

# Constitution and Canons

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## CANON 7 DUTIES OF THE SECRETARY OF SYNOD

1. The Secretary shall advise the Delegates and/or Members of the summoning of Synod in accordance with the provisions of Canon 4.
2. Not later than four (4) months before each Session of Synod the Secretary shall:
  - A. invite notice of any business to come before the next Session.
  - B. call for nominations for canonically required elections from the Rural Deans, Members of Synod and from all diocesan boards; such nominations shall be submitted to the Nominating Committee.
3. The Secretary shall receive all motions or notices of motion to be presented to Synod in accordance with the provisions of Canon 6.
4. The Secretary shall send copies of the motions or notices of motion received in accordance with section 3 hereof, together with all other necessary material to all delegates and Members of Synod at least thirty (30) days before the date set for the Session.
5. The Secretary shall keep accurate minutes of the proceedings of Synod and the Diocesan Executive Council.
6. Following Synod the Secretary shall be responsible for the printing of Synod Journal, which shall contain:
  - A. a list of Members attending,
  - B. a list of Parishes and Congregations,
  - C. all Votes, Proceedings, Motions, Memorials and Memoranda,
  - D. reports of Councils, Boards and Committees,
  - E. the Bishop's Charge,
  - F. any other matter ordered by Synod to be printed.
7. The Secretary shall send copies of the Journal to the following:
  - A. all Clerics,
  - B. all Lay Delegates,
  - C. all Churchwardens,
  - D. all the Officers of Synod
  - E. the Diocesan Archives
  - F. the Archives of the Ecclesiastical Province of Canada

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### Diocese of Quebec

Constitution: Approved 1st reading Synod 1997, Adopted Synod 1999  
Canons: Amended by Synod 2009

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8. After Delegates to General and Provincial Synods and their Alternates have been elected, the Secretary shall send separate certificates to the Secretary of General Synod and the Secretary of Provincial Synod. Each certificate shall give the names of the Delegates and Alternates elected; the certificates sent to the Secretary of General Synod shall specify the number of licensed Clerics in the Diocese. These certificates shall be signed and sealed by the Bishop.
9. The Secretary of Synod shall also act as Secretary to the Diocesan Executive Council.
10. In the event of a Special Meeting being called, the delays specified in sections 2) and 4) shall not apply. The convening notice shall specify the business to be considered.

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**Diocese of Quebec**

Constitution: Approved 1st reading Synod 1997, Adopted Synod 1999  
Canons: Amended by Synod 2009