

## Notes on Conducting a Parish Annual Meeting

Section references are to **Canon Six**:

<https://nb.anglican.ca/legislation/canons>

**Timeframe:** Between 1 January and the third Sunday in March [2(1)]. The meeting cannot be held without three weeks' prior notice of the date being posted in a "conspicuous" place in each house of worship [2(9)] and until "reviewed" financial statements and a proposed budget are available: [2(1)(d) & (e)]. The meeting may be held on any day, including Sunday. It may be held in person, on Zoom (or similar) or even by conference call. (No parish corporation business that involves voting, including an annual meeting, should be attempted by *email*.) In-person meetings should be held in a setting conducive to transaction of business.

**Annual Reporting:** Copies of an Annual Report [4(1)(k)] should be available to parishioners prior to the meeting as well as posted on the parish website, if any. Among annual reporting inclusions are the following requirements:

- A listing of any restricted trusts of which the Parish Corporation is trustee, stating the spending restrictions of each of those trusts [4(1)(k)].
- A special listing of the **endowments/trusts for each of the parish cemeteries**, stating any spending restrictions [Reg 6-3].
- A report on the prior year's parish corporation financials, preferably as prepared by a professional accountant [4(1)(k.1)].

As well, up-to-date **maps of each of the parish's cemeteries** are to be produced for inspection at annual meetings [Reg 6-3].

**Who may chair?** If the Bishop happens to be present, the Bishop may chair [1(5)]. Otherwise, if the Bishop has given someone a licence that reads parish "Incumbent" (a term defined as including "Rector"), then s/he is entitled to chair the meeting [2(12)]. If the Incumbent is absent or if present but declining to preside, a church warden presides [2(12)]. If the Bishop has licenced a non-Incumbent to have "charge" of the parish, then s/he is *eligible* to be elected chair of the meeting [1(3)]. When a parish is vacant, the archdeacon, if present, may act as chair if s/he chooses [4.1(1)]. In any other case the meeting elects someone -- who need not be a parishioner -- to preside. Church legislation is silent on whether the chair (if the chair in question is a qualified parishioner) may vote except that apparently a non-Incumbent presider has no vote [1(3)].

**Who takes minutes?** The clerk of the Annual Meeting is as chosen by the meeting.

**Agenda:** The draft agenda for the meeting is prepared jointly by the Incumbent and the church wardens [7(e)]. It is good practice to include an agenda item to address mission/planning/priorities for the coming year and to hold such discussion prior to election of new parish officers.

**Who may attend/speak?** Voting members of the parish [2(10)]. Other persons may attend if the meeting permits. These others may not vote or introduce/second motions. They may address the meeting only if the meeting permits.

**Who may vote?** Baptized Christians who are at least 16, who worship and have been regular communicants in the parish, and who were regular contributors, financial and otherwise, to the mission of the parish during the previous year [2(10)]; but no one can be a voting member of more than one parish [2(11)]. There is no provision for proxy voting.

**Elections:** Typically, elections to the parish corporation and for Synod delegates are conducted by ballot.

**Election of Parish Wardens:** Parishes have two church wardens (there may also be chapel wardens, as chosen by the relevant congregation members), who are of equal status (not senior/junior). The two wardens may not be of the same household, and may not also serve as parish treasurer [2(3.1)]. Wardens must be lay voting members [2(10)]; clerics – active or retired -- are ineligible. Terms of office may be for one year or multiple years, as the meeting decides. No warden may serve for more than 5 consecutive years [2(4)]; but if both wardens are caught by this term limit, then one of them may serve a 6<sup>th</sup> year [2(5)].

**Election of Vestry:** *First*, the meeting adopts a motion to establish the size of the vestry, which may be any number between 6 and 12 [2(1)(a)]. (The Incumbent, if any, and the two church wardens are not included in the count of “vestry” members.) **Eligibility for Election:** Members of vestry must be lay voting members [2(1)] (see **Who may vote?**). There are no restrictions on what particular congregation nominees come from or any other such limitation. There are also no term limits on Vestry service, but there should be some annual turnover in membership. If the parish is able to send “youth” delegates to Synod then good practice suggests it should also be electing youth to Vestry.

**Election of Synod Delegates:** Parishes are entitled to have 2 delegates and 2 substitutes unless one of the delegates is, at the time of election, between 16 and 35. In that case, they may elect a 3rd synod delegate. (However, parishes cannot send 3 delegates to synod unless one of the delegates *actually attending* the synod is a youth delegate/substitute.) All (not just one) of the delegates elected may be between 16 and 35. **Term Limit:** Someone who *attended* the regular Synods of 2019, 2022 and 2024 as the parish’s delegate is now ineligible to be chosen as a parish delegate or substitute until after a further regular synod has taken place [Constitution, s.4(1.1)].

**Treasurer, Vestry Clerk, Parish Advisory Committee:** These appointments are made by the Parish Corporation, not at the Annual Meeting [4(1)]. See “Notes on Meetings of the Parish Corporation”.