

Constitution and Canons

CANON 8 THE DIOCESAN EXECUTIVE COUNCIL

1. MEMBERSHIP:

- A. The Diocesan Executive Council [DEC] shall be composed of two categories of voting members:
 - i. MEMBERS EX-OFFICIO: the Officers of Synod.
 - ii. ELECTED MEMBERS: two representatives and one substitute representative from each deanery who shall be elected by Synod from among its members. No more than one-third of the elected members shall be clergy. The substitute representative would attend a D.E.C. meeting with full voting rights only if one of the two elected members from the deanery was unable to participate.
- B.
 - i. Vacancies of Ex-officio members between sessions of Synod or DEC shall be appointed by the Bishop.
 - ii. Vacancies among elected members shall be filled from among the Members of Synod of the affected Deanery, by the appropriate Deanery Council. Should a Deanery Council fail to elect a replacement in three months from the time of the vacancy, the Bishop shall appoint.

2. OFFICERS

- A. The officers of the DEC are:
 - i. The Bishop, who is its Chairperson;
 - ii. a Vice-Chairperson appointed by the Bishop from, and with the consent of, the Council;
 - iii. the Secretary of Synod; and
 - iv. the Treasurer.
- B. While the officers are not of themselves an executive, they may be given limited powers, by resolution of the DEC, to act for it between meetings in specific cases.

3. RESPONSIBILITIES

The DEC shall be responsible for:

- A. Transacting the business of Synod between sessions.
- B. Calculating the fair share that each Congregation shall contribute to Synod Funds. This contribution shall be payable to the Synod of the Diocese in monthly instalments or as agreed between each Congregation and the Treasurer of Synod.

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- C. Planning for the business of Synod, and preparing the agenda for the Sessions of Synod.
- D. Forming a Nominations Committee for Synod.
- E. Defining terms of reference for DEC Subcommittees.
- F. Determining the conditions and terms of appointment and remuneration, if need be, of the Officers and Staff of Synod, and nominating suitable persons to fill these positions.
- G. Receiving and acting on reports and recommendations from the Subcommittees and the Programme Committee.
- H. Advising the Bishop on any matter referred to it.
- I. Report on its actions to the subsequent Synod.
- J. Undertaking any specific tasks assigned to it by Synod. Before the Synod is prorogued members of the newly elected DEC shall meet to plan for the period of its mandate.

4. MEETINGS

- A. Regular meetings of the DEC shall be held at least twice a year, at such time and place as the Bishop shall determine.
- B. At the written request of at least sixty percent of the voting members, the Bishop shall call a special meeting of the DEC. The agenda of that special meeting shall be restricted to the issues specified in the request.
- C. Special meetings can be held face to face, by teleconferencing, by e-mail or any other means that the Bishop deems appropriate.

5. BOARDS & SUBCOMMITTEES

- A. The Quebec Lodge Board shall be a Board of the DEC with the mandate of managing Quebec Lodge Camp in compliance with Canon 26.
- B. The DEC may set up subcommittees to carry out specific tasks.

6. QUORUM

The Quorum of the DEC shall be one-half of the voting members, which must include the Bishop or appointed deputy.

7. VOTING

- A. Votes shall be decided by a simple majority of those present and voting.
- B. All motions shall have the assent of the Bishop before coming into force. Assent shall be implied unless the Bishop voices his or her dissent, or, if the Bishop is not present, files written notice of its disallowance with the Secretary within 30 days following the vote.

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