

Anglican Church of Australia Diocese of Sydney

St Andrew's House
Sydney Square NSW 2000
Telephone (02) 9265 1555

PO Box Q190
QVB Post Office NSW 1230
Website: www.sds.asn.au

17 July 2024

Arrangements and election information: Second Session of the 53rd Synod

1st circular to Synod Members

Key Points

- The second session of the 53rd Synod is scheduled to commence on Saturday 14 September 2024 at Rouse Hill Anglican College, with the remainder of the session (16-18 and 23-24 September 2024) to be held at the Wesley Theatre on Pitt Street. Each sitting day will start at 3:15 pm (see item 2.1).
- [Synod in the Greenfields](#): on Saturday 14 September 2024, the Synod Service will commence at 11:00 am at Rouse Hill Anglican College, followed by lunch together at 12:30 pm, tours of local Greenfields sites from 1:30 pm to 3:00 pm, and the commencement of the Synod session including the Presidential Address from 3:15 pm to 4:30 pm. Registration in advance is essential (see items 4.1 – 4.3).
- Synod Book 1 is expected to be available online by Wednesday 31 July 2024. Synod Books 2 and 3 are expected to be available online by Monday 26 August 2024 (see items 2.3 and 2.4).
- Synod members may 'opt-in' by Wednesday 31 July 2024 to receive printed copies of Synod Book 1 by post or by pickup (see items 2.5 – 2.8).
- The Synod has requested members who cannot attend to consider, where possible, appointing alternates or, as a last resort, resigning their membership to enable those who can attend to be appointed or elected (see items 3.1 – 3.3).
- A pre-Synod briefing is planned for Thursday 5 September 2024 from 6:30 pm (see items 2.11 & 2.12).

1. Key Dates (2024)

- **Wednesday 31 July** – Target date for initial Synod materials to be published on the SDS website (see item 2.3)
- **Wednesday 31 July** – Deadline to opt-in to receive printed Synod Book 1 (see items 2.5 – 2.8)
- **Saturday 3 August (5:00 pm)** – Deadline to make nominations in Synod elections (see item 5.9)
- **Saturday 10 August** (or earlier) – Provisional notices of contested and uncontested elections published on the SDS website (see items 5.16 & 5.17)
- **Wednesday 14 August** – Deadline for giving notices of motion for inclusion in the business paper for the first day of Synod (see item 2.13 – 2.17)
- **Saturday 24 August (5:00 pm)** – Deadline for précises for nominees in a provisionally contested election, or withdrawing a nomination (see items 5.18 & 5.20). Following this date, the Notice of Uncontested Elections will be made available (see item 5.21).
- **Monday 26 August** – Target date for release of remaining Synod materials (see item 2.4)
- **Wednesday 28 August** – 2nd circular to Synod Members: Notice of Contested Elections, Name tags and the Business Paper for day 1 (see item 2.9(d))
- **Thursday 5 September** – pre-Synod briefing from 6:30pm (see items 2.11 & 2.12)

- **Saturday 7 September** – Deadline for informing the Registry of the appointment of an alternate (see items 3.2 & 3.3)
- **Saturday 14 September** – The Opening service for this session will be held at Rouse Hill Anglican College at **11:00 am** and the session will commence at **3:15 pm**.

2. Preparation for the Synod session

Meeting Places and Dates

- 2.1 Synod will commence on Saturday 14 September 2024, with the Synod Service at 11:00 am at Rouse Hill Anglican College, a Synod lunch and tours of local Greenfield sites, followed by the commencement of the session of Synod and the Presidential Address from 3:15 pm. The session will then continue Monday 16, Tuesday 17, Wednesday 18, Monday 23 and Tuesday 24 September 2024 at the Wesley Theatre, 220 Pitt Street Sydney. The proposed meeting times are as follows –

For Saturday 14 September –

11:00 am – Synod Service

12:30 pm – lunch

1:30 pm – Greenfields tours

3:15 pm – commencement of the Session with Presidential Address

For the first Monday –

3:15 pm to 5:30 pm

5:30 pm to 7:00 pm - Meal Break

7:00 pm to 9:30 pm

For the subsequent days –

3:15 pm to 5:45 pm

5:45 pm to 7:00 pm - Meal Break

7:00 pm to 9:30 pm

- 2.2 The business of the Synod on Saturday 14 September is intended to be largely limited to the Presidential Address. Accordingly, the Diocesan Secretary intends to move a procedural motion to provide that Saturday 14 September and Monday 16 September 2024 are together treated as the 'first day' of the session for the purposes of the order of business set out in clause 3.2 of the *Synod Standing Orders Ordinance 2019*; allowing the Presidential Address to occur on the Saturday but many of the other formalities to occur on the Monday. Tuesday will then be treated as day 2 of the session, etc.

Printing of Synod materials

- 2.3 Initial Synod materials are expected to be published online by 31 July 2024, these being –
- Synod Book 1: Containing the Standing Committee's report to Synod, bills for ordinances and policies, and other reports promoted by the Standing Committee by the time of its July meeting.
- 2.4 Supplementary Synod materials are expected to be published online by 26 August 2024, including –
- Synod Book 2: Containing any further reports or bills promoted by the Standing Committee at its August meeting, and
 - Synod Book 3: Containing the principal ordinances proposed to be amended and other background material.
- 2.5 Synod members have the opportunity to opt-in to receive printed copies of Synod Book 1 by post or by pickup from either St Andrew's House or the Synod venue. There will be no printed copies of Synod Books 2 or 3.
- 2.6 To opt-in to receive a printed copy of Synod Book 1, please complete the form at the following link - www.surveymonkey.com/r/Synodprinting
- 2.7 Synod members are asked to opt-in by **Wednesday 31 July**. Members who opt to receive a printed copy of Synod Book 1 by post should receive this by end-August, reflecting the anticipated time required to print, pack and post. Members who opt to pick up a printed copy can do so from Level 2 of St Andrew's House during September 2024, or from the Synod venue during the session.

2.8 If a Synod member does not opt-in by 31 July 2024, it will be assumed they do not require a printed form of materials.

Synod communications

2.9 There will be a series of communications for this session –

- (a) The Archbishop's Summons to Synod, this circular and the "Schedule of Elections required" together form the first communication. This includes the link for members to opt-in to receive a printed form of Synod Book 1 (see item 2.6).
- (b) On or around 7 August, provisional notices of contested and uncontested elections will be published on the Sydney Diocesan Services (SDS) website (www.sds.asn.au/synod).
- (c) On or around 26 August, the final notice of uncontested elections will be published on the [SDS website](#).
- (d) On or around 28 August, a 2nd circular will be emailed, advising the availability of all Synod materials on the [SDS website](#), including the –
 - Notice of Contested Elections
 - Business Paper for 14 September 2024
 - Supplementary Synod Books (See item 2.4).

2.10 Since these communications will be sent to Synod members by email, it is important to ensure that your email address is current. If you have a login to the SDS website (Rectors, Wardens, and others), you may access your profile and amend your contact preferences by signing in to the SDS website and clicking on your username (at the top-right of the screen). Failing this, contact details may be updated liaising with the Registry at registry@sydney.anglican.asn.au.

Pre-Synod briefing

- 2.11 A pre-Synod briefing for Synod members will be held on Thursday 5 September 2024 from 6:30 pm at St Andrew's House. This briefing will be livestreamed and available for online review following the briefing. Details on how to register to attend in person, or access the livestream, will be circulated prior to that date.
- 2.12 The purpose of the briefing is to present to Synod members the key issues likely to be considered at Synod and to give members (who are present in person) an opportunity to ask questions. Please note that the briefing will not be a time for speeches by members. Light refreshments will be provided (tea, coffee and biscuits).

Notices of motions for the Session

- 2.13 Notices of motions to be included on the business paper for the first day of the session are to be in writing and be received **by Wednesday 14 August**.
- 2.14 Notices should be emailed to the Diocesan Secretary at synodbusiness@sydney.anglican.asn.au with the subject field stating "Notice of motion" or posted to the Diocesan Secretary at "PO Box Q190, QVB Post Office, SYDNEY NSW 1230" and marked "Notice of motion".
- 2.15 A member of Synod may give up to 2 notices of motions in this manner.
- 2.16 A notice of a motion should be brief and to the point, it should not contain argument, it should not have a long preamble or be written as a speech, and it should not contain material which is unbecoming or defamatory.
- 2.17 If in doubt about the form of a motion, try to find a precedent from the resolutions of the previous session (see [historical resolutions on the SDS website](#)) or ask the Diocesan Secretary or someone else who has experience of the business of Synod. These things need thoughtful preparation, so do not leave it until the last minute.

Questions

- 2.18 Under Rule 6.3 of the Standing Orders, questions to be tabled on the first day of the session must be submitted 7 to 14 days prior to the first day of the session (i.e., **Saturday 31 August – Saturday 7 September**). Questions are to be sent to synodbusiness@sydney.anglican.asn.au within this time window and clearly indicated to be a Question to be addressed by the President.

- 2.19 Questions asked in advance of the session are expected to be tabled on Monday 16 September and answered on Tuesday 17 September; with further opportunities to ask questions on the Tuesday and Wednesday of the first week of the session. (See item 2.1)
- 2.20 Questions are usually answered the day after the question is tabled or asked. The President will speak to each question unless you opt to receive a written response only. In these cases, the President may still speak to your question. Answers to all questions are provided in writing in the foyer of the theatre once the President has read the answer to the Synod.
- 2.21 Under Rule 6.3, questions are to relate to a matter connected with the business of the Synod, and are not to contain an assertion, express an opinion, offer an argument, make an inference or imputation, be disrespectful or offensive, or seek a legal opinion.
- 2.22 Forms to give notice of motions, amendments and questions may be downloaded from the [SDS website](#).

Name tags

- 2.23 Arrangements for name tags will involve a printable form of name tag (without the plastic holder) being sent to you by end August. You will be asked to print (in black and white) the sheet on which your name tag appears, cut your tag out of the sheet and bring it to the session. Plastic name tag holders will be available at venues.
- 2.24 If you have no capacity to print your name tag (in black and white), please contact Nerida Paul at nkp@sydney.anglican.asn.au **by Wednesday 4 September** so that suitable alternative arrangements can be made.

Circulating material relating to the business of Synod

- 2.25 A member of Synod who wishes to circulate material that relates to the business of Synod may purchase a set of Synod members' mailing labels by making written request to the Diocesan Secretary by email at diocesansecretary@sydney.anglican.asn.au or by mail at PO Box Q190, QVB Post Office NSW 1230. The Diocesan Secretary, in consultation with the President of the Synod, will decline to provide mailing labels if she is not satisfied that the material relates to the business of Synod.

3. Attendance at Synod

Appointment of an Alternate

- 3.1 The Synod has –
- (a) requested members who are likely to be unable to attend and participate in any part of the next Synod session to take early action to investigate and pursue options and arrangements that will enable them to attend and participate in the whole of the session, and
 - (b) requested members who, after exhausting such avenues, are still unable to attend and participate in any part of the session to consider, in the case of parochial ministers and parochial representatives, appointing an alternate for the session or, in the case of elected or appointed members, resigning their membership to enable the election or appointment of those who can.
- 3.2 Please note that if you are a parochial minister or a parochial representative and you think it would be appropriate for an alternate to be appointed in your place for this session, the relevant notice of the appointment needs to be received by the Diocesan Registrar at least 7 days before the commencement of the session (i.e., **by Saturday 7 September**).
- 3.3 Contact the Assistant Registrar, Dr Stephen McGuinness, on 9265 1621 or at registry@sydney.anglican.asn.au if you need more information about appointing an alternate.
- 3.4 The Archbishop has also asked any clerical member who will be unable to attend the session to inform him of this as a matter of courtesy.

Synod procedures, constituting Acts and principal ordinances

- 3.5 Useful information about the Synod can be accessed on the SDS website. This includes, for example, the rules by which members may table reports and circulate printed material.
- 3.6 The Acts of Parliament by which the Anglican Church is constituted in New South Wales and the latest version of the principal ordinances of the Synod can be accessed on the SDS website under [Acts, Ordinances & Regulations](#).

- 3.7 The [Synod Standing Orders Ordinance 2019](#) (the **Standing Orders**) set out the processes and rules of debate and business in the Synod.
- 3.8 By resolution 19/07, the Synod requested that the “Synod Survival Guide, 5th Edition” prepared by Dr Robert Tong AM be provided to newly elected members. Dr Tong’s booklet is available at <https://acl.asn.au/guide/>.
- 3.9 “A Brief Guide to Synod Rules” provides a summary of the key Standing Orders and is intended to be used as an easy guide to Synod procedures. The Guide is available on the [Synod page](#) of the SDS website, in [A5 Booklet format](#) and in [A4 format \(larger print\)](#).
- 3.10 You can read a summary of the proceedings of past sessions on the [SDS website](#).

Membership of the Synod

- 3.11 A list of members will be tabled in the Synod on 14 September 2024.

Reports for the Session

- 3.12 Reports and audited accounts from approximately 40 organisations and committees will be tabled at the Session, on the stage behind the President; and are available to be viewed by Synod members during breaks in the session.

Health and safety

- 3.13 Members are asked to exercise their discretion and not attend Synod if they are unwell.

4. Logistical arrangements

Logistical arrangements for Saturday 14 September

- 4.1 The 2024 NSW Local Government Elections will be held on 14 September; the same day as Synod in the Greenfields. Synod members are encouraged to vote early at a pre-poll centre if possible. The start time of the Synod Service has been set at 11:00 am to allow members time to vote in the morning if required.
- 4.2 Information about the ‘Synod in the Greenfields’ activities on 14 September is available on the website <https://greenfields.sydney/>. Registration for this component of the day is \$25 per person and is essential for catering and tour purposes.
- 4.3 Synod members may also wish to extend an invitation to others from their parish to register to attend the Synod in the Greenfields event, such as wardens or parish council members.

Further information

- 4.4 Further information on matters such as Synod procedures, parking, logistical arrangements, business before the Synod, the election processes, etc. will be provided in further communications as the commencement of the session approaches.

5. Notice of elections for this Synod Session

Elections to be conducted

- 5.1 The elections for offices to be conducted during the second session of the 53rd Synod in September this year are set out in the Schedule of Elections Required (see separate Schedule).
- 5.2 In the Schedule of Elections –
- (a) the relevant organisations are listed in alphabetical order,
 - (b) the names of retiring members are shown with their attendances at meetings during the year to 30 June 2024, and the year in which the person was first elected to the office, and
 - (c) beside the name of a retiring member is an indication of whether or not there is good reason to believe the member is willing to be nominated for re-election through the notation “Y” or “N”, or “N/A” if they are ineligible for re-election (usually as a result of term limits).
- 5.3 The Rules referenced in this section 5 are from the Schedule to the *Synod Elections Ordinance 2000*.

Statement of qualifications, skills, experience and adequacy of gender balance

- 5.4 As part of the Election Return process, the chair, secretary, or other responsible officer of each board, council, or committee which has a position to be filled by a Synod election was invited to submit a statement as to –
- (a) the qualifications, skills and experience sought in any person elected, and
 - (b) the adequacy of the gender balance on the board, council or committee.
- 5.5 The statements submitted are set out at item 6.

Disqualifying circumstances

- 5.6 Under Rule 3.2(3A), a member may not knowingly nominate for election a person who is –
- (a) an insolvent under administration,
 - (b) of unsound mind or a person whose person or estate is liable to be dealt with in any way under the laws relating to mental health or is otherwise incapable of acting,
 - (c) disqualified from managing a corporation within the meaning of the *Corporations Act 2001*,
 - (d) disqualified from being a responsible entity of a registered entity by the Commissioner of the Australian Charities and Not-for-profits Commission,
 - (e) convicted of an offence punishable by imprisonment for 12 months or more, or
 - (f) subject to a recommendation from a Tribunal or the Adjudicator under the *Ministry Standards Ordinance 2017* (or from a comparable Tribunal or body in another diocese or church) that he or she be prohibited from holding the office or should be removed from the office.
- 5.7 While members are not required to make active enquiries as to whether any of the above disqualifying circumstances apply to potential nominees, if a member knows that any of these circumstances apply to a person, that person must not be nominated for election.
- 5.8 Under Rule 7.1(2A), if the Diocesan Secretary receives notice that a person subject to a disqualifying circumstance has been nominated for election and is subsequently elected, the person's office will be treated as vacant upon the later of the date of the election and the date such notice is received.

Invitation to make Nominations

- 5.9 Members are invited to make nominations of persons for each of the elections to be conducted. The closing time for the making of nominations is **5:00 pm on Saturday 3 August 2024**.
- 5.10 In making a nomination, members should consider any applicable Statement of qualifications, skills, experience and gender balance set out at item 6. Members should also ensure they do not nominate a person they know is subject to one of the disqualifying circumstances referred to at item 5.6 above.
- 5.11 Under Rule 3.2(2), a nomination is –
- (a) to be in writing, and
 - (b) to specify the office for which the nomination is being made, and
 - (c) to specify the name of, and a postal and email address for, the nominee, and
 - (d) to specify the details of the qualification held by the nominee, where a particular qualification is required for election to the office, and
 - (e) to be signed by 2 members of the Synod, other than the nominee, as nominators, and
 - Note: a nominator must physically sign a nomination using ink on paper or a stylus on a screen.*
 - (f) if the nomination is for an office on a board or council which is a body corporate, to contain a certification from at least one of the nominators that the nominee is willing to sign the statement of personal faith set out in [Appendix 3 to the Governance Policy for Diocesan Organisations](#), and, if elected, will do so before attending any meeting of the board or council held after the election, and
 - Note: a copy of the Governance Policy for Diocesan Organisations can be found on the [SDS website](#).*
 - (g) to contain a certification from at least one of the nominators that the nominee has consented to the nomination, and

Note: it is sufficient grounds for one of the nominators to certify that a retiring person has consented to the nomination if, in the Schedule of Elections Required, the willingness of the person to be nominated is indicated with a 'Y' next to his or her name.

- (h) if the nominee is a lay person, to contain a certification from at least one of the nominators that the nominee has consented to his or her name, contact details and any other personal information that is reasonably necessary for the proper administration of the Synod and the Diocese being collected, used and disclosed by the Registrar for these purposes, and

Note: the proper administration of the Diocese includes any act or practice which is performed pursuant to or under an ordinance or resolution of the Synod or the Standing Committee, or reasonably necessary to give effect to an ordinance or resolution of the Synod of the Standing Committee, or a discharge of the duties or exercise of the powers and authorities of the Archbishop however arising, and the proper administration of Synod includes any act or practice which is undertaken by the Diocesan Secretary in the course of administering the Synod.

- (i) to contain an email address for acknowledgement of the nomination.

5.12 A nomination which does not comply with Rule 3.2(2) is invalid except that –

- (a) an error in the specified postal or email address for the nominee does not of itself invalidate a nomination, and
- (b) the failure to provide a postal or email address for the nominee does not of itself invalidate a nomination if the Registrar already holds a postal or email address, as applicable, for the nominee.

5.13 A nomination form is contained in item 7 although any document which complies with Rule 3.2(2) is in order.

5.14 Nominations are to be delivered by post to "The Secretary of Synod, PO Box Q190, QVB Post Office, SYDNEY, NSW 1230" and marked "Nominations" or as a scanned email attachment to synodelections@sydney.anglican.asn.au with the subject field of the email stating "Nominations".

5.15 Nominations must be received (by post or email) no later than **5:00 pm on Saturday 3 August 2024**.

Provisional Notices of Contested and Uncontested Elections

5.16 Under Rule 3.2A(1), a Provisional Notice of Contested Elections will be posted on the SDS website by **Saturday 10 August 2024**. This notice –

- (a) advises when the number of persons nominated for an election exceeds the number of persons to be elected, and
- (b) specifies the name and nominators for each nominee and, if applicable, the year in which the nominee was first elected to the office, and
- (c) invites the submission of a précis setting out the relevant qualifications, skills, experience and Christian ministry involvement of each nominee for the election.

5.17 Under Rule 3.2A(2), a Provisional Notice of Uncontested Elections will also be posted on the SDS website by **Saturday 10 August 2024**. This notice –

- (a) advises when the number of persons nominated for election to an office does not exceed the number of persons to be elected, and
- (b) specifies the names of the persons nominated.

Invitation to submit précis for provisionally contested elections

5.18 A précis of a nominee in a provisionally contested election may be delivered to the Synod Secretary no later than **5:00 pm on Saturday 24 August 2024** to the postal or email address referred to at item 5.14 above.

5.19 Under Rule 3.3(1) a précis of a nominee is –

- (a) to be not more than 35 words in length, and
- (b) to be signed by the nominee.

Withdrawal of Nomination

- 5.20 Under Rule 3.4, a nominee may withdraw from an election if written notice signed by the nominee and delivered to the postal or email address referred to at item 5.14 above is received by the Synod Secretary no later than **5:00 pm on Saturday 24 August 2024**.

Notices of Contested and Uncontested Elections

- 5.21 Under Rule 4.1, a Notice of Uncontested Elections will be posted on the SDS website as soon as practicable following the Précis Closing Day (**Saturday 24 August 2024**). This notice –
- (a) advises when the number of persons nominated for election to an office does not exceed the number of persons nominated, and
 - (b) specifies the names of the persons nominated.
- 5.22 Further instructions regarding any contested elections will be communicated in the 2nd circular (see item 2.9(d)).

6. Statement of qualifications, skills, experience and gender balance

(proposed by the chair, secretary or other responsible officer of a board, council or committee which has a position to be filled by a Synod election)

ABBOTSLEIGH, COUNCIL OF

Gender balance [is] adequate.

ANGLICAN COMMUNITY SERVICES (ANGLICARE)

Mature collaborative Christians. At least one Rector. Finance / investment / risk management experience; property / construction experience; business or operational leadership; or clinician. Familiarity with Anglicare's services. Independent. Knowledge of contemporary governance practices. Current gender balance inadequate.

ANGLICAN NATIONAL SUPERANNUATION BOARD

A board member must be passionate about seeking excellent member outcomes, and use their business knowledge, contacts and communication skills to promote the growth of Anglican Super around Australia for the benefit of all members.

ANGLICAN SCHOOLS CORPORATION, THE

Desirable traits include: relevant board experience, governance knowledge, key functional area subject matter expertise, understanding of forces impacting schooling, Christian education, experience and perspective breadth, organisation mission performance development, significant leadership experience, risk oversight.

ARDEN ANGLICAN SCHOOL COUNCIL

Our gender balance is adequate. Skills desired are in the fields of education, architecture, property development, strategy, accounting, legal, finance or ICT.

BARKER COLLEGE, COUNCIL OF

Details of Council members' qualifications and experiences are included on Barker's (public) website. Gender balance – Council comprises seven males and six females, including, currently, two females appointed by the OBA.

CAMPBELLTOWN ANGLICAN SCHOOLS COUNCIL

Seeking Christian professionals with expertise in finance, risk, or legal. We endeavour to increase the proportion of women on the Council.

KING'S SCHOOL, THE COUNCIL OF THE

The King's School Council currently comprises 12 men and 3 women. We are actively looking for suitable qualified women to strengthen our team, particularly those with expertise in Law, Education, Human Resources, and Management.

ILLAWARRA GRAMMAR SCHOOL, THE COUNCIL OF THE

TIGS is blessed with a Council offering diverse skills and gifts representing a broad cross section of the School community and beyond. Three of ten members are female.

MACARTHUR ANGLICAN SCHOOL COUNCIL

Persons with university qualifications and with previous governance experience. The School seeks people from a wide geographical area. The gender balance is adequate at present.

MOORE THEOLOGICAL COLLEGE COUNCIL

Academic or corporate experience, especially in corporate risk or people and culture, appropriate for the Governing Board of a theological college. More women on Council would assist in the gender balance.

ST CATHERINE'S SCHOOL, WAVERLEY, THE COUNCIL OF

Demonstrated Christian commitment, character and leadership. Skills and experience: governance, finance and accounting, planning, risk management, medical. There are currently five women and seven men on the Council which is considered within an adequate range.

SYDNEY ANGLICAN LOANS BOARD

Candidates with lending, property, financial, legal, marketing or parish management skills are desirable. There is currently one lay vacancy. Female and male applicants are welcome.

TRINITY GRAMMAR SCHOOL, THE COUNCIL OF

Council seeks persons with skills contributing towards sound governance and fulfilment of its mission with knowledge of the School and appropriate experience in School affairs. Gender balance is kept under regular review and addressed appropriately.

WILLIAM BRANWHITE CLARKE COLLEGE COUNCIL

Council seeks experience in primary and secondary education, and accounting and financial reporting. There is a preference for suitably qualified females.

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7. Nomination Form for 2024 Synod Elections

Election No. (from Schedule)

Nominations close at 5:00 pm on Saturday 3 August 2024

Note: A failure to complete the details and certification required by this form will render the nomination invalid.

We nominate (full name of nominee)

Postal address (of nominee)

Residential suburb

Email address (of nominee)

Qualification (if required for the election)

For (name of Committee, Board, Council, etc.)

First Nominator's

Signature Parish *

Print Name

Second Nominator's

Signature Parish *

Print Name Date

* If not a parish representative, specify the Part of the Synod Membership Ordinance 1995 under which the proposer or the seconder is a member of the Synod.

Email address for acknowledgment of nomination

Certificate

I certify that –

- (a)(insert name of nominee) consents to the nomination[†], and
- (b) if the nomination is for an office on a board or council which is a body corporate, the nominee is willing to sign the statement of personal faith set out in Appendix 3 to the Governance Policy for Diocesan Organisations passed by the Synod on 20 October 2014, as amended from time to time, and, if elected, will do so before attending any meeting of the board or council held after the election.^{††}
- (c) if the nominee is lay person, the nominee has consented to their name, contact details and any other personal information that is reasonably necessary for the proper administration of the Synod and the Diocese being collected, used and disclosed by the Registrar for these purposes.^{†††}

First or Second Nominator's Signature

[†] It is sufficient grounds for one of the nominators to certify that a retiring person has consented to the nomination if, in the Schedule of Elections Required, the willingness of the person to be nominated is indicated with a 'Y' next to his or her name.

^{††} A copy of the Governance Policy for Diocesan Organisations can be found at www.sds.asn.au under 'Synod & Standing Committee' then 'Policies, Guidelines, Resolutions and Records' and then 'Policies and Guidelines of the Synod'.

^{†††} The proper administration of the Diocese includes any act or practice which is performed pursuant to or under an ordinance or resolution of the Synod or the Standing Committee, or is reasonably necessary to give effect to an ordinance or resolution of the Synod or the Standing Committee, or a discharge of the duties or exercise of the powers and authorities of the Archbishop however arising, and the proper administration of Synod includes any act or practice which is undertaken by the Diocesan Secretary or the Secretary of the Synod in the course of administering the Synod.

Acknowledgment of Nomination

(for office use only)

The Nomination of

Email address

For (Name of Committee, Board, Council, etc.)has been received. Election No.....

For and on behalf of the Secretary of Synod..... Date