From its members, selects the Nominations Committee
 - f. Duties - see 1.11.7 g
4. **Nominations Committee:**
 - a. Prepares a list of candidates under the terms of this policy section 1.11.8
 - b. Ensures Nominee meets canonical requirements
 - c. Develops Nominee request for information and interview procedure
 - d. Creates list of qualified Nominees and forwards to Electoral Committee
 - e. Contacts members of BC Provincial House of Bishops and Metropolitans of other Ecclesiastical Provinces requesting Nominees
 - f. Solicits, prepares and distributes information about the candidates for the electors
 - g. Keeps a confidential record of Nominations Committee meetings
 - h. Publishes list of qualified Candidates via website and other means
 - i. Duties - see 1.11.7.j.
5. **Returning Officer:**
 - a. Oversee the election of a bishop in liaison with the Lay and Clerical Secretaries
 - b. Ensures those entitled to vote are included in the list of voters
 - c. Supervises the Scrutineers in the counting of the ballots

Timeline

1. Vacancy or resignation declared
2. Within **10 days** - Secretaries communicate to Metropolitan
3. Metropolitan, in consultation with Coordinating Council, strikes a Provincial Validation Committee, which reports back to Metropolitan within **45 days**
4. Metropolitan decides whether or not to proceed with election
5. Following receipt of Metropolitan's decision to proceed with Election:
 - a. Within **30 days:** Coordinating Council shall summon an extraordinary session of Assembly
 - b. **No less than 60 days, no more than one year** - Electoral Assembly announced
 - c. Within **60 days** - Coordinating Council meets to appoint Electoral Committee
6. Electoral Committee appoints Nominations Committee from within its own members
7. Within **30 days** of nominations deadline – Nominations Committee publishes list of candidates via website and other means to the Electoral Assembly.

Timeline Flowchart

