



# **THE LLANDAFF DIOCESAN CONFERENCE**

## **CONSTITUTION, REGULATIONS, STANDING ORDERS AND POWERS**

**October 2021**

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This Constitution, Standing Orders and the Regulations contained herein, and referred to as the Diocesan Constitution, revoke and repeal all previous Constitutions, Regulations and Standing Orders.

Chapter IVA of the Constitution of the Church in Wales requires that in every Diocese of the Church in Wales there shall be a Diocesan Conference.

The Llandaff Diocesan Conference is in all respects subject to the Governing Body of the Church in Wales, and has no right to pass any resolution or come to any decision upon matters concerning discipline, faith or ceremonial, but may offer such advice as the Governing Body may from time to time require.

In this constitution the following terms shall have the following meanings:

- “Ministry Area”: means a Parish, Benefice, Rectorial Benefice or group of Parishes in the Diocese as referred to in the Constitution of the Church in Wales and which are designated as Ministry Areas by the Bishop from time to time;
- “Ministry Area Council”: means a Parochial Church Council as defined in the Constitution of the Church in Wales or in the case of a Group of Parishes a Council of the clergy and at least as many lay representatives of each Parochial Church Council from each Parish in the Group.

## INTRODUCTION

### THE POWERS OF THE DIOCESAN CONFERENCE

The Diocesan Conference is empowered by the Constitution of the Church in Wales to co-operate with the Bishop

- (a) in altering the boundaries of any Ministry Area;
- (b) in disuniting a united Ministry Area;
- (c) in severing a portion or portions of any Ministry Area therefrom and incorporating the same in an adjoining Ministry Area;
- (d) in forming a portion of a Ministry Area, or portions of two or more Ministry Areas under one Incumbent;
- (e) in grouping any two or more Ministry Areas under one Incumbent;
- (f) in rearranging or in dissolving groups of Ministry Areas heretofore, now, or hereafter grouped under one Incumbent;
- (g) in uniting or merging permanently or temporarily two or more Ministry Areas into one Ministry Area;
- (h) in grouping any church without a district with any Ministry Area (where the cleric in charge of each church shall desire it); and
- (i) in assigning any church without a district to a Ministry Area as a church or chapel thereof;
- (j) in forming any area into a Ministry Area or in rearranging, or dissolving a Ministry Area

provided always that no alteration of the boundaries of existing Ministry Areas, nor any change in any grouping of Ministry Areas, if such alteration or change respectively involves additional expense, shall be carried out without the consent of the Representative Body.

Under the Constitution of the Church in Wales, it is the duty of the Diocesan Conference to:

- (a) appoint a Board of Finance;
- (b) appoint a Secretary of the Conference;
- (c) appoint a Standing Committee;
- (d) appoint members of the Diocesan Advisory Committee for the care of churches;
- (e) appoint clerical members of the Disciplinary Tribunal;
- (f) arrange elections to the Electoral College;
- (g) arrange elections to the Governing Body;
- (h) arrange elections to the Representative Body; and
- (i) arrange elections to the Diocesan Churches and Pastoral Committee.

Under the Constitution of the Church in Wales the Diocesan Conference shall have power:

- (a) to determine and regulate its membership;
- (b) to regulate its convening, business and procedure;
- (c) to regulate its committees;
- (d) over its property, finances and its own affairs;
- (e) over Deanery Conferences;
- (f) to consent to the making by the Bishop of any change in the existing territorial arrangements of his/her Diocese as he/she may think fit;
- (g) to alter the number and method of appointment of churchwardens;
- (h) to require Ministry Areas to contribute to the expenditure of the Diocese;
- (i) to make rules relating to territorial arrangements in the Diocese;
- (j) to discuss questions referred from the Governing Body; and
- (k) to consent to the Governing body dividing or transferring any part of the Diocese or uniting the Diocese with another Diocese.

## **PART ONE - MEMBERSHIP OF THE DIOCESAN CONFERENCE**

- 1.1 All members of Conference shall be communicants of the Church in Wales, and over the age of sixteen years.

### **Ex-Officio**

- 1.2 The following shall be ex-officio members of the Conference:
- (a) The Bishop of the Diocese or in his/her absence his/her Commissary specially authorised by him/her in writing. In the case of the death, resignation, or incapacity of the Bishop, or of his/her absence without having appointed a Commissary for the purpose, the President of the Governing Body or the Diocesan Bishop next in order of precedence or his/her Commissary;
  - (b) The Assistant Bishop (if there be any);
  - (c) The Dean of the Cathedral Church;
  - (d) The Archdeacons of the Diocese;
  - (e) The Chancellor of the Diocese;
  - (f) The Diocesan Registrar;
  - (g) The Chair of the Board of Finance;

(h) The Chair of the Diocesan Parsonage Board;

### **Clerical**

1.3 The clerical members of the Conference shall be all stipendiary clerics in the Diocese and all other clerics holding a licence from the Bishop of the Diocese. Clerical membership of the Conference shall cease in the case of any such stipendiary cleric upon retirement from the stipendiary ministry. All other clerics holding a licence from the Bishop shall cease to be members of the Conference when either they cease to hold any appointment as a cleric in the Diocese, or their licence is surrendered or revoked, or the cleric attains the age of seventy.

### **Lay**

1.4 (i) In 2022, that being the last year of the triennial period, and every three years thereafter, every Ministry Area shall elect five members to the Diocesan Conference at its Annual Vestry Meeting (or, where the Ministry Area is grouping of parishes, the Ministry Area Council shall agree which Parishes shall elect one member at their individual Annual Vestry Meeting up to a maximum of 5 in the Ministry Area), who shall assume office immediately and hold office for three years.

(ii) In the event of a vacancy arising, the Ministry Area Council of the Ministry Area may nominate some other person for the remainder of the triennial period. Such person is eligible for election in the following triennial period.

(iii) In the event of one or more Ministry Areas ceasing to exist due to the passing of a decree by the Diocesan Bishop during the triennial period:

(a) The members of the Diocesan Conference elected by the original Ministry Area or Ministry Areas will cease to be elected members of the Diocesan Conference; and

(b) The newly formed Ministry Area shall elect five members to the Diocesan Conference at its Annual Vestry Meeting (or, where the Ministry Area is grouping of parishes, the Ministry Area Council shall agree which Parishes shall elect one member at their individual Annual Vestry Meeting up to a maximum of 5 in the Ministry Area), who shall assume office immediately and hold office for the remainder of the triennial period.

### **Co-opted**

1.5 (i) The Standing Committee of the Conference may at any time co-opt such clerical or lay people to be members of Conference as they think will be advantageous for the Conference, not exceeding a total of five in number. Persons co-opted shall serve for the remainder of the triennial period and are eligible for co-option in the following triennial period.

### **Nominated**

1.6 (i) The Bishop may nominate up to five clerical or lay persons to be members of Conference. Any such nominations shall be made to the Standing Committee at any time. Those nominated will assume office immediately and shall serve for the remainder of the triennial period and are eligible for nomination for the following triennial period.

## **PART TWO - THE SECRETARY OF THE CONFERENCE, AND THE DIOCESAN SECRETARY**

### **The Secretary**

2.1 The Conference shall appoint a Secretary of the Conference, after nomination by the Bishop who may invite names to be submitted to him/her. The Secretary shall hold office for at least four years, which period may be extended by the Conference. The Secretary may resign at any time.

### **Duties of the Secretary**

2.2 The Secretary shall:

- (a) take minutes at the meetings of the Conference and meetings of its Standing Committee;
- (b) ensure that the elections to the Governing Body of the Church in Wales, as set out hereafter, are conducted in accordance with the Constitution of the Church in Wales and the Diocesan Constitution and within one week of such elections return to the Secretaries of the Governing Body the names and addresses of all elected members. Such names shall be sent to the Bishop and also to every Area Dean for distribution to the clergy of the Diocese who shall make these results known in their Ministry Areas
- (c) ensure that elections to the Electoral College, the Diocesan Advisory Committee for the Care of Churches and the Representative Body, as set out hereafter, are conducted in accordance with the Constitution of the Church in Wales and the Diocesan Constitution and subsequently send to the Bishop and also to every Area Dean the names of those elected, for distribution to the clergy of the Diocese, who shall make these results known in their Ministry Areas;
- (d) arrange any other elections as set out hereafter;
- (e) compile and keep up to date a complete list of the clerical and lay members of the Conference;
- (f) fourteen days before a meeting of the Conference send to the Bishop the complete list of all the members. Such list, when signed by the Bishop at least seven days before the Conference meets, shall be conclusive evidence that those named therein and none other are members of the Conference; subject to appeal to the Chancellor;
- (g) send out notice of the annual or ordinary meetings of the Conference at least 14 days beforehand and notice of meetings of the Standing Committee at least 7 days beforehand, together in each case with the minutes of the previous meeting;
- (h) send out notice of special meetings of the Conference at least seven days beforehand and
- (i) be the Secretary of the Standing Committee.

### **2.3 The Diocesan Secretary:**

The Diocesan Secretary will be responsible for the administrative arrangements for all of the elections specified in the Diocesan Constitution and for the organization of Diocesan Conferences.

## **PART THREE - MEETINGS OF CONFERENCE**

### **Declarations**

- 3.1 At or prior to the first Annual Meeting of the Diocesan Conference of each triennium (starting in 2022) the lay members shall, prior to the commencement of business, sign the declaration as provided in the Constitution of the Church in Wales. The Standing Committee, in arranging the agenda of the first meeting of each triennium, shall give due consideration to the times needed for such signing.

### **Number of Meetings**

- 3.2 The Conference shall meet not less than once every year, and all meetings shall be subject to its Standing Orders which are set out in the Diocesan Constitution.

### **The Annual Meeting of Conference**

- 3.3 The annual meeting shall be called by the Bishop, or in his/her absence his/her Commissary specially authorised by him/her in writing. In the case of the death, resignation, or incapacity of the Bishop, or of his/her absence without having appointed a Commissary for the purpose, then reference shall be made to the Constitution of the Church in Wales.

### **The date and place of the Annual Meeting**

- 3.4 This shall be decided by the Standing Committee.
- 3.5 A meeting of the Conference may be held either in person or by suitable electronic means agreed by the Standing Committee or any combination thereof in which all participants may communicate with all the other participants.

### **The Agenda for the Annual Meeting**

- 3.6 This shall be determined by the Standing Committee, which shall then also consider whether other ordinary meetings of the Conference are required that year.

### **Special Meetings of Conference**

- 3.7 These may be called by the Bishop at his/her discretion, and shall be called when not less than one-fourth of the members of Conference request him/her to do so in writing. The Bishop shall determine the time and place of such a Conference and shall instruct the Secretary to convene the meeting. At a special meeting of the Conference only the business set out in the notice of meeting shall be transacted.

### **Notice of meetings**

- 3.8 Notice shall be sent out by the Secretary together with the Agenda Paper and Reports. There shall be not less than fourteen days' notice of an ordinary meeting and at least seven days' notice of a special meeting. The failure of members to receive a notice of a meeting shall not prevent the dispatch of business at any meeting

### **The President**

- 3.9 The President of all meetings of Conference is the Bishop or his/her Commissary authorised by him/her in writing or the President of the Governing Body or the Diocesan bishop next in order of precedence or his/her Commissary. The President shall have a casting vote.

### **The quorum for any meeting of Conference**

- 3.10 This shall be one fourth of the clerical members and one fifth of the lay members together with the President of the Conference. The President of Conference shall determine if the meeting is quorate. If there is no quorum then the Meeting shall not proceed, and shall be null and void. The process for calling another meeting must begin again.

### **Decisions of the Conference**

- 3.11 Decisions must receive the assent of the President, and must have the assent of a majority of clerical and lay members present and voting conjointly, or, if so demanded by thirty members rising in their places, by a majority of the clerical members and lay members present and voting by Orders. All decisions taken in this way shall bind the Conference and all other members of the Church in the Diocese.
- 3.12 The President may withhold his/her consent, but it shall then be competent for any member of the Conference to bring the resolution forward again at the next Annual Meeting of the Conference, when, if passed by a two-thirds majority of the clerical members and of the lay members present and voting by Orders, the resolution shall be referred to the Governing Body of the Province, whose decision shall bind the Conference and all other members of the Church in the Diocese.

### **Failure to elect or nominate members**

- 3.13 Such failure shall not prevent the Conference from proceeding to the dispatch of business.

### **Standing Orders**

- 3.14 The Standing Orders of the Conference shall be those set out in Part Thirteen of the Diocesan Constitution.
- 3.15 Any person may be invited by the Bishop to attend meetings of the Diocesan Conference. Such persons may be invited to speak, but may not vote.

## **PART FOUR - THE STANDING COMMITTEE**

- 4.1 There shall be a Standing Committee of the Conference which shall meet at least twice a year.
- 4.2 A meeting of the Standing Committee of the Conference may be held in person or by suitable electronic means agreed by the members of the Standing Committee of the Conference or any combination thereof in which all participants may communicate with all the other participants.
- 4.3 The Standing Committee shall consist of:
- a) Ex-officio members:**  
The following shall be ex-officio members:
- (i) The Bishop of the Diocese or in his/her absence the President of the Governing Body or the Diocesan Bishop next in order of precedence or his/her Commissary;
  - (ii) The Assistant Bishop (if any);
  - (iii) The Dean;



- (iv) The Archdeacons;
- (v) The Secretary of the Conference;
- (vi) The Chair of the Board of Finance and
- (vii) The Registrar of the Diocese.

**b) Elected members:**

The following shall be elected members:

(i) **Clerical**

In 2022 and every three years thereafter, that being the last year of the triennial period, at its Annual Meeting, every Deanery Conference shall elect to the Standing Committee one clerical member from amongst the clerical members of the Diocesan Conference residing in their Deanery. Clerical members of the Diocesan Conference who do not reside in the Diocese shall be eligible for election in the Deanery in which their post is based. The Area Deans shall follow the procedure for elections set out hereafter.

(ii) **Lay**

In 2022 and every three years thereafter that being the last year of the triennial period, at its Annual Meeting, every Deanery Conference shall elect to the Standing Committee one lay person from amongst the lay members of the Diocesan Conference residing or worshipping in their Deanery. The Area Deans shall follow the procedure for elections set out hereafter.

**General Provisions**

It shall be the duty of the Area Dean to inform the Secretary of Conference of the names and addresses and/or qualifying places of worship or of work of those elected no later than 15th July.

In the event of a vacancy arising, the Deanery Conference shall elect a person to hold office for the remainder of the triennial period and the Area Dean shall inform the Secretary of the Conference of the name and address of the person elected.

Members elected shall assume office on the 1st August of their year of election. They shall serve for three years. Elected members are eligible for election for the following triennial period.

No clerical or lay member may stand for election in more than one Deanery in any one election year.

**c) Co-opted**

The Standing Committee may co-opt not more than 2 clerical and not more than 2 lay members. Such co-options shall take place at any time. They shall assume office immediately and shall serve until 31st July in the final year of the triennial period and are eligible for co-option for the following period. In the event of a vacancy amongst those co-opted the Standing Committee may co-opt some other person for the remainder of the triennial period. Such person is eligible for co-option in the following triennial period.

**d) Nominated**

The Bishop may nominate not more than 2 clerical and not more than 2 lay members to

serve on the Standing Committee. Such nominations shall be made to the Standing Committee at any time. They shall assume office immediately and shall serve until 31st July in the final year of the triennial period and are eligible for nomination for the following period. In the event of a vacancy among those nominated the Bishop may nominate some other person for the remainder of the triennial period. Such person is eligible for nomination for the following triennial period.

- 4.4 All those elected, co-opted or nominated to the Standing Committee must first be members of the Diocesan Conference.
- 4.5 Any person may be invited by the Bishop to attend meetings of the Standing Committee in an advisory capacity. Such persons may not vote.

### **THE POWERS OF THE STANDING COMMITTEE**

- 4.6 Standing Committee shall determine with regard to the Diocesan Conference:
- (a) the date and place of the Annual Meeting;
  - (b) whether other ordinary meetings are required in any year; and
  - (c) the Agenda for the annual meeting and any other ordinary meetings.
- 4.7 Standing Committee shall be responsible for
- (a) receiving regular reports from the various boards, councils and committees of the Diocese in order to co-ordinate the policies of and provide a coherent approach to the work of the Diocese and avoid duplication;
  - (b) developing strategic thinking and planning for the Diocese as a whole, and the implementation of decisions taken by Conference;
  - (c) communicating plans and decisions to all at Diocesan, Deanery and Ministry Area level;
  - (d) exercising the powers given to Conference by the Constitution of the Church in Wales;
  - (e) co-operating with the Bishop in appointing members of the Conference to the Diocesan Churches and Pastoral Committee to fill casual vacancies;
  - (f) nominating members of the Standing Committee of the Governing Body; and
  - (g) agreeing amendments to the Diocesan Constitution.
- 4.8 The Standing Committee may appoint such sub groups as are necessary to carry out its functions and work.

### **MEETINGS**

#### **Notice of Meetings**

- 4.9 Notice shall be sent by the Secretary together with the Agenda Paper and Reports. The failure of members to receive a notice of meeting shall not prevent the dispatch of business at any meeting.
- 4.10 The Chair of all meetings is the Bishop or his/her Commissary authorised by him/her in writing or the President of the Governing Body or the Diocesan Bishop next in order of

precedence or his/her Commissary. He/she shall have a casting vote.

### **Quorum**

- 4.11 The quorum for any meeting of Standing Committee shall be one fourth of the clerical members and one fifth of the lay members together with the presence of the Chair. If there is no quorum the meeting shall not proceed and shall be null and void. The process for calling another meeting must begin again.

## **PART FIVE - GENERAL PROVISIONS AS TO ELECTIONS**

- 5.1 Unless otherwise specified hereafter, the following shall apply to all elections for which the Diocesan Conference is responsible.
- 5.2 When an election is necessary every member of the relevant Order of the Diocesan Conference shall be sent a nomination paper, inviting nominations. This is to ensure that notice of the forthcoming election reaches every Ministry Area within the Diocese. Unless specified, there shall be no restriction on who may propose or second candidates.
- 5.3 Any person nominated must submit a statement of not more than 120 words outlining what they will bring to the body for which they are being nominated and any relevant skills or experience that they may possess. Failure to submit a statement will disqualify the person nominated.
- 5.4 The names on the nomination papers, when they are returned (be that physically or electronically as appropriate), and providing the requirements of the Constitution of the Church in Wales and of this Diocesan Constitution are fulfilled, shall be entered upon a ballot paper in alphabetical order. A separate ballot paper shall be prepared for each Order (clerical and lay). Such ballot papers, together with the candidates' statements, shall then be sent to every member of the relevant Order of the Diocesan Conference. Ballot papers can be provided electronically or physically at the discretion of the Diocesan Secretary.
- 5.5 In all elections, only those who are members of the Diocesan Conference are eligible to vote.
- 5.6 Completed ballot papers shall be returned (be that physically or electronically) to the Diocesan Office by the date stated on the ballot paper, providing it is at least fourteen days after the date of posting or serving, if sent electronically. The Bishop will appoint returning officers, who will count the votes for each candidate, and report the result to the Secretary. The number of votes for each candidate will determine who become members of the body in respect of which the election is being held; those with the highest number of votes becoming the members and the remainder forming a list of supplemental members, if required, in the order of the number of votes cast for each nominee. In the event of a tie, the Returning Officer(s) shall decide the matter by the drawing of lots.
- 5.7 If the number of nominees for a given election is less than the number of places available in the relevant Order, all those validly nominated will be declared elected. The Bishop shall have discretion to determine how any remaining vacancies shall be filled.

- 5.8 In the event of a vacancy occurring in an election for which a supplementary list was required but could not be created due to insufficient nominations being received, the Bishop shall have discretion to determine how the vacancy shall be filled.
- 5.9 Within one week of such elections the Secretary shall return to the Secretary of the relevant body the names and addresses of all elected members and of those places, if any, filled under Clause 5.7 and of those in the supplementary list, if required. Such names shall also be sent to the Bishop and also to every Area Dean, for distribution to the clergy of the Diocese.

## **PART SIX - ELECTIONS TO THE GOVERNING BODY**

### **Clerical elections**

- 6.1 In the autumn of each year, the clerical members of the Diocesan Conference shall elect two of their members to the Governing Body. Such elections shall take place in the manner set out in Part Five of the Diocesan Constitution, subject to the following specifications:

The formation of the supplementary list shall be as required by Regulation 5.2 of the Regulations relating to the Governing Body in Chapter II of the Constitution of the Church in Wales or as amended from time to time.

### **Lay elections**

- 6.2 In the autumn of each year, the lay members of the Diocesan Conference shall elect four lay communicant and confirmed members of the Diocese to the Governing Body. Such elections shall take place in the manner set out in Part Five of the Diocesan Constitution subject to the following specifications:

The formation of the supplementary list shall be as required by Regulation 5.2 of the Regulations relating to the Governing Body in Chapter II of the Constitution of the Church in Wales or as amended from time to time.

### **General provisions as to elections**

- 6.3 (i) Persons elected shall assume membership of the Governing Body for three years from 1<sup>st</sup> January of the following year.
- (ii) In respect of casual vacancies occurring for clerical or lay members, the provisions of Regulation 12 of the Regulations relating to the Governing Body in Chapter II of the Constitution of the Church in Wales, or as amended from time to time, shall apply.

### **Nominations to Standing Committee of Governing Body**

- 6.4 The Standing Committee of the Conference shall nominate two Diocesan members of the Governing Body (one clerical and one lay) to the Standing Committee of the Governing Body at the autumn meeting in each triennial year; such members shall assume office on the 1st January of the following year.

## PART SEVEN - ELECTIONS TO THE ELECTORAL COLLEGE

- 7.1 In the autumn of 2022 and every three years thereafter, the Diocesan Conference shall elect six clerical and six lay members of the Diocese to act as Episcopal electors. Such elections shall take place in the manner set out in Part Five of the Diocesan Constitution subject to the following specifications:

### **Clerical elections**

- 7.2 Clerical nominees are required to fulfil the requirements of the Constitution of the Church in Wales, as set out in Regulation I of the Regulations relating to the Election of the Archbishop and the Diocesan Bishops in Chapter V of the Constitution of the Church in Wales or as amended from time to time.

Candidates are not required to submit a personal statement.

The number of votes for each candidate will determine his or her place on the Electoral College. The six with the highest number of votes becoming Episcopal Electors, and the next nine in order of the number of votes received, shall form the supplemental list as required by Regulation 2.2 of the Regulations in Chapter V of the Constitution of the Church in Wales or as amended from time to time.

### **Lay elections**

- 7.3 Lay nominees need not be members of the Diocesan Conference, but must fulfil the requirements of Regulation 1 of the Regulations relating to the Election of the Archbishop and Diocesan Bishops in Chapter V of the Constitution of the Church in Wales or as amended from time to time.

Candidates are not required to submit a personal statement.

The number of votes for each candidate will determine his or her place on the Electoral College. The six with the highest number of votes becoming Episcopal electors, and the next nine in order of the number of votes received, shall form the supplemental list as required by Regulation 2.2 of the Regulations in Chapter V of the Constitution of the Church in Wales or as amended from time to time.

### **General provisions as to elections**

- 7.4 (i) Notice of those elected, including their names and addresses, shall also be given to the Archbishop and each Diocesan Bishop.
- (ii) Persons elected shall assume membership of the Electoral College for three years from 1<sup>st</sup> January of the following year.
- e) In respect of casual vacancies occurring for clerical or lay members, the provisions of Regulation 6 or 17 of the Regulations relating to the election of the Archbishop or the Diocesan Bishops in Chapter V of the Constitution of the Church in Wales, or as amended from time to time, shall apply, as the case may be. The Secretary shall give notice of those filling such casual vacancies in the same way as is required for those elected.

## **PART EIGHT - ELECTIONS TO THE REPRESENTATIVE BODY**

8.1 In the Autumn of 2023 and every three years thereafter the Conference shall elect one clerical and one lay member of the Diocese to the Representative Body. Such elections shall take place in the manner set out in Part Five of the Diocesan Constitution subject to the following specifications:

### **Clerical elections**

8.2 The number of votes for each candidate will determine who becomes the member of the Representative Body. The one with the highest number of votes becoming the member and the remainder, in order of the number of votes received, shall form the supplemental list as required by Section 3 of Chapter III of the Constitution of the Church in Wales or as amended from time to time.,

### **Lay elections**

8.3 The number of votes for each candidate will determine who becomes a member of the Representative Body. The one with the highest number of votes becoming the member and the remainder, in order of the number of votes received, shall form the supplemental list as required by Section 3 of Chapter III of the Constitution of the Church in Wales or as amended from time to time.

### **General Provisions as to elections**

8.4 (i) Persons elected shall assume membership of the Representative Body for three years from 1st January of the following year.

(ii) In respect of casual vacancies occurring for clerical or lay members, the provisions of Section 3(5) of Chapter III of the Constitution of the Church in Wales, or as amended from time to time, shall apply.

## **PART NINE - ELECTIONS TO THE DIOCESAN ADVISORY COMMITTEE**

10.1 When required by paragraph 6 of Section 4.1 of Volume II of the Constitution of the Church in Wales Schedule 4 Part 1, or as amended from time to time, the Diocesan Conference shall elect two persons, being members of the Diocesan Conference, to the Diocesan Advisory Committee. Such elections shall take place in the manner set out in Part Five of the Diocesan Constitution subject to the following specifications:

10.2 Both nominators and seconders must be members of the Diocesan Conference.

Persons nominated must be members of the Diocesan Conference but may be either clerical or lay.

A single ballot paper shall be prepared, containing in alphabetical order the names of all those nominated. The ballot paper shall be sent to all members of the Diocesan Conference. The ballot paper can be provided physically or electronically at the discretion of the Diocesan Secretary.

The number of votes for each candidate will determine who will become members of the

Diocesan Advisory Committee. The two names with the highest number of votes shall become members of the Diocesan Advisory Committee.

A supplementary list is not required for this election.

#### **General Provisions as to elections**

10.3 (i) Persons elected shall assume membership of the Diocesan Advisory Committee for six years from the date of their appointment.

(ii) In respect of casual vacancies occurring, the provisions of paragraph 9 of Section 4.1 of Volume II of the Constitution of the Church in Wales Schedule 4 Part I, or as amended from time to time, shall apply.

### **PART TEN - ELECTIONS TO THE DIOCESAN CHURCHES AND PASTORAL COMMITTEE**

11.1 When required by Part 10 of Section 2 of Volume II of the Constitution of the Church in Wales, or as amended from time to time, the Diocesan Conference shall elect three persons, being members of the Diocesan Conference, to the Diocesan Churches and Pastoral Committee. Such elections shall take place in the manner set out in Part Five of the Diocesan Constitution subject to the following specifications:

11.2 Both nominators and seconders must be members of the Diocesan Conference.

Persons nominated must be members of the Diocesan Conference but may be either clerical or lay.

A single ballot paper shall be prepared, containing in alphabetical order the names of all those nominated. The ballot paper shall be sent to all members of the Diocesan Conference. The ballot paper can be provided physically or electronically at the discretion of the Diocesan Secretary.

The number of votes for each candidate will determine who will become members of the Diocesan Churches and Pastoral Committee. The three names with the highest number of votes shall become members of the Diocesan Churches and Pastoral Committee.

A supplementary list is not required for this election.

#### **General Provisions as to elections**

11.3 (i) Persons elected shall assume membership of the Diocesan Churches and Pastoral Committee for six years from the date of their appointment.

(ii) In respect of casual vacancies occurring, the provisions of paragraph 4 of the Constitution of Diocesan Churches and Pastoral Committees, or as amended from time to time, shall apply.

## **PART ELEVEN - ELECTIONS TO THE DISCIPLINARY TRIBUNAL**

- 12.1 When required under Part II of Chapter IX of the Constitution of the Church in Wales, the clerical members of the Diocesan Conference shall elect two of their members to the Disciplinary Tribunal. Such elections shall take place in the manner set out in Part Five of the Diocesan Constitution subject to the following specifications:
- 12.2 Candidates are not required to submit a personal statement.

The number of votes cast for each candidate will determine who will become members of the Disciplinary Tribunal. The two with the highest number of votes becoming the members and the next two, in order of the number of votes received, shall form the supplemental list as required by paragraph 10.4 of Chapter IX of the Constitution of the Church in Wales or as amended from time to time.

### **General Provisions as to elections**

- 12.3 (i) Those elected shall take up office on 1<sup>st</sup> January of the following year and shall serve for five years.
- (ii) In respect of casual vacancies occurring, the provisions of paragraph 10.4 of Chapter IX of the Constitution of the Church in Wales or as amended from time to time, shall apply.

## **PART TWELVE - ELECTIONS TO THE DIOCESAN BOARD OF FINANCE**

- 13.1 As soon as possible after 30<sup>th</sup> June in each year in which there are elections to the Diocesan Conference, as required by the Election Rules of the of the Diocesan Board of Finance, the Diocesan Conference shall elect the number of clerics and lay persons as is set out in Article 10.3 (c) of the Articles of Association of the Llandaff Diocesan Board of Finance, or as amended from time to time. Such elections shall take place in the manner set out in Part Five of the Diocesan Constitution subject to the following specifications:

### **Clerical elections**

- 13.2 Candidates must be clerical members of the Diocesan Conference and must comply with the requirements of the Electoral Rules of the Llandaff Diocesan Board of Finance.

Both nominators and seconders must be clerical members of the Diocesan Conference.

Candidates must specify the Archdeaconry for which they are standing and must live in, or work in the Archdeaconry.

The number of votes cast for each candidate will determine who will become members of the Diocesan Board of Finance. The name or names with the highest number of votes within each Archdeaconry shall become the member of the Board for that Archdeaconry and the remainder of the names for that Archdeaconry shall form the supplementary list as required by the Electoral Rules of the Llandaff Diocesan Board of Finance, or as amended from time to time.



## **Lay elections**

- 13.3 Candidates must live in or be on the electoral roll of a Ministry Area in the Diocese of Llandaff and must comply with the requirements of the Articles of Association of the Llandaff Diocesan Board of Finance.

Candidates must specify the Archdeaconry for which they are standing and must live in, work in or be on the electoral roll of a Church in the Archdeaconry.

The number of votes cast for each candidate will determine who will become members of the Diocesan Board of Finance. The name or names with the highest number of votes within each Archdeaconry shall become the member(s) of the Board for that Archdeaconry and the remainder of the names for that Archdeaconry shall form the supplementary list as required the Electoral Rules of the Llandaff Diocesan Board of Finance, or as amended from time to time.

## **PART THIRTEEN - STANDING ORDERS OF THE DIOCESAN CONFERENCE**

- 1) A meeting of the Llandaff Diocesan Conference can, if desired, be held in two sessions on different days, being adjourned at the end of the first session to recommence at a preordained time and place.
- 2) Each meeting of the Conference shall normally include a celebration of the Holy Eucharist, and each meeting shall be closed with prayer. For the avoidance of doubt, where the meeting of the Conference is adjourned to be held in two sessions, the celebration of Holy Eucharist does not need to be included in both of the sessions of one Conference meeting.
- 3) A meeting of the Llandaff Diocesan Conference may be held by a quorum of the members who are not all in one place but each of whom is able to speak to and be heard by each of the other members (directly or by means of telephonic, video or other electronic communication). A member taking part in such a conference will be deemed to be present in person at the meeting and be entitled to vote and be counted in the quorum. The meeting will be deemed to take place where the largest group of members is assembled or (where no such group is assembled) at the Registered Office of the Llandaff Diocesan Board of Finance.
- 4) Subject to paragraph (5) below, any meeting of any committee or sub-committee of the Llandaff Diocesan Conference may be held by a quorum of the members who are not all in one place but each of whom is able to speak to and be heard by each of the other members (directly or by means of telephonic, video or other electronic communication). A member taking part in such a conference will be deemed to be present in person at the meeting and be entitled to vote and be counted in the quorum. The meeting will be deemed to take place where the largest group of members is assembled or (where no such group is assembled) at the Registered Office of the Llandaff Diocesan Board of Finance.
- 5) The members of the Llandaff Diocesan Conference or its Standing Committee may from time-to-time designate a minimum number of meetings of any particular committee or sub-committee which must be held as a physical meeting and where the provisions in paragraph 4 above shall not apply in any calendar year.

- 6) When the President has taken the Chair, no member shall continue standing, except when addressing the Chair.
- 7) The President, whilst he/she is present at the Conference, may appoint another member of Conference to Chair the Conference in his/her place.
- 8) When two or more members rise simultaneously to address the Chair, the Chair shall decide which of them shall speak first.
- 9)
  - a) Speeches made by the proposer and seconder of a resolution shall not exceed ten minutes. The proposer may also claim five minutes for reply.
  - b) All other speeches shall not exceed five minutes.
  - c) The Chair may, with the leave of the Meeting, extend the time for a speech.
  - d) This section shall not apply to the President's Address.
- 10) No member shall be allowed to speak more than once on the same question, except in explanation or to raise a point of order, unless it is the proposer of a motion exercising the right to reply.
- 11) Whenever the Chair rises during a debate, any member speaking or offering to speak shall immediately sit down.
- 12) If, during a debate, 30 members rise in their places and demand that a vote be now taken, the Chair shall put that question to the meeting for a decision by a show of hands.
- 13) If the meeting approves the call for a vote, the Chair shall first offer the proposer the right of reply and then proceed directly to the vote.
- 14) When a division is called for, tellers of both the Orders of Clergy and Laity shall be appointed by the President or Chair.
- 15) There shall be fourteen days' notice of an ordinary meeting and at least seven days' notice of a special meeting. The failure of members to receive a notice of the meeting shall not prevent the dispatch of business at any meeting.
- 16)
  - a) Any Deanery wishing to propose a motion should send it to the Secretary by 1<sup>st</sup> May in any year in time for consideration by the Standing Committee.
  - b) All amendments to motions shall be in writing, signed by the proposer and must be handed to the Secretary, if possible before the meeting.
  - c) No amendment on an amendment shall be in order.

- d) A motion which is printed on the Agenda Paper need not be read out before put. All other motions or amendments shall be read out immediately before the vote thereon is taken.
- 17) Any questions requiring an oral response at the Diocesan Conference must be submitted in writing to the Secretary of the Conference at least seven days before the date of the meeting.
- 18) Only the business set out on the Agenda Paper shall be transacted save that the President may, at his/her discretion, allow other items of business of a routine nature not appearing on the Agenda Paper.
- 19) A motion for the suspension of Standing Orders shall not be in order unless a majority of the members present rise in support.
- 20) Any person may be invited by the Bishop to attend meetings of the Conference. Such persons may be invited to speak, but may not vote.
- 21) These Standing Orders shall be circulated with the Agenda for each and every meeting of Conference.

# THE DEANERY CONFERENCES IN THE DIOCESE OF LLANDAFF

## PART ONE - CONSTITUTION

### General

1.1 In each Deanery there shall be a Deanery Conference.

### Membership

1.2 All members of the Conference shall be communicants of the Church in Wales over sixteen years of age.

1.3 The following shall be members of the Deanery Conference:

#### a) Ex officio

All clerics other than retired clerics, all deaconesses other than retired deaconesses, and all full time stipendiary Lay Workers officiating with the Bishop's permission within the Deanery or officiating elsewhere in the Diocese but residing within the Deanery.

#### b) Elected

In 2022 and every three years thereafter, every Annual Vestry Meeting of each Ministry Area within the Deanery shall elect up to six members (but must elect at least as many lay members as there are clerics in that Ministry Area) to the Deanery Conference (or, where the Ministry Area is grouping of parishes, the Ministry Area Council shall agree which Parishes shall elect one member at their individual Annual Vestry Meeting up to a maximum of 6 in the Ministry Area), who shall assume office at the next meeting of the Deanery Conference and hold office for three years.

A supplemental list shall be made by each Vestry Meeting at the same time and in a similar manner.

In accordance with the provisions of Regulation 2 of the Regulations relating to the Deanery Conferences in Chapter IVB of the Constitution of the Church in Wales, or as amended from time to time, in the event of any elected member being unable or unwilling to attend any meeting of the Conference, that place, for that meeting, shall be taken by the first or next available lay representative from the Ministry Area, in the order in which they appear on the supplementary list. A vacancy arising among those elected shall be filled by the Ministry Area Council from the supplementary list.

In the event of one or more Ministry Areas ceasing to exist due to the passing of a decree by the Diocesan Bishop during the triennial period:

- a) The members of the Deanery Conference elected by the original Ministry Area or Ministry Areas will cease to be elected members of the Deanery Conference; and
- b) The newly formed Ministry Area, shall elect up to six members to the Deanery Conference at its Annual Vestry Meeting, (or, where the Ministry Area is grouping of parishes, the Ministry Area Council shall agree which Parishes shall elect one member at their individual Annual Vestry Meeting up to a maximum of 6 in the Ministry Area), who shall assume office immediately and hold office for the remainder of the triennial period.

**c) Co-opted**

Co-opted members shall be such number (if any) as the Deanery Conference may determine to co-opt of retired clerics and deaconesses officiating with the Bishop's permission within the Deanery, or officiating elsewhere in the Diocese but residing within the Deanery.

**d) Numbers**

The number of clerical members shall not exceed the number of lay members, and the number of co-opted members shall not exceed the number of elected members.

**PART TWO - POWERS AND FUNCTIONS**

- 2.1 Subject to the control of the Governing Body and the Diocesan Conference, the Deanery Conference shall manage its own affairs.
- 2.2 The functions of the Deanery Conference shall include:
- (a) promoting the whole mission of the Church: pastoral, evangelistic, social and ecumenical;
  - (b) assessing the needs of the Deanery in respect of finance, personnel and buildings;
  - (c) strategic planning for worship and pastoral care throughout the Deanery;
  - (d) advising on any matter properly referred to the Deanery Conference;
  - (e) acting on any communication from the Diocesan Conference or any Ministry Area Council within the Deanery on such matters as the Deanery Conference deems appropriate, and
  - (f) discussing matters concerning the Church in Wales or otherwise of religious or public interest, but the discussion of any doctrinal matters by the Deanery Conference shall not extend to any formulation or declaration of doctrine.
- 2.3 In exercise of its powers under Section 2 of Chapter IVB of the Constitution of the Church in Wales, or as amended from time to time, relating to the Deanery Conference, the Diocesan Conference requires Deanery Conferences to fulfil the provisions set out in Parts Three and Four below.

**PART THREE - MEETINGS**

- 3.1 All meetings of every Deanery Conference shall be summoned in writing, each member being sent notification from the Secretary of the Deanery Conference at least twenty one days before the meeting is due to take place. Such notice shall also outline the agenda, which shall clearly state whether any elections are to take place at the meeting.
- 3.2 Meetings of every Deanery Conference shall be held quarterly each year, provided that at the Annual Meeting, which shall be held not later than 30th June each year, members shall decide whether or not to dispense with the holding of other quarterly meetings during the forthcoming year. Nonetheless, an Area Dean may, at their own discretion, and shall at the request of the Bishop, or at a request in writing signed by not less than one-fourth of the members of the Deanery Conference, summon further meetings of the Conference during the year.

- 3.3 Every Deanery Conference shall, at the first Annual Meeting of every new triennial period and as necessary thereafter following a vacancy in any office, appoint from amongst the members of Conference:
- a. a lay vice chair,
  - b. an executive committee,
  - c. a Secretary
  - d. a Treasurer

#### **Finances**

- 3.4 Every Deanery Conference shall levy upon the Ministry Area within the Deanery a sum of money, the amount of which shall be decided by the Deanery Conference from time to time, which shall facilitate the work of the Secretary and the Deanery Conference and provide some means towards other Deanery work. Such monies shall be kept in a bank account opened for that purpose and administered by the Treasurer. There shall be at least two signatories to the account, of which the Area Dean shall be one. The Treasurer shall make an annual report to the Deanery Conference of its finances and the accounts shall be examined or audited every year by a competent person.

#### **The Minutes of Area Deanery Conferences**

- 3.5 The Secretary of the Deanery Conference shall keep minutes of all meetings of the Deanery Conference, and these shall be read at the next meeting and approved (with amendments if necessary) as appropriate. Should the Secretary fail to attend a meeting, the Deanery Conference may invite another person to take the minutes of that meeting. Every effort should be made by the Area Dean to ensure that the minutes of the previous meeting are available at the current meeting.

### **PART FOUR - ELECTIONS**

- 4.1 Whenever it is necessary for the Deanery Conference to conduct elections the following procedures shall be followed.
- (a) The Area Dean shall prepare nomination papers, and send these out to all members of Deanery Conference at least twenty one days before the next meeting of the Deanery Conference. These nomination papers should provide space for a biography of all nominees not exceeding sixty words. Subject to the provisions of paragraph 4.2 these nomination forms, duly signed by the proposer, seconder and the nominee, must be returned to the Area Dean seven days before the meeting of the Deanery Conference, or by the date specified on the nomination paper, whichever is the later. The addresses of all those whose names appear on the nomination papers must be given in full, including postcodes. Other than those on the nomination papers, no other nominations may be accepted.
  - (b) The Area Dean shall, where necessary, provide ballot papers based on the nomination forms, including the biographies supplied. Members of the Deanery Conference shall elect by ballot at the meeting or by post, at the discretion of the Area Dean, who shall invite two clerical members of the Deanery Conference to act as tellers of lay elections, and two lay members to act in clerical elections.

- 4.2 Only lay members of the Deanery Conference may propose and second nominations and vote in the election of lay persons, and only clerics who are members of the Deanery Conference may propose and second nominations and vote in clerical elections.
  - 4.3 Those nominated need not be members of the Deanery Conference but shall be communicants of the Church in Wales and over the age of sixteen years.
  - 4.4 The Area Dean shall, within seven days of the results of elections being known, write to all those who have been elected, informing them of the results of the elections, and shall similarly write to appropriate Diocesan Bodies and the clerics of the Deanery who shall inform their parishioners.
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Note:

Not part of the constitution

Amended Feb 2004 : Part 4 para's 4.2 (b) [I] and [ii], (c), (d) and (e) to take account of conflicting dates of taking up appointment and minor tidying up, and Standing Order 1 in respect of Conference commencing with the Eucharist.

Amended September 2009 Part 5 paragraphs 1 and 2, and Part 7 Paragraph 1, to take account of reductions in the numbers of Clerical and Lay Members elected to the Governing Body and the Representative Body.

Amended 1<sup>st</sup> December 2010 to take account of the Revised Constitution of the Church in Wales 2010.

Amended March and June 2012 – further consequential amendments following Revised Constitution of the Church in Wales and other matters of clarification.

Amended November 2015 – amendments to elections and other matters where further clarity or change of procedure required

Amended June 2020 – amendments to allow electronic meetings (paragraphs 3.5, 4.2, 1-4 of Part 14 and consequential paragraph numbering)

Amended July 2021 – amended to add definitions of Ministry Area and Ministry Area Council and making consequential amendments to change references to parish and Rectorial Benefice to Ministry Area, and references to PCC to Ministry Area Council. Added wording to ensure that ballot papers can be delivered electronically or physically in all elections. Removing reference to the Diocesan Nomination Board. Amendments to part 12 to reflect changes to the constitution of the Diocesan Board of Finance. Amending the number of representatives elected by each Ministry Area to the Deanery Conference. Removal of reference to the Treasurer of the Diocesan Conference. Removal of reference to the Board of Social Responsibility and Council for Ministry. Amendments to part 13 standing orders. Changes to votes for each Ministry Area to Deanery and Diocesan Conference.