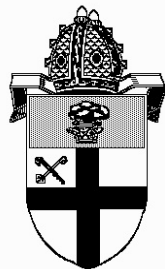


CANONS BYLAWS AND REGULATIONS

Incorporated Synod of the Diocese of Ottawa



2012 Edition

From time to time, the Canons, Bylaws and Regulations Subcommittee of the Diocese publishes an updated version of the legislation which includes changes approved by the Diocesan Council and the Synod to the date of publication.

TABLE OF CONTENTS: CANONS, BYLAWS AND REGULATIONS

Canon	Title	(Page)
C.1.	THE CONSTITUTION AND THE INTERPRETATION AND ENACTMENT OF CANONS, BY-LAWS AND REGULATIONS	(1)
1.01	PREAMBLE	(1)
1.02	DEFINITIONS	(1)
1.03	CANON AMENDMENTS	(2)
1.04	BY-LAW AMENDMENTS	(3)
1.05	REGULATION AMENDMENTS	(3)
C.2.	THE BISHOP	(4)
2.01	VACANCY	(4)
2.02	DISCERNMENT AND THE ELECTION PROCESS	(5)
2.03	THE ELECTION PROCESS	(5)
2.04	DIOCESAN PROFILE COMMITTEE	(5)
2.05	EPISCOPAL ELECTION COMMITTEE	(6)
2.06	NOMINATION PROCESS	(6)
2.07	THE PUBLIC MEETINGS	(7)
2.08	THE ELECTION	(7)
2.09	THE ELECTORAL SYNOD	(9)
2.10	COADJUTOR BISHOP	(10)
2.11	SUFFRAGAN OR ASSISTANT BISHOP	(10)
2.11(1)	EPISCOPAL COMMISSARY	(10)
2.12	ADMINISTRATOR OF THE DIOCESE	(11)
2.13	EPISCOPAL RETIREMENT	(11)
2.14	ATTENDANCE AT MEETINGS	(11)
C.3.	THE SYNOD	(12)
3.01	MEMBERSHIP	(12)
3.02	CLERGY LIST	(12)
3.03	LAY MEMBERS	(13)
3.04	OFFICERS AND EXECUTIVES OF SYNOD	(14)
3.05	SYNOD SOLICITORS	(15)
3.06	MEETINGS	(16)
3.07	QUORUM	(16)
3.08	VOTING	(16)
3.09	SEAL AND ARMS	(17)
3.10	DIOCESAN COUNCIL MEMBERSHIP	(17)
3.11	COURT OF THE DIOCESE	(18)
3.12	FINANCIAL TRANSACTIONS	(20)
3.13	LAND TRANSACTIONS	(20)
3.14	EXECUTION OF DEEDS AND DOCUMENTS	(20)
3.15	MISCELLANEOUS	(20)
3.16	ANGLICAN DIOCESE OF OTTAWA ARCHIVES	(20)
3.17	ARCHIVIST	(21)
3.18	ARCHIVES ADVISORY COMMITTEE	(21)
C.4.	CLERGY AND LAY READERS	(22)
4.01	CATHEDRAL CHAPTER	(22)
4.02	THE DEAN	(22)
4.03	ARCHDEACONS	(22)

4.04	REGIONAL DEANS	(23)
4.05	CHAPTERS AND GREAT CHAPTERS	(23)
4.06	CLERICAL APPOINTMENTS	(24)
4.07	INCUMBENTS	(27)
4.08	ASSISTANT CURATES	(28)
4.09	STIPENDS AND SALARIES	(28)
4.10	PENSIONS	(29)
4.11	LICENSED LAY READERS	(29)
C.5.	THE PARISH	(31)
5.01	THE PARISH AND BOUNDARIES	(31)
5.02	VESTRY	(31)
5.03	MEETINGS	(32)
5.04	CHURCHWARDENS	(32)
5.05	BUILDINGS	(33)
5.06	LAY MEMBERS OF SYNOD	(33)
5.07	FINANCES <i>ET CETERA</i>	(33)
5.08	APPLICATIONS/CONTRACTS WITH THIRD PARTIES	(33)
BY-LAWS		
Bylaw		
B.1.	THE BYLAWS OF THE DIOCESE OF OTTAWA	(35)
1.01	PREAMBLE	(35)
1.02	DEFINITIONS	(35)
1.03	REPORTING OF BYLAW AND REGULATION AMENDMENTS	(35)
B.2.	THE BISHOP	(37)
2.01	DUTIES OF SECRETARIES OF SYNOD	(37)
2.02	EPISCOPAL PASTORAL LETTERS	(37)
2.03	QUESTIONS FOR THE ELECTION OF A BISHOP	(37)
2.04	DIOCESAN PROFILE	(38)
2.05	DUTIES OF EPISCOPAL ELECTION COMMITTEE	(38)
2.06	ROLE AND FUNCTION OF THE CHAPLAIN TO THE NOMINEES	(39)
2.07	PUBLIC MEETINGS PRIOR TO THE ELECTION OF A BISHOP	(39)
2.08	DUTIES OF THE MODERATOR	(40)
2.09	TIME SCHEDULE FOR PREPARATION FOR THE ELECTION	(41)
B.3.	THE SYNOD	(43)
3.01	LAY MEMBERS OF SYNOD	(43)
3.02	CREDENTIALS COMMITTEE	(43)
3.03	CHAIRPERSON OF SITTING	(44)
3.04	ELECTION TO GENERAL AND PROVINCIAL SYNODS	(44)
3.05	SENIOR EXECUTIVES OF THE DIOCESE	(45)
3.06	SEAL AND ARMS OF SYNOD	(46)
3.07	DIOCESAN COUNCIL NOMINATIONS PROCESS	(46)
3.08	DUTIES OF THE DIOCESAN COUNCIL	(47)
3.09	COMMITTEES OF THE DIOCESAN COUNCIL	(49)
3.10	<i>UNALLOCATED</i>	
3.11	GOVERNANCE AND COMMUNICATIONS COMMITTEE	(51)
3.12	COMMUNITY MINISTRY DEVELOPMENT COMMITTEE	(52)

3.13	PARISH MINISTRY DEVELOPMENT COMMITTEE	(53)
3.14	FINANCIAL AFFAIRS COMMITTEE	(54)
3.15	RISK AND AUDIT COMMITTEE	(56)
3.16	SYNOD MANAGEMENT COMMITTEE	(57)
3.17	CANONS, BY-LAWS AND REGULATIONS COMMITTEE	(57)
3.18	APPOINTMENT OF AUDITORS	(58)
3.19	DIOCESAN COURT	(58)
3.20	SYNOD ACCOUNTS, FISCAL AGENT, BANKING ARRANGEMENTS	(63)
3.21	BORROWING	(64)
3.22	PARISH LAND AND BUILDINGS	(65)
3.23	EXECUTION OF DOCUMENTS	(66)
3.24	CONSOLIDATED TRUST FUND	(66)
3.25	CANTERBURY HOUSE BOOKSTORE	(67)
3.26	PARISH FAIR SHARE BUDGET	(68)
3.27	TEMPLE PASTURES MISSION	(68)
3.28	<i>UNALLOCATED</i>	
3.29	AUDIT SUBCOMMITTEE	(70)
3.30	ADVISORY COMMITTEE OF THE ANGLICAN STUDIES PROGRAM	(70)
3.31	COMMISSIONER OF CEMETERIES	(71)
B.4.	THE CLERGY	(73)
4.01	DUTIES OF THE DEAN	(73)
4.02	ARCHDEACONRIES AND REGIONAL DEANERIES	(73)
4.03	DUTIES OF ARCHDEACONS	(73)
4.04	DUTIES OF REGIONAL DEANS	(74)
4.05	CLERGY	(75)
4.06	DUTIES OF THE INCUMBENT	(79)
4.07	<i>UNALLOCATED</i>	
4.08	GENERAL SYNOD PENSION PLAN	(81)
4.09	GROUP LIFE INSURANCE PLAN	(81)
4.10	LICENSED LAY READERS	(81)
4.11	RETIRED CLERGY	(82)
B.5.	THE PARISH	(84)
5.01	PARISH BOUNDARIES	(84)
5.02	PARISH LISTS	(89)
5.03	CHURCH PROPERTY	(91)
5.04	PARISH STATISTICS	(91)
5.05	CHURCHWARDENS' QUALIFICATIONS	(92)
5.06	PARISH COMMITTEES	(94)
5.07	LAY MEMBERS OF SYNOD	(94)

REGULATIONS

Regulation	Title	(Page)
R.3.	THE SYNOD	(97)
3.01	SYNOD LAY MEMBERS	(97)
3.02	RECORDING OF MEMBERSHIP	(97)
3.03	CONVENING CIRCULAR	(97)
3.04	ANNUAL REPORTS TO SYNOD	(98)
3.05	<i>UNALLOCATED</i>	

3.06	IDENTIFICATION	(98)
3.07	REGISTRATION HOURS	(98)
3.08	ORDER OF BUSINESS	(99)
3.09	TIME OF MEETINGS	(100)
3.10	MINUTES OF SYNOD	(100)
3.11	BALLOTING	(100)
3.12	PROCEDURE AT MEETING	(101)
3.13	SYNOD JOURNAL	(104)
3.14	MOTIONS REGARDING EXPENDITURES	(105)
3.15	MEMBERS OF GENERAL AND PROVINCIAL SYNODS	(106)
3.16	DUTIES OF THE EXECUTIVE ARCHDEACON	(106)
3.16	DUTIES OF THE DIRECTOR OF FINANCIAL MINISTRY	(107)
3.17	FISCAL AGENCY	(107)
3.18	RULES OF THE DIOCESAN COURT	(108)
3.19	DUTIES OF THE DIRECTOR OF COMMUNITY MINISTRY	(114)
3.20	DUTIES OF THE SECRETARIES OF SYNOD	(115)
3.21	COMMITTEES OF THE DIOCESE	(115)
3.22	COMMITTEE NOMINATIONS PROCESS	(116)
3.23	COMMON COMMITTEE TERMS OF REFERENCE	(117)
3.24	GOVERNANCE AND COMMUNICATIONS COMMITTEE	(119)
3.25	COMMUNITY MINISTRY DEVELOPMENT COMMITTEE	(121)
3.26	PARISH MINISTRY DEVELOPMENT COMMITTEE	(123)
3.27	FINANCIAL AFFAIRS COMMITTEE	(124)
3.28	RISK AND AUDIT COMMITTEE	(125)
3.29	FURTHER OFFICERS OF SYNOD	(126)
3.30	CUSTODIAL SERVICES	(126)
3.31	CLERGY TRUST FUND	(126)
3.32	DIVINITY STUDENTS FUND	(128)
3.33	CLERGY RETIREMENT ALLOWANCE	(129)
3.34	<i>UNALLOCATED</i>	
3.35	ADVISORY COMMITTEE OF THE ANGLICAN STUDIES PROGRAM	(130)
3.36	ARCHIVIST	(131)
3.37	ARCHIVES ADVISORY COMMITTEE	(133)
3.38	TERMS OF REFERENCE FOR SUBCOMMITTEES AND MANAGEMENT BOARDS	(134)
R.4.	THE CLERGY	(147)
4.01	STIPENDS AND SALARIES	(147)
4.02	PARISH PENSION ASSESSMENT	(153)
R.5.	THE PARISH	(154)
5.01	PARISH LANDS AND BUILDINGS	(154)
5.01(4)	HERITAGE DESIGNATION	(157)
5.02	PARISH COUNCIL	(158)
5.03	PARISH CENTRAL COMMITTEE	(160)
5.04	CEMETERY LANDS	(161)
5.05	ORDERS OF BUSINESS AT ANNUAL VESTRY	(162)
5.06	AUDITORS	(163)
5.07	PARISH REMITTANCES TO SYNOD	(164)
5.08	PARISH PRIORITIES	(165)
5.09	SIDESPERSIONS	(166)
5.10	MINISTERING IN VACANT AND MULTIPLE CONGREGATIONAL PARISHES	(166)
5.11	DIOCESAN PARISH FAIR SHARE	(167)
5.12	INSURANCE	(172)